that the warden would receive the call. If a threat to life and/or property, appropriate action would be taken. DNR is not encouraging the warden to incur much overtime either on County, NWAPA or DNR complaints. If there is not a threat, DNR sees the warden coming out the next working day, or other DNR personnel, or NWAPA.

By unanimous motion, the Board approved and signed the Agreement between the Washington State Department of Natural Resources Northwest Regional, the Northwest Air Pollution Authority and Island County.

There being no further business to come before the Board at this time, the Chair adjourned the meeting at Noon, to meet in Regular Session at 9:30 a.m., on August 9, 1993.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Dwain Colby, Chairman

J. Michael Shelton, Member

William L. McDowell, Member

BOARD OF CO. COMMISSIONERS EST ISLAND COUNTY 1853 WASHINGTON

ATTEST:

Art Hyland, Island County
Auditor & Ex-Officio Clerk
of the Board

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ISLAND COUNTY COMMISSIONERS - MINUTES OF MEETING
REGULAR SESSION - AUGUST 9, 1993

The Board of Island County Commissioners met in Regular Session on August 9, 1993, at 9:30 a.m., Island County Courthouse Hearing Room, Coupeville, Wa. Chairman Dwain Colby and members J. Michael Shelton and William L. McDowell were present.

VOUCHERS AND PAYMENT OF BILLS

The following voucher/warrants were approved for payment by the Board:

Voucher (War.#) 106538 thru 106707.....$ 351,060.21
Payroll (War.#) 36715 thru 37121 ..... 1,098,271.83.

MODIFIED ENDORSEMENT #8 FOR GROUP HEALTH CARE SERVICE CONTRACT, SKAGIT MEDICAL BUREAU, FOR ISLAND COUNTY EMPLOYEES 1/89

By unanimous motion, the Board approved Endorsement #8 as modified under cover letter from Skagit County Medical Bureau dated July 20, 1993, for what is referred to as the "old medical contract", the provision for calling unbilled premiums modified with respect to establishing the stabilization reserve (figure $20,000).

REAPPOINTMENT: PRIVATE INDUSTRY COUNCIL (PIC)

By unanimous motion, the Board reappointed Phillip G. Lewis, Camano Island, to a 3-year term beginning 7/27/93 as a member of the PIC, representing the "Private Sector".

EMPLOYEE OF THE MONTH

Mike Morton, Island County Planning Department, was given the honor of having been selected as the Employee of the Month for June, 1993.

EMPLOYEE SERVICE AWARDS

Island County Employee Antonia Mitchell, District Court, was presented with a Recognition Certificate and Service Award Pin for 10 years' employment with Island County.

CONTRACT REVIEW PROCEDURE

Betty J. Kemp, Director, GSA, presented for the Board's approval Island County Contract Review Procedure, including contract/agreement review form to expedite the process. The Board discussed the matter several times during staff session with Ms. Kemp; the contract reviewed by the Deputy Prosecuting Attorney and his comments incorporated.

By unanimous motion, the Board adopted the Contract Review Procedure:

The attached "Contract Review Form" is to travel with your contract during the review process which should make the process more convenient. The language provided is suggested language for the different types of contracts. It is intended that each contract you enter should be measured on its own needs.

For example: We have a contract for labor only. You would not require Professional Liability.

For example: We have a contract for hauling Island County materials to Seattle on a daily basis. You would increase the $300,000 auto liability to a $1,000,000 per occurrence.

For example: You have a contract with consultant who will design computer software, and "hands on" work with our equipment, etc. You would want this consultant to obtain professional liability in the event we pay for a design that doesn't work and/or possibly he/she damages our original system. If contractor is personally working with our hardware, and on our premises, Contractor should obtain general liability with Island County as an additional insured, to protect County from physical damage to our equipment that Contractor may cause and/or Contractor is injured on our premises.

This policy does not apply to previously approved "Purchase and Contract Authority Schedule(s)" that are consistent with Island County Code 2.30A and pertain to use of purchase orders.

ISLAND COUNTY
CONTRACT REVIEW FORM
****

Contract Name :_____
Department Contact :_____
Contract $ Amount :_____
Circle One : (BID) (NO BID) (RFQ/RFP)
*If "NO BID" identify exemption to mandatory bidding
Funds Available : _____ _____ _____
(Budgeted) (Grant) (Grant Match %)
Return to Contracting Department by: _____/_____/_____
(date)

ACTION REQUIRED:

A. Review by Prosecuting Attorney Office

_____ or _____
Approved as to form see comments

B. Review by Risk Management:

_____ or _____
Approved see comments
Other:
_____