

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING
OCTOBER 14, 2002**

The Board of Island County Commissioners (including Diking Improvement District #4) met in Regular Session on October 14, 2002 at 9:30 a.m. in the Law & Justice Facility, Department III (Courtroom 3), 101 N.E. 6th Street, Coupeville, Wa. Mike Shelton, Chairman; Wm. L. McDowell, Member, and William F. Thorn, Member, were present. By unanimous motion, the Board approved and signed the October 7, 2002 minutes of meeting.

VOUCHERS AND PAYMENT OF BILLS

The following vouchers/warrants were approved for payment by unanimous motion of the Board: Voucher (War.) #150957-151311\$968,760.86.

EMPLOYEE AWARDS

| <u>Employee Service Awards</u> | <u>Department</u> | <u>Years' Service</u> |
|--------------------------------|----------------------------------|-----------------------|
| Tracy Phillips | Juvenile Court Services | 5 |
| Sonny Kostek | Maintenance | 15 |
| Alan Meaux | Maintenance | 15 |
| Edie Elerick | Planning & Community Development | 15 |
| Russ Lindner | Sheriff | 15 |
| Roger Kenney | Solid Waste | 5 |
| Bobbie Piechowski | Solid Waste | 5 |

Employee of the Month – September, 2002

Terri Jorgensen, Camano Island Annex, has been repeatedly recognized for her helpful assistance to citizens who visit the Annex as well as helping fellow County employees. She has shown great initiative in working with County computer programs and has made beneficial suggestions regarding the handling of administrative matters.

Special Recognition

Maggie Paczkowski, Administrator, Island County District Court. The Washington Counties Risk Pool offered an e-learning program that included 25 different subjects from personnel issues, safety, personal growth, communication, etc. and Maggie completed all targeted training courses, and received two awards.

APPOINTMENTS TO VARIOUS BOARDS AND COMMITTEES

By unanimous motion, the Board made the following appointments:

Joint Administration Board (Tourism)

Luke Currier, Manager, Pacific NW Bank, Clinton, appointed representing the South Whidbey Chamber of Commerce/Clinton Area

Island County Lodging Tax Advisory Committee

Michael E. Handley appointed representative member of activity eligible to receive tax funds/Camano Chamber of Commerce.

APPLICATION FOR LIQUOR LICENSE #084644-3D - MYERS FAMILY LIMITED PARTNERSHIP - CAMANO PLAZA TEXACO, CAMANO ISLAND

On recommendations of approval from the Sheriff, Health Department and the Planning & Community Development Department, New Application for Liquor License #084644-3D by Myers Family Limited Partnership for Camano Plaza

Texaco, located at 389 NE Camano Road, Camano Island, was approved by unanimous motion of the Board.

APPLICATION - CHANGE OF CORPORATE OFFICERS/STOCKHOLDERS LIQUOR LICENSE #367214-3C - TRATTORIA GIUSEPPE, INC., CLINTON

Having received a recommendation of approval from the Sheriff, the Board by unanimous motion approved Application for Change of Corporate Officers/Stockholders Liquor License #367214-3C by Jennifer Hobe for Trattoria Giuseppe, Inc., located at 4141 East Highway 525, Clinton.

RESOLUTION #C-82-02 SUPPORTING 2002 UNITED WAY DRIVE

As has occurred over the last several years, at the request of Dick Toft, Human Resource Director, the Board by unanimous motion approved Resolution #C-82-02 in the matter of supporting the 2002 United Way Drive within Island County, and designated the period October 21 to November 15, 2002, as Island County United Way Fund Drive. The Commissioners stressed the importance of local support of United Way.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON**

**IN THE MATTER OF SUPPORTING THE 2002)
UNITED WAY DRIVE WITHIN ISLAND) RESOLUTION C-82-02
COUNTY)**

WHEREAS, United Way of Island County is a major contributor of funds providing support to organizations serving community needs for infants, youth, adults, seniors, and those with physical and mental health problems;

WHEREAS, some of the 24 programs supported by United Way include Big Brothers/Big Sisters, Help House, CADA, Central Whidbey Youth Coalition, Toddler Learning Center, Senior Services Centers and Habitat for Humanity;

WHEREAS, many of these programs are proactive and address issues before they become County wide problems, it is in the County's best interest to provide active support to United Way;

WHEREAS, United Way returns 85% of funds collected directly back into programs that meet the needs and serve the citizens of Island County;

WHEREAS, all employees of Island County are encouraged to remember citizens of the County who find themselves in a time of need and who will benefit from our generosity;

WHEREAS, it is requested that each department identify an individual to be the department's 2002 coordinator who can answer questions and provide assistance in the conduct of this year's drive;

BE IT RESOLVED, that the Board of County Commissioners designates the period of October 21st to November 15th, 2002 as the Island County United Way Fund drive.

ADOPTED this 14th day of October, 2002.

**BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON**

Mike Shelton, Chairman
Wm. L. McDowell, Member
William F. Thorn, Member

ATTEST: Elaine Marlow

Clerk of the Board

EXCEPTION FROM COMPETITIVE SOLICITATION PROCUREMENT FOR ABCD PROGRAM/NURSING-ORAL HEALTH PROGRAM – MARY JANE LUNGREN, DDS

As explained in recent staff session by the Health Services Director, the Board approved the request for exception from the competitive solicitation procurement for consultation services for the ABCD Program/Nursing-Oral Health Program – Mary Jane Lungren, DDS, for the period 9/1/02 through 8/31/03, under provisions of ICC 2.29.030.B.12.

AMENDMENT A TO CRP 00-02 - MAPLE GROVE ROAD EAST, DESIGN AND NECESSARY CONSTRUCTION FOR STABILIZATION AND IMPROVEMENTS INCLUDING PREPARATION OF R/W PLANS AND SPECIFICATIONS

- Resolution #C-83-02/R-36-02 Amending County Road Project CRP #00-02, Maple Grove Road East, for design phase services and necessary construction for stabilization and improvements including preparation construction drawings and specifications, was approved by unanimous motion of the Board. The approval came about from presentation and recommendation by Bill Oakes, Public Works Director. The amendment provides a reduction in right-of-way, adds dollars for preliminary engineering and construction costs, and provides a contingency amount, for a new total appropriation in the amount of \$1,535,000.

INTERLOCAL AGREEMENT - FREELAND WATER DISTRICT REGARDING FREELAND SEWER COMPREHENSIVE PLAN

Mr. Oakes presented Interlocal Agreement and noted that the County agreed to undertake the contracting and payment for professional engineering studies in order to facilitate timely conclusion to the NMUGA planning process. This agreement provides a mechanism for the County to be reimbursed for all County expenditures for professional engineering studies related to the development of a sewer system in the proposed Freeland Non-Municipal Urban Growth Area [NMUGA]. He confirmed his belief that the Agreement adequately covers the County as far as reimbursement; Agreement sunsets 2021.

Interlocal Agreement #RM-PLAN-02-0061 between Island County and Freeland Water District was approved by unanimous motion of the Board. [GMA #_____]

CONSULTANT AGREEMENT – PW-022081 WITH TETRA TECH/KCM, INC. - FREELAND SEWER COMPREHENSIVE PLAN

The Board, by unanimous motion, approved and authorized the Chairman's signature on Consultant Agreement # PW-022081 once Contractor's signature has been obtained, under Work Order #120, with Tetra Tech/KCM, Inc., for Professional Engineering Services related to the Freeland Sewer Comprehensive Plan. Public Works Department will be administering the contract on behalf of the County. [GMA #_____]

AWARD OF BID FOR YARD WASTE GRINDING AND CONTRACT – WASHINGTON LAND RECYCLING

As recommended by Mr. Oakes, and the Solid Waste Manager, the Board by unanimous motion awarded bid for yard waste grinding to Washington Land Recycling in the amount of \$6,714.60 and approved and signed the Contract with that firm in the amount of \$6,714.60.

EXECUTIVE SESSION

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The Board met in Executive Session at 10:30 a.m. in Conference Room #218, Courthouse Administration Building, to discuss with legal counsel pending litigation as allowed under R.C.W.42.30.110 (1) (i) . Chairman Shelton anticipated the Session would last approximately one-half hour and did not expect an announcement afterwards in open public session.

BUDGET WORKSHOP

The Board met in Budget Workshop at 11:00 a.m. in County Administration Building, Conference Room #116, Coupeville, Wa. to review budgets for: Conservation Futures; Capital Improvements (REET 1); Capital Facilities (REET 2); Courthouse Expansion/Community Mental Health Facility/Juvenile Detention Facility; Enhanced 911; Public Facilities; Joint Tourism Promotion Fund; Current Expense Overhead Allocation; General review and revenue projections. All Commissioners were present. Others in attendance included: Elaine Marlow, Bill Oakes, Betty Kemp, Paul Messner, Lee McFarland, Dick Snyder, Gwen Maxfield, George Anne Sherry, Colleen Jokinen; Angie McDowell; Dick Toft.

Handouts: 2003 Budget Workshop 10/14/02 - Current Expense
 2003 Workshop Budget 10/14/02 - Individual Funds
 Debt Service – Capital Facilities Budgets – 10/11/02
 Drainage Projects – 10/11/02
 Parks Projects and Parks Plan – 10/11/02
 Courthouse Expansion Project – Estimate Remaining Cost to Complete

Conservation Futures [Budget Workbook Page 278]

A large portion (\$278,246) is designated for open space acquisition “To Be Determined” as shown in the Parks Projects and Plan. There are many more Conservation Futures projects than funding allows. Anticipates several large projects from Camano Island and several from North Whidbey; all will have to be reviewed and evaluated once applications are received.

Parks Projects and Plan

The handout, which included a matrix along with a copy of the Parks plan, was reviewed and discussed with Mr. McFarland and Ms. Marlow. In REET 2 the Parks budget calls for \$45,000 in park facilities upgrades; \$40,000 for Dan Porter Park [carried forward from 2002]; 4-Springs (Natoli) \$250,000 [\$100,000 carried forward from 2002]; \$30,000 Iverson improvements, \$50,000 Taylor property; and Open Space acquisition TBD \$278,246.

Taylor Property, North Whidbey – appropriation for 2003 proposed at \$50,000. As Mr. McFarland explained, the property is 37 acres, which includes Cranberry Lake wetlands abutting Deception Pass State Park. Demolition of buildings is needed, and propose to hire consultant to hold a meeting on North Whidbey to determine what it is those folks want to see done with that property. Although there has been some interest in the past but was not pursued. If the buildings are out of the way then something like an off leash park would be appropriate and needed for North Whidbey area.

Board Concurrence: All Commissioners agreed that Mr. McFarland pursue the idea of an off-leash park for a portion of the property, not all 37 acres. Once appropriate acreage for an off-leash park has been determined, segregate that off and ask Washington State Parks if they are interested in the remaining property especially the wetland area abutting the State Park.

Four Springs Property (Natoli), Camano Island - appropriation \$250,000 which includes a carry-over of \$100,000. This year about \$50,000 was slated primarily for an architect to come up with a plan and obtain site plan approval and building permits; that has not yet been completed. Concurrency certificate was obtained October 7th and a site plan can now be submitted. The \$100,000 last year was part of the “TBD” line because cost was not known. Next year plans are to proceed with work to make a meeting room out of the carport, and changes to the house necessary to meet ADA requirements; then start on next year’s project completing the master plan, install water system and make some improvements to septic system. There have been a number of requests for bookings that have had to be turned down.

Drainage Projects – REET 1 and 2

Mr. Oakes indicated that emphasis has been placed on acquiring permits this winter in order to get the projects going this summer. First four or five projects are pipe systems addressing existing problems; the last two represent obtaining drainage easements for existing public systems. Commissioner Thorn asked Mr. Oakes to review with the Planning & Community Director the Gerde Road drainage situation on Camano Island to determine if it should be included on this list.

Debt Service

Outlines what debt it being repaid in REET 1, REET 2 and Conservation Futures. Lines 23 & 24 show ratio debt service to annual revenue. The combined REET ratio is 45% and maintains the goal of the Board to keep the ratio below 50%. Budget Director was asked to provide the Board with a spread sheet that goes out 6 years; also double check line #15 showing Greenbank farm \$58,447 in the interest column.

Capital Improvements (REET 1) – Capital Facilities (REET 2)

- REET funds revenue for 2003 has been increased by 15% based on reaching \$985,000 in 2002. If off by \$100,000, Ms. Marlow noted it would be necessary to get an interfund loan to keep the fund solvent.

Referring to the hand-out for the Courthouse Expansion Project “Estimate remaining cost to complete”, show Courthouse Remodel, Courthouse Annex, Juvenile Detention Facility and numbers shown are based on pre-bid numbers. Entire cost to complete has been shown, with the exception of the juvenile detention facility.

Mr. Oakes indicated that the architect’s estimate for remodel of Courthouse Annex for the building itself is roughly 2 million, and feels that is mid-range. Bid opening is October 24th and there has been good and very diverse interest shown. An additional \$360,000 is estimated for site work.

Mr. Oakes plans a briefing of the Board next month on the status of the Juvenile Detention Facility. With a minor interfund loan he thought construction on the project could move ahead on the heels of Courthouse annex completion. Funding for the Juvenile Detention Facility is based on: \$1.5 million as of 1/1/02; another \$ 1.2 by end of 2003, and \$700,000 bond proceeds.

Ms. Marlow indicated that the preliminary estimates for the cost of operating the facility is \$700,000 the first year. The Juvenile Court Services Director is working to develop an agreement with San Juan County whereby that County would pay Island County \$18,000-\$19,000 a year for two guaranteed beds in the facility.

Board Concurrence.

- Budget Director to check on the status of the “spend-forward” situation with regard to the Fair; however, the Board agreed the \$15,000 appropriation was needed because the Fairgrounds are widely used facilities.
- Board not interested in starting construction of Juvenile Detention Facility until money for operations is available and confirmed. Consensus is not build a building and have it vacant because there is no funding to operate the facility.

Enhanced 911 Fund - Workbook Page 120

Based on budget by I-COM. Basically a pass-through fund related to telephone tax for E-911.

Public Facilities – Workbook Page 144

- Funds derived from Motel-Hotel tax and budget shows estimate of what the sales tax will be, with \$60,000 in the category of project grants to other entities that apply.

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Joint Tourism Promotion Fund – Workbook Page 137

Joint tourism fund has been doing quite well. According to the interlocal agreement, control of the monies is vested with the Committee, not the Board of County Commissioners.

General review and revenue projections

- Assessor confirmed on Friday that new construction would come in at \$140 million, where it had been estimated at \$110 million for the 2003 budget so that target will be met or exceeded.

- There being no further business to come before the Board at this time, the meeting adjourned at 11:55 a.m. The next meeting of the Board will be on October 21, 2002 beginning at 9:30 a.m.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Mike Shelton, Chairman

Wm. L. McDowell, Member

William F. Thorn, Member

ATTEST: _____
Elaine Marlow, Clerk of the Board