

Public Works
Summary Minutes

Work Session was held between the County Commissioners and Public Works on Tuesday, November 10, 2009, at 10:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **John Dean, Chair**
Helen Price Johnson, Member
Angie Homola, Member

Staff: **Pam Dill**

Staff Present: **Bill Oakes, Steve Marx, Connie Bowers**

Others Present: **Elaine Marlow, Bob Pederson, Dick Hart, Rufus Rose, Mr. Churchill, Corey Ertel**

(Record Part 1 @:23)

Roads

Subject: **West Beach bulkhead failure**

Attachment: photos of site

Discussion: The Public Works Director, Planning Director and two West Beach residents briefed the Board on the coastal erosion along West Beach. The County has applied for local and state permits to armor the right-of-way. The placement of 3-man rock is being scheduled for Thursday morning.

Richard Hart, a resident of West Beach, wants to replace his failing bulkhead with a 3-man rock bulkhead. He provided the Board with information on the benefits of rock armoring.

Bob Peterson, Planning Director, indicated that he would expedite a Shoreline Substantial Development permit for Mr. Hart, to replace his bulkhead, but the larger coastal erosion process along that stretch of beach will eventually need to be addressed with all the regulatory agencies.

Solid Waste

Subject: PAA

Attachment: none

Proposed Action: Replacement position - Solid Waste Tech 4/Plant Operator.

Follow up: Okay with Board.

Roads

Subject: **Hunt Road/Taylor Road Warning Improvements – Sole Source & POs**

Attachment: Draft Sole Source Resolutions (2) & Copies of POs

Proposed Action: Purchase of Blinking Curve and Turn Warning Signs for the Hunt Road & Taylor Road curve Warning Improvement Project as Sole Source Items; Purchase Order No. 8172

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Traffic Safety Supply Co., Inc.; Solar Powered Blinker Signs; \$5,900.00; CRP 09-05, Work Order No. 457 (RM-PW-09-0456) (PW-0920-162)

Follow Up: Okay with Board to move forward.

Subject: Hazard Tree Fall Policy

Attachment: Hazardous tree fall training standard

Proposed Action: Hazardous tree inspection and tree trimming is performed annually.
The following standards currently apply:

Danger tree found

In Right-of-way – remove

Outside of right-of-way

Eminent danger-remove and send owner a notice that the tree was removed

Less Eminent danger

Step 1- Contact owner about removing the tree

Step 2 – Send owner a notice that the tree is a hazard and a public nuisance and must be removed in 60 days or the County will remove

Step 3 – Remove the tree and bill owner.

Follow Up: Formal policy will be put in place.

Public Works

Subject: 2010 ACP

Attachment: Preliminary ACP

Proposed Action: Bill reviewed the preliminary Annual Construction Program for 2010 with the Board.

Follow up: Okay with Board to move forward with resolution adopting the Annual Road Construction Program for the Year 2010.

Planning & Community Development Summary Minutes

Work Session was held between the County Commissioners and the Planning Department on Tuesday, November 10, 2009, at 11:10 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: John Dean, Chair **Staff:** Pam Dill
Helen Price Johnson, Member
Angie Homola, Member

Staff Present: Bob Pederson, Paula Bradshaw, Brandon Sweeza, Andy Griffin

Others Present: Elaine Marlow, Corey Ertel, Rufus Rose

(Record Part 1 @ 01:08)

Subject: Outstanding 2005 Planning Commission Docket Item – CPA 063/05 Business Storage outside of UGAs

Attachment: none

Proposed Action: The Planning Commission deliberated on CPA 063/05 and made a recommendation to the Board, but the amendment was never brought before the Board for action.

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Bob recommended placing CPA 063/05 on the 2010 docket for Board action.

Follow up: Okay with Board.

Subject: 2009 Annual Docket item on Mini Storage – amendments to the standards that govern mini storage facilities within the Rural Zone – continued discussion

Attachment: Map depicting mini storage facilities in the Rural zone

Proposed Action: At the October 21st work session the Board requested a copy of the Planning Commission deliberations and the Planning Department's staff report and supporting exhibits (crime study and assessor change in value) on the proposed amendments which Brandon forwarded to the Board via email on October 27, 2009. Brandon indicated Planning staff supports the Planning Commission's recommendation to allow mini storage in the Rural zone with stringent requirements.

Follow up: Okay with Board to schedule for public hearing.

Subject: Permit tracking timeframes

Attachment: none

Discussion: Discussed possible zoning code amendments pertaining to permit processing timeframes and the need for permit tracking software.

Follow up: No action, discussion only.

Subject: Land use & building permit fee schedules

Attachments: Fee permit schedule

Proposed Action: The Board continued their discussion on increasing land use and building permit fees. Over the course of the year Planning will be keeping track of how much time each permit takes to process and will revisit the fee schedule annually.

Follow up: The Board continued the discussion to Planning's next work session on December 2, 2009.

Health Department
Summary Minutes

Work Session was held between the County Commissioners and the Health Department on Tuesday, November 10, 2009, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: John Dean, Chair
Helen Price Johnson, Member
Angie Homola, Member

Staff: Pam Dill

Staff Present: Keith Higman, Kerry Graves, Dr. Roger Case, Kathleen Parvin, Linda Telles

Others Present: Elaine Marlow, Larry Larson

(Record Part 2 @ :40)

Administration

Subject: H1N1 influenza update – standing PAA

Attachment: Phase 3 CDC H1N1 Funding Allocation

Discussion: Keith provided the Board with an Island County Influenza Situation update.

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He also noted that the current PAA process is not responsive in cases of emergency. The Board discussed granting Keith the authority to allow staff currently working less than 40 hours per week to work extra hours in the H1N1 program not to exceed 40 hours per week and allow staff currently working 40 hours per week to work at an overtime rate over 40 hours per week in the H1N1 program. Grant funded through Consolidated Contract C14949.

Follow up: No action taken, moved to Monday's agenda for a formal decision.

Environmental Health

Subject: Department of Ecology – WRIA Education & Outreach Program

Attachment: Contract

Proposed Action: Contract with Department of Ecology – WRIA Education & Outreach Program.

Funding support for education and outreach in support of watershed planning and water-related issues. Contract No. G1000316; Contract Amount: \$156,510 (RM-HLTH-09-0467)

Follow up: Board approved moving contract forward.

Subject: Department of Ecology – Water Pollution Control Revolving Fund Loan Agreement

Attachment: Agreement

Proposed Action: Washington State Water Pollution Control Revolving Fund Loan Agreement between the State of Washington Department of Ecology and Island County Health Department for On-Site Repair Financial Assistance Program; Contract Amount: \$300,000; Agreement No.:L1000014

Follow up: Okay with Board to move agreement forward.

Subject: Required support documents related to DOE – Water Pollution Control Revolving Fund Loan Agreement

Attachments: Resolution & certificate

Proposed Action: Resolution committing to repay funds borrowed from the Washington State Water Pollution Control Revolving Funds and to continue to fund a Water Quality Assistance Fund loan program to provide low interest loans for the repair of failing on-site sewage systems; Agreement to hire bond council (Foster Pepper); and Certificate relating to Agreement No. L1000014.

Follow up: Okay with Board to move support documents forward.

Nursing Services

Subject: Island County termination of DSHS – Family Planning Contract #0663-97795

Attachment: none

Proposed Action: Termination for convenience due to Health Department staffing restrictions and the uncertainty of continued DSHS funding for the program.

Follow up: No action, informational only.

**General Services Administration
Summary Minutes**

Work Session was held between the County Commissioners and General Services Administration on Tuesday, November 10, 2009, at 1:50 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: John Dean, Chair
Helen Price Johnson, Member
Angie Homola, Member

Staff: Pam Dill

Staff Present: Betty Kemp, Don Mason

Others Present: Elaine Marlow, Rufus Rose, Keith Higman, Carla Waite

(Record Part 2 @ 48:20)

Property Management

Subject: South Whidbey Resource Center Remodel

Attachment: yes

Discussion: The South Whidbey Resource Center lessee, South Whidbey Parks District, is requesting a remodel to the building. Two of the remodels are minor, alarm system and installation of a sliding window, the third, removal of several interior walls, is more extensive. The Facilities Director has concerns about removing load bearing walls.

Follow up: The Board approved installation of an alarm system and sliding window. Following review of the engineering report indicating the walls are not load bearing, the Board approved removal of the walls conditioned on the lessee, at the County's option, returning the affected spaces to their original condition at the time they vacate the building.

Public Defense

Subject: 2010 State OPD Grant Agreement

Attachment: Grant Agreement No. GRT10214

Proposed Action: Grant Agreement with WA State Office of Public Defense for 2010 distribution of annual RCW 10.101 Public Defense Allocation; Grant Agreement No.: GRT10214; Amount: \$62,863.00 (RM-GSA-09-459)

Follow Up: Okay with Board to move forward with agreement.

**Island County Auditor
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor on Tuesday, November 10, 2009, at 2:19 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: John Dean, Chair
Helen Price Johnson, Member
Angie Homola, Member

Staff: Pam Dill

Present: Sheilah Crider, Anne LaCour

Others Present: Elaine Marlow, Rufus Rose

(Record Part 2 @01:15:50)

Subject: Postponement of Secretary State Audit of Elections due to illness

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Attachment: none

Information: The Office of Secretary of State (OSOS) conducts a review of each county election process every three years. The OSOS representative was ill and not able to conduct the audit. OSOS has postponed the audit until an election of their choice in 2010.

Subject: Update on November 3 election and elections 2010

Attachment: none

Information: Fire Commissioner District 2 race is separated by two votes and will require a manual recount, billable to the Fire District. There is the potential for 5 elections in 2010.

Subject: Payment of subscriptions/maintenance contracts for equipment

Attachment: none

Proposed Action: As a matter of policy, the County has only allowed payment on subscriptions for one year. RCW 42.24.035 allows for payment up to 3 years. In some instances 2 or 3 year subscriptions, as well as some maintenance contracts, could be a savings. Anne requested approval to allow up to 3 years payment if it is a savings to the County.

Follow up: Okay with Board.

WSU / Extension Services
Summary Minutes

Work Session was held between the County Commissioners and WSU/Extension on Tuesday, November 10, 2009, at 2:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: John Dean, Chair
Helen Price Johnson, Member
Angie Homola, Member

Staff: Pam Dill

Staff Present: Judy Feldman, Lynette Goodell,

Others Present: Elaine Marlow, Rufus Rose

(Record Part 2 @01:26:02)

Subject: Amendment No. 2 to National Fish and Wildlife Foundation Grant Agreement for Shoreline Restoration at Cornet Bay, time extension

Attachments:

Proposed Action: Amendment No. 2 to Grant Agreement with National Fish & Wildlife Foundation for a time extension to Dec. 31, 2010 for the Island County Shoreline Restoration grant managed by the Island County Marine Resources Committee (MRC).

Follow up: Okay with Board to move forward pending legal review.

Subject: Rex Porter and Sarah Schmidt contracts

Attachments: no

Proposed Action: Rex Porter and Sarah Schmidt's contracts will need to be extended to dovetail with Amendment No. 2 above.

Follow up: Okay with Board.

Subject: General office update

Attachments: graphs

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Discussion: Judy provided a general office update, including discussion of potential budget impacts to various programs. More in depth information regarding specific programs will be provided at the Board's Monday budget session.

Human Resources
Summary Minutes

Work Session was held between the County Commissioners and Human Resources on Tuesday, November 10, 2009, at 2:47 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: John Dean, Chair
Helen Price Johnson, Member
Angie Homola, Member

Staff: Pam Dill

Staff Present: Larry Larson, HR Director

Others Present: Elaine Marlow, Greg Banks, Rufus Rose

(Record Part 2 @ 01:44:06)

Subject: Travel Policy

Attachment: Proposed policy

Proposed Action: Larry reviewed the proposed Travel Policy with the Board.

Follow up: Larry will bring the travel policy to roundtable for further input and discussion.

Subject: Ethics & Conflict of Interest Policy

Attachment: Revised policy

Proposed Action: The Board has reviewed various drafts and provided feedback that has been incorporated. The policy has been circulated to Elected Officials and Department Heads. Larry is seeking approval to have the policy signed on by the various Elected Officials. Following that, a resolution would be prepared and the policy would be presented to the Board for formal approval.

Follow up: Okay with Board to proceed.

Subject: Outside Employment Policy

Attachment: Revised policy

Proposed Action: The Board has reviewed various drafts and provided feedback that has been incorporated. The policy has been circulated to Elected Officials and Department Heads. Larry is seeking approval to have the policy signed on by the various Elected Officials. Following that, a resolution would be prepared and the policy would be presented to the Board for formal approval.

Follow up: Okay with Board to proceed.

Subject: Vacation Policy

Attachment: Proposed policy

Proposed Action: The Vacation Policy was approved on February 11, 2008. There are no revisions being proposed to this policy. It is being brought before the Board to be approved in a format that will allow it to be placed on the County's web site for easier access. Larry requested approval from the Board to have the policy signed on by various Elected Officials.

Follow up: The Board approved for form. Commissioner Price Johnson asked Larry to bring the Vacation Policy back for further discussion regarding use of leave balances.

Subject: Leave of Absence Policy

Attachment: Revised policy

Proposed Action: Revised policy provided for Board review. Following Board review, bring to roundtable for further input and discussion.

Follow up: Okay with Board.

Subject: Criminal Background Investigation Policy

Attachment: Proposed policy

Proposed Action: Policy provided for Board review. Following Board review, bring to roundtable for further input and discussion.

Follow up: Okay with Board.

Assessor
Summary Minutes

Work Session was held between the County Commissioners and the Assessor on Tuesday, November 10, 2009, at 3:12 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: John Dean, Chair
Helen Price Johnson, Member
Angie Homola, Member

Staff: Pam Dill

Present: Dave Mattens

Others Present: Elaine Marlow

(Record Part 2 @ 02:08:22)

Subject: Mapping Division

Attachment: none

Information:

Segregation Section – Backlog update
October 2009 143

Cartography Section

Working on receiving stimulus money from the Broadband Stimulus Program. Grant award made to Washington State of \$1.7M for mapping. Estimated cost available to the County - \$33,000. Deliverable is a GIS parcel layer that contains address and parcel numbers. Payment in full upon completion. No payments unless completed by 3/1/2010.

Subject: Appraisal Division

Attachment: none

Information:

DOR approved Island County Revaluation Plan for 2010-2015 based on the following conditions:

- Imperative office be adequately funded and appropriately staffed to support the uniformity of taxation clauses of the State Constitution
- Adequate appraisal tools and technology must be funded and supported

New Construction:

- Improvements: approximately \$133,054,587

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- Value added due to land segregations: \$19,353,907 (all manual, no way to automate in real property)

Levy update: Working on for the last five weeks

Ratio Reports:

- Real Property – 97.3% vs. Snohomish County: 93.6% (only effects the Library and Stanwood/Camano School District)
- Personal Property – 90.1% - Mailed 1683 personal property accounts

Subject: Administration Division

Attachment: none

Information:

Senior Citizens – North Whidbey Senior Citizen Presentation – Friday, October 16

Subject: Conservation District

Attachment: none

Information:

- Sent data file and codes to Snohomish Conservation District

Needed:

Define boundaries of district

Need assessment roll by November 30

Cost to department could exceed revenue

Acreage not guaranteed or necessary (See Mason County)

- Lawsuits for inaccurate acreage measurement
- Require more time to implement tax bill

Chairman's Agenda
Summary Minutes

The County Commissioners met during Chairman's portion of Work Session on Tuesday, November 10, 2009, at 3:28 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners: John Dean, Chair
Helen Price Johnson, Member
Angie Homola, Member

Staff: Pam Dill

Staff Present: Elaine Marlow, Bill Oakes

Others Present: GayLynn Beighton, Alison Studley, Skagit Fish Enhancement Group

(Record Part 2 @ 02:25:00)

Subject: American Rivers and NOAA Community-based restoration program river grants

Attachments: none

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Proposed Action: The Swan Lake Watershed Preservation Group is interested in any and all sources of revenue that will help with their studies of the feasibility of enhancing the tidal connection at Swan Lake. The first step is to have a letter of support from Island County, as the property owner, that assures funders of Island County government's support.

Alison Studley, Skagit Fish Enhancement Group, noted that the American Rivers-NOAA funding would provide feasibility funding that could augment the Salmon Recovery Funding Board (SERF) funds. Alison offered to draft a sample letter of concurrence.

Follow-up: Alison will work with Bill Oakes, Public Works Director, who will make a recommendation to the Board.

Budget Director
Summary Minutes

Work Session was held between the County Commissioners and the Budget Director on Tuesday, November 10, 2009, at 3:40 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: John Dean, Chair

Helen Price Johnson, Member
Angie Homola, Member

Staff: Pam Dill

Staff Present: Elaine Marlow, Budget Director, Paul Bradshaw, De Dennis, Dave Mattens, Bill Oakes, Larry Larson, Kerry Graves, Wylie Farr, Chris Wallace, Kelly Mauck, Linda Riffe, Sheriff Brown, Carol Barnes, Sheilah Crider

Others Present: Farrell Fleming, Executive Director, Senior Services of Island County, Frank Robinson, President Senior Services of Island County, Rufus Rose, Mike McIntire, Director, Oak Harbor Senior Services, Karen Krug, Karen Bishop, Duke LeBaron, Karla Jacks, Executive Director, Camano Senior Services, members of the public via teleconference on Camano

(Record Part 2 @ 02:35:32)

Subject: Review/discussion of 2010 Budget

Attachments:

Discussion: Senior Services organizations (Senior Services of Island County, Oak Harbor and Camano) provided a presentation to the BOCC regarding possible cuts to programs in 2010, based on the County's current fiscal crisis. Camano Senior Services and Oak Harbor Senior Services drew attention to the programs they provide and pointed out that in many ways the services they offered to County residents on behalf of the County, and as an agent of the County, were much closer to mandated services than non-mandated services.

Farrell Fleming, Executive Director, Senior Services of Island County, noted that Senior Services has not had a formal discussion as an organization with regards what kind of cuts they feel they can make without having to cut their least cost effective services which are the very ones that serve the most vulnerable population. They will do that and provide the information to the Budget Director.

Follow up: Continue budget discussion to Tuesday, November 17, 2009. A budget session for staff was scheduled for November 30, 2009 at 4:45 p.m.

Subject: Conservation District Special Assessment

Attachment: yes

Proposed Action: Karen Bishop informed the Board that the Court of Appeals issued its decision in the Mason Conservation District assessment case. The court upheld the Mason Conservation District system of assessments and reversed the Superior Court's decision to the contrary. Karen pointed out that the decision stated in the facts that Mason County decided to change the proposed \$0.07 per acre charge to \$0.00 due to the high administrative cost associated with the implementation of a per acre assessment.

Karen proposed that the Board, taking into account that the per acre charge has a high administrative cost associated with the implementation of a per acre assessment, modify the system of assessments to charge an assessment of \$5.00 per parcel and \$0.00 per acre. Based on the July 2009 preliminary acreage numbers that would be assessed (estimated at 102,313 acres), at \$0.05 per acre the total to be collected is \$5,116.00.

Commissioner Homola concerns include funding and staff time to administer the assessment and the exemption for Rural Forest land.

Karen explained that there is a specific formula for collecting from Rural Forest in the WAC, it is not the simple \$/parcel calculation as with other parcels. They calculated the estimated potential revenue from Rural Forest parcels in Island County and weighed it against the administrative time and cost necessary to collect this revenue and determined it was not cost effective. Rural Forest parcel owners will not benefit directly from the assessment. Revenues generated by this assessment can only be used for assessed lands. The County Treasurer will deduct an amount from the collected special assessments to cover the costs incurred by the County Assessor and County Treasurer in spreading and collecting the special assessments.

Follow up: The District will forward the revised proposal to eliminate the per acre charge to the Prosecutor's Office for legal review. Schedule for public hearing on November 23, 2009.

Subject: Interlocal Agreement with City of Langley for Historical Preservation project

Attachment: Memorandum and Interlocal agreement

Proposed Action: At the September 9, 2009 work session, the Board asked staff to prepare an Interlocal Agreement to fund the City of Langley's request for \$6,000 from Historical Preservation Funds to be used as matching funds for a grant award of \$9,000.00 by the Washington State Department of Archaeology and Historic Preservation. The project's total cost will be \$15,000.00 and will be an intensive-level survey of 60 historic properties within Langley. Elaine reviewed the agreement with the Board.

Follow up: Okay with Board to move forward with Interlocal. Elaine will forward to Langley City Council for their review.

Subject: Review/discussion Resolution to Amend 2009 Budget

Attachment: none

Proposed Action: Schedule public hearing to amend 2009 budget. The Board discussed setting up quarterly budget amendment hearings.

Follow up: Okay with Board to schedule resolution for public hearing.

Subject: 2% Tourism awards for 2010

Attachment: Yes

Proposed Action: Approve 2% Hotel-Motel Tax Tourism Promotion Project Awards for 2010.

Follow up: Okay with Board.

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Subject: Interfund Loan

Attachment: yes

Proposed Action: Resolution authorizing an interfund loan to Island County Conservation Futures Fund from Island County Capital Facilities Fund. An interfund loan is necessary to ensure adequate resources and operating cash flow remain available within the Conservation Futures program.

Follow up: Okay with Board.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Helen Price Johnson, Chair

Angie Homola, Member

John Dean, Member

ATTEST:

Elaine Marlow, Clerk of the Board