DATE: August 30, 2004
TIME: 3:00 PM

COMMISSIONERS PRESENT: Max Golladay, Bruce Coe and Perry Huston
THOSE PRESENT: Allison Kimball and Catherine Dunn
OTHERS PRESENT: Nancy Goodloe and Rob Omans

TOPICS:
1. Snowloads
2. Pole Buildings Engineering Requirements
3. Administrative Supervisor Workload
4. Update on Fire Marshal Position
5. BOCC Issues and Concerns

ATTACHMENTS:
1. Proposed Snow load policy
2. Proposed Pole Building Engineering requirements policy
3. Memo from Allison Kimball to the Board re: additional workload
4. None
5. None

DISCUSSION:
1. Omans explained that he would like to clarify the present snow load policy. It is unclear in the policy whether appendices to the "Snow Load Analysis for Washington" were included in the policy. The appendices change the snow loads for buildings from the body of the book. This requires overbuilding with too much expense and is inconsistent and impractical in some areas. He would like to continue to use the ISO line maps as it is more accurate, consistent and practical. Golladay asked if this would be more confusing. Omans replied that it would be more clear and is a more accurate analysis of snow loads without using the appendices. Huston said to bring the policy before the Board in the agenda and to take a look at what policies need to be included in the code. Golladay concurred with this.

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2. Omans explained that the proposed policy will create a prescriptive way of building pole buildings. This will establish which pole buildings need to be engineered. Huston said to delete the bullet regarding "irregularly shaped" buildings. Golladay said that he thought the policy needed a variance or appeal process. They need to prove bearing with a soils engineer stamp, for instance. Huston said to include who approves the variance and put it on the September 21, 2004 agenda.

3. Kimball presented the memo regarding the additional workload that will be added to her present workload with the resignation of the Administrative Supervisor. She said that with these additional duties and the Code Enforcement duties, she is overwhelmed. Golladay urged Kimball to be forthright about any problems as they occur, not after they became too much. Huston agreed. Discussion followed on the new Code Enforcement Officer. Huston said performance is what will be measured. Golladay added that he didn't want to see illness used as a crutch.

4. Kimball reported that she was working with the Fire Marshal to bring his duties into line with his job description. She said he is working hard on code enforcement and the arson task force. She reported that there was nothing going on now at the Patera site.

5. Huston asked about the new software being considered during the budget session. He didn't want to see additional people being included in this. The FMLA request by the Board Clerk was brought up. The Board gave Kimball permission to contract with someone to do the night meetings during her absence. Kimball said that the City of Roslyn had asked that a separate agreement be made for Fire Marshal services since they had terminated services with the County. The Board declined having a separate agreement. Kimball reported that the Clerk at Roslyn said that the County should continue to do inspections on existing permits. She said that there are 20-30 active files. Huston said
work should only be done on those permits that the County has collected money on.

**ACTIONS:**

1. Omans will bring Amended Snow Loads policy before the Board at their September 21, 2004 agenda session.
2. Omans will bring the Pole Building Engineering Requirements Policy before the Board at their September 21, 2004 agenda session.
3. Huston would write a memo to CDS staff outlining the change in duties.
4. Kimball was directed to keep working on the job description and to keep the Fire Marshal on task.
5. Kimball was directed to look into contracting with someone to do the night meetings while the Board Clerk is on leave. She was directed to keep an eye on those permits with Roslyn that will require County inspections and to deliver the rest of the permits and applications to the City of Roslyn.