

Public Works
Summary Minutes

Work Session was held between the County Commissioners and Public Works on Wednesday, February 17, 2010, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

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

Staff: Pam Dill

Staff Present: Bill Oakes, Connie Bowers, Joantha Guthrie, Jack Taylor, Steve Marx, Dave Bonvouloir, Jerry Mingo

Others Present: Elaine Marlow

Roads

(Record Part 1 @ 1:46)

Subject: Weekend update

Attachment: none

Information: Bill reported that the center of the culvert beneath Beach Drive on Camano Island rotted away and resulted in a 6x12 foot sinkhole. The road has been closed to traffic. The culvert needs to be removed and replaced and needs to remain fish passable. This is a significant project that will entail lots of time and money.

Another sinkhole opened up on Bob Galbreath opposite of the last one in October. Non-destructive testing of the area after the first hole opened failed to detect the new void. They did an interim repair on the first hole and were in the process of studying how to do a permanent fix this summer. They will now move forward with a permanent repair which is estimated at two to three weeks.

Solid Waste

Subject: Refrigerating & Appliance Contract

Attachment: Bid Summary & Recommendation for Bid Award

Proposed Action: Bid Award – Hauling of Processed Refrigerating Appliances; Award to Smalley Enterprises, Inc.; \$15.00/appliance.

Follow up: Okay with Board.

Subject: Boat ramp fees

Attachment: none

Discussion: Maple Grove and Utsalady are the two areas on Camano Island that have been asking for some kind of immediate demand management for the summer season. Suggested fee:

Resident (renters and landowners)	\$ 7.00	Annual Pass	\$40.00
Non-Resident	\$15.00	Annual Pass	\$80.00

Follow up: The Board directed Bill to work with Dave Jamieson to draft a boat launch fee proposal for Maple Grove and Utsalady for the Board's consideration.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 43
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Subject: WSDOT Surplus Property

Attachment: Letter dated 1/8/10 from WSDOT to BOCC

Proposed Action: Bill noted that WSDOT is required to notify jurisdictions when they declare a property surplus. The property will be sold at market value and Bill did not recommend the County purchase the property.

Subject: Discuss purchase of four pick-ups off WA State contract

Attachment: PO & Current contract information

Proposed Action: Purchase Order No. 9220 – Four (4) 2010 Chevrolet Silverado 2500 ¾ Ton 4WD Extended Cab pickup w/options; Purchase off State Contract - \$111,506.59 (incl. WSST).

Follow Up: Okay with Board to move forward to Monday's agenda.

Subject: Sign Contract - Furnishing traffic control signs to Island County

Attachment: Bid Tab, Engineer's recommendation & Bid Award

Proposed Action: Bid Award – Traffic Control Signs; Three-Year Contract with the Potential for Two Additional Years; Award to Zumar Industries, Inc.

Follow Up: Okay with Board to move forward to Monday's agenda.

Subject: Local Agency Agreement – Roadway Preservation Supplemental Agreement No. 1

Attachment: Supplemental Agreement No. 1

Proposed Action: Supplemental Agreement No. 1 – Washington State Department of Transportation; LA Agreement No. 6930; Reallocation of Funds.

Follow up: Okay with Board to move forward to Monday's agenda.

Subject: Money for Main Street – Potential Federal Stimulus Projects

Attachment: 2010 Island Sub-region RTPO Projects List- Jobs for Main Street Bill - Project Spreadsheet

Information: Projects include East Camano Drive/McElroy Road intersection improvements and roadway preservation projects with Langley, Coupeville and Oak Harbor.

Follow up: Okay with Board to move project list forward.

Subject: 2010 Road Levy Certification

Attachment: Road Levy Certification

Proposed Action: Certification to County Road Administration Board of 2010 Road Levy and Estimated Revenue Produced.

Follow up: Okay with Board to move forward to Monday's agenda.

Public Works

Subject: Rhody Sidewalk CIP Project, Saratoga Woods Demo/Gazebo Renovation

Attachment: Map of Rhody Park

Proposed Action: Proposing adding a short section of concrete sidewalk to improve ADA access at the ball fields. Received bid for \$1700.00. REET funded. Commissioner Homola was not in favor of creating more impervious surface.

Follow up: Okay with Commissioner Price Johnson and Commissioner Dean .

Subject: Island County Parks and Habitat Conservation Plan

Attachment: Parks Plan

Proposed Action: Consultant Agreement - Moore Iacofano Goltsman, Inc.; Island County Parks & Habitat Conservation Plan; Complete Parks & Habitat Conservation Plan; \$89,808,33.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 44
FEBRUARY 17, 2010 – WORK SESSIONS

Follow up: Okay with Board.

Subject: Natural Systems On-Call

Attachment: none

Proposed Action: Postponed.

Follow up:

General Services Administration
Summary Minutes

Work Session was held between the County Commissioners and General Services Administration on Wednesday, February 17, 2010, at 10:25 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

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

Staff Present: Betty Kemp, Director

Others Present: Elaine Marlow

(Record Part 1 @ :22:37)

GSA

Subject: Amendment No. 5 to contract with Whidbey Animal's Improvement Foundation

Attachment: yes

Proposed Action: Amendment No. 5 to Contract with Whidbey Animals' Improvement Foundation for animal shelter services on Whidbey Island; Amount: \$50,852.76 annually.

Follow Up: Okay with Board to move forward to Monday's agenda.

Amendment No. 6 to contract with Whidbey Island Animal Control, Inc.

Attachment: yes

Proposed Action: Subject: Amendment No. 6 to Contract with Whidbey Island Animal Control, Inc. to provide animal control services on Whidbey Island; Amount: \$68,772.48 annually.

Follow Up: Okay with Board to move forward to Monday's agenda.

Subject: Amendment No. 5 to contract with Camano Animal Shelter Association

Attachment: yes

Proposed Action: Amendment No. 5 to Contract with Camano Animal Shelter Association for animal shelter services on Camano Island; Amount: \$26,734.08 annually.

Follow Up: Okay with Board to move forward to Monday's agenda.

Subject: Amendment No. 5 to contract with Camano Island Kennels, LLC

Attachment: yes

Proposed Action: Amendment No. 5 to Contract with Camano Island Kennels, LLC to provide animal control services on Camano Island; Amount: \$43,927.20 annually.

Follow Up: Okay with Board to move forward to Monday's agenda.

Subject: Appointments and Designations to the Washington State Risk Pool

Attachment: yes

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 45
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Proposed Action: Designate/appoint county employees to fill the positions of Director, Alternate Director, Risk Manager, Safety Officer, and Claims Administrator for representation in the Washington State Risk Pool

Follow Up: Okay with Board to bring forward resolution continuing Relationships with the Washington Counties Risk Pool and the Related Appointments and Designations of/for Each Member County.

Human Resources
Summary Minutes

Work Session was held between the County Commissioners and Human Resources on Wednesday, February 17, 2010, at 10:36 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

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

Staff: Pam Dill

Staff Present: Larry Larson, Director

Others Present: Elaine Marlow, Keith Higman, Whitney Webber

(Record Part 1 @ 1:32:09)

Subject: PAA - Out of class pay - Carla Waite – Facilities

Attachment: none

Proposed Action: Two pay grade increase to act as temporary Department Head while Dan Sherk is out on medical leave.

Follow up: Okay with Board.

Subject: WCIF/WCIP grant

Attachment: none

Information: Through the efforts of Whitney Webber, Island County received a \$3500.00 Wellness grant from WCIF/WCIP.

Chair Helen Price Johnson announced that the Board would meet in a Closed Session as allowed under RCW 42.30.140(4)(b), that portion of a meeting during which the governing body is planning to adopt the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

Juvenile & Family Court Services
Summary Minutes

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 46
FEBRUARY 17, 2010 – WORK SESSIONS

Work Session was held between the County Commissioners and the Juvenile Department on Wednesday, February 17, 2010, at 10:53 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

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

Staff Present: Mike Merringer

Others Present: Elaine Marlow

(Record Part 2 @:10)

Subject: Contract Amendment JABG

Attachment: yes

Proposed Action: Contract Amendment with WA State DSHS for JABG FFY08 Federal Grant supporting Alternatives to Detention Work Crew, RM-JUV-10-0028, Reduction of \$1200.00 Federal Grant that supports the Alternative to Detention Work Crew

Follow-up: Okay with Board to move forward to Monday's agenda.

Planning & Community Development
Summary Minutes

Work Session was held between the County Commissioners and the Planning Department on Wednesday, February 17, 2010, at 11:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

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

Staff Present: Bob Pederson, Director, Paula Bradshaw

Others Present: Elaine Marlow, Keith Higman

(Record Part 2 @ 9:00)

Subject: PAA for Assistant Planner (Replacement Position)

Attachments: none

Proposed Action: PAA for Assistant Planner/Long Range, Replacement Position – Bobak Talebi

Follow up: Okay with Board to hire in at C-11 if a qualified candidate is found.

Subject: PAA for Associate Planner – Current Use Planner (New Position, Funded by Permit Revenue)

Attachment: none

Proposed Action: PAA for Associate Planner/Current Use –funded through permit fee Increase.

Follow up: Okay with Board.

Subject: RFP for Permit Tracking Software

Attachments: yes

Proposed Action: Bob Peterson will work with Keith Higman, Bill Oakes and Cathy Caryl to draft an RFP for Board review.

Health Department
Summary Minutes

Work Session was held between the County Commissioners and the Health Department on Wednesday, February 17, 2010, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

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

Staff Present: Keith Higman, Director, Kerry Graves, Aaron Henderson, Vin Sherman

Others Present: Elaine Marlow, Vince Muscolo, Margaret Lynn Ryder Gross

Administration

(Record Part 3 @:10)

Subject: Purchase Order 8964

Attachment: yes

Proposed Action: Purchase Order with Miskimens - Design for production of Community Action Report booklets. Purchase Order No. 8964; Purchase Order Amount: \$5,000 (RM-HLTH-10-0057)

Follow up: Move forward for BOCC signature following legal and risk review.

Subject: Purchase Order 8962

Attachment: yes

Proposed Action: Purchase Order with Printery - Communications for printing of Home Sewage System brochures. Purchase Order No. 8962; Purchase Order Amount: \$ 5,000 (RM-HLTH-10-0058)

Follow up: Move forward for BOCC signature following legal and risk review.

Environmental Health

Subject: Contract with Department of Ecology

Attachment: yes

Proposed Action: Contract with WA State Department of Ecology – WRIA 6 Education & Outreach. Contract funds development of education & outreach, rule development, interlocal partnerships, and the Water Resources Advisory Committee; Contract No. G1000489; Contract Amount: \$30,000 (RM-HLTH-10-0052)

Follow up: Move forward for BOCC & BOH signature following legal and risk review.

Subject: Contract with Department of Ecology

Attachment: yes

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 48
FEBRUARY 17, 2010 – WORK SESSIONS

Proposed Action: Site Hazard Assessment/Remedial Action Contract No. G1000504 for \$37,500. Funds activities to investigate and analyze potential hazardous waste sites in Island County to protect public health and the environment.

Follow up: Move forward for BOCC & BOH signature following legal and risk review.

Add-on

Subject: Single Party Well application

Attachment: none

Proposed Action: Keith requested approval from the Board to piggyback on a Public Works contract with hydrogeologist, Doug Kelly, to provide a hydrogeological assessment for a well application on Camano Island.

Follow up: Okay with Board.

**Island County Auditor
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor on Wednesday, February 17, 2010, at 1:40 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

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

Present: Sheilah Crider, Auditor

Others Present: Elaine Marlow

(Record Part 3 @ 36:30)

Subject: Update on acquisition and installation of exterior mounted ballot drop boxes for 400 Main and Camano Annex

Attachment:

Information: Drop boxes, acquired with HAVA grant funds, arrived yesterday and the Coupeville one was installed by facilities staff.

Subject: Update on elections

Attachment: none

Information:

- Expect one May special election for the South Whidbey School District for a new bond measure (will know by March 24)
- New legislation pertaining to the elimination of flaps on ballots (HB 1880)
- Update on election worker training

Subject: Finance reports

Attachment: none

Discussion: The Auditor and the Treasurer provide basically the same Monthly Financial Reports. The way each department accumulates the numbers does not always match and that has raised some concerns from the public.

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Follow up: Anne LaCour will work with Linda Riffe, Treasurer to come up with a proposal for the Board.

WSU / Extension Services
Summary Minutes

Work Session was held between the County Commissioners and WSU/Extension on Wednesday, February 17, 2010, at 1:56 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

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

Staff: Pam Dill

Staff Present: Judy Feldman, Lynette Goodell

Others Present: Elaine Marlow

(Record Part 3 @ 51:55)

Contracts

Subject: Amendment No. 1 – Porter Group LLC

Attachments: contract

Proposed Action: Amendment No. 1 to Services Agreement with Porter Group LLC. The Amendment extends the Agreement date to December 31, 2010 for Task 4 and increases the billable hours to 187 Task 5. Amount: \$53,690; increase of \$2,240. (RM-WSU-10-0038)

Follow up: Okay with Board to move forward to Monday's agenda.

Subject: Amendment No. 1 – Sarah Schmidt

Attachments: contract

Proposed Action: Amendment No. 1 to Project Services Agreement with Sarah Schmidt, dba Terrafilia. The Amendment pertaining to Task 1 for the Cornet Bay Restoration Project extends the Agreement date to June 30, 2010 and increases billable hours to 266. Amount: \$8,650; increase of \$1,650 (RM-WSU-10-0039)

Follow up: Okay with Board to move forward to Monday's agenda.

Subject: Services Agreement – Stacy Neumiller

Attachments: draft agreement

Proposed Action: Stacey Neumiller dba NeuDesign, Services agreement in the amount of \$6,545.00 for web maintenance.

Follow up: Draft agreement currently going through legal review.

Subject: General update

Attachments:

Information: In the process of hiring Master Gardener Coordinator and Lighthouse Program Coordinator.

Add-on

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 50
FEBRUARY 17, 2010 – WORK SESSIONS

Subject: Initial Proposal for Public Engagement Project

Attachments: yes

Proposed Action: Tabled discussion to Budget Director's agenda at 3:15 p.m.

Central Services
Summary Minutes

Work Session was held between the County Commissioners and Central Services on Wednesday, February 17, 2010, at 2:10 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

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

Staff: Pam Dill

Staff Present: Cathy Caryl, Director

Others Present: Elaine Marlow

(Record Part 3 @ 1:05:55)

Subject: Cell phone policy

Attachment: none

Proposed Action: Cathy requested authorization from the Board to draft a formal policy allowing for the donation or recycling of used cell phones.

Follow up: Okay with Board.

Subject: General status update

Attachment: none

Information:

Linda Riffe, Treasurer, has approved the sample tax calculation for 2010. Plan to start the tax count on February 18, checking the values over the weekend and mailing out on Monday. Cathy estimated it would take about 20 hours.

Help requests – In January opened 922, closed 1,089

Assessor
Summary Minutes

Work Session was held between the County Commissioners and the Assessor on Wednesday, February 17, 2010, at 2:19 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

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

Staff: Pam Dill

Present: Dave Mattens, Gary Bur, Shirley Sorrows, Mary Welshans, Todd Burlington

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Others Present: Elaine Marlow, Matt Nash, Cathy Caryl, Sylvia Fairfax, Anamaria Nunez, Anne LaCour, Matt Nash

(Record Par 3 @ 1:16:14)

Subject: Mapping Division

Attachment: none

Information:

Segregation Section – Backlog update

December 2009 155

January 2010 152

February 2010 149

Subject: Appraisal Division

Attachment: none

Information:

Levy update: Certified levy to the Treasurer's Office – February 1, 2010

Personal Property: Mailed 1627 "Additions & Deletion Forms"

The issue: \$0.44 versus \$0.33 ½ per five digit zip code

Standard rate: \$715.00

Need Bar code to take advantage of major discount: \$545.00 (\$170.00 difference)

Presort only provided 21/2 cent savings/envelope, or \$40.68

Long term goal is to email the statements

Residential: Area 5 Revaluation: Entry complete: 75%; Field work complete; 65-70%

Subject: Administration Division

Attachment: none

Information:

Senior Citizen – 1800 update applications to be mailed in February.

Current Use – Technology fees, increase application fees for Open AG and Designated Forest

Subject: Technology update

Attachment: no

Information: Presentation on progress of GIS parcel layer and discussion of Memorandum of Understanding with the Department of Revenue.

Follow up: The Board approved moving forward with the Memorandum of Understanding with Washington State Department of Revenue for Real Estate Excise Tax Automation Grant Program to reimburse county costs incurred during installation of REET Affidavit automation system.

Budget Director
Summary Minutes

Work Session was held between the County Commissioners and the Budget Director on Wednesday, February 17, 2010, at 3:15 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 52
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County Commissioners: Helen Price Johnson, Chair
Staff: Pam Dill
Angie Homola, Member
John Dean, Member

Staff Present: Elaine Marlow, Budget Director

Others Present: Judy Feldman, Jesse Stensland “Whidbey NewsTimes”

(Record Part 3 @ 2:11:33)

Subject: Civil Service Commission applicants

Attachments: yes

Proposed Action: The Board of County Commissioners appoints Civil Service Commission members for 6 year terms. The Civil Service Commission consists of 3 members plus a Secretary/Chief Examiner. The Board had questions about term limits and party affiliation.

Follow-up: Continue to March 3, 2010 work session.

Subject: Five year budget projections and further discussion of Citizens Advisory Financial Task Force

Attachment:

Discussion: The Budget Director reviewed revenue options with the Board and continued their discussion on the scope of the Citizens Advisory Financial Task Force.

Judy Feldman presented a proposal for an “Island County Civic Engagement Project” that would engage residents in a conversation to generate a list of community values to help guide the Board in making budget decisions.

Follow up: The Board will finalize the selection of the committee members and their scope of work at their meeting on March 1, 2010.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Helen Price Johnson, Chair

Angie Homola, Member

John Dean, Member

ATTEST:

Elaine Marlow, Clerk of the Board