

## SKAGIT COUNTY COMMISSIONERS' AGENDA

Meetings are held at 1800 Continental Place, Mount Vernon unless noted otherwise  
 Access for some meetings is provided [through Zoom](#) or by Telephone: 1 (253) 215-8782 #871 8000 1980  
 Public comments prior to final action per RCW 42.30.20(4) must relate to the specific agenda item

### **I. MONDAY, NOVEMBER 25, 2024:**

- a) 8:45 a.m. - 10:15 a.m. Briefing – Public Works, Planning and Development Services, Public Health, Emergency Medical Services, Parks, Recreation, and Fair
- b) \*10:30 a.m. Pledge of Allegiance
- c) \*10:30 a.m. - 11:00 a.m. Planning and Development Services – Jack Moore, Director:
  - 1. Public Hearing: To Consider Testimony Regarding Establishing the Annual Assessment for the Edison Subarea of the Clean Water (Shellfish Protection) District
  - 2. Possible Action: Resolution Establishing the Annual Assessment for the Edison Subarea of the Clean Water (Shellfish Protection District)
  - 3. Miscellaneous
- d) \*11:00 a.m. - 11:30 a.m. Public Works – Grace Kane, Director:
  - 1. Public Hearing: To Consider Testimony Regarding the 2025-2030 Six-Year Transportation Improvement Program (TIP)
  - 2. Miscellaneous
- e) \*11:30 a.m. - 12:00 p.m. Consent Agenda, Vouchers, Warrants and Miscellaneous Items:
  - 1. Public Comment (Specifically related to the agenda item)
- f) 1:00 p.m. - 2:30 p.m. Work Session – World Cup Planning
- g) 2:30 p.m. - 3:30 p.m. Work Session with Public Health
- h) 3:30 p.m. - 4:00 p.m. Executive Session (Potential Litigation - RCW 42.30.110(1)(i)):
  - 1. Call Public Meeting to Order
  - 2. Executive Session
  - 3. Reconvene Public Meeting for the Sole Purpose of Adjournment

### **II. TUESDAY, NOVEMBER 26, 2024:**

- a) 8:45 a.m. - 9:45 a.m. Work Session with Public Works
- b) \*10:00 a.m. Pledge of Allegiance
- c) \*10:00 a.m. - 11:00 a.m. State of the County Presentation
- d) \*11:30 a.m. - 11:45 a.m. Board of County Commissioners:
  - 1. Public Comment Period
  - 2. County and Individual Success Stories
  - 3. Miscellaneous (announcements, letters, etc.)
- e) 3:00 p.m. - 3:30 p.m. Executive Session (Potential Litigation - RCW 42.30.110(1)(i)):

***Continued OVER...***

1. Call Public Meeting to Order
2. Executive Session
3. Reconvene Public Meeting for the Sole Purpose of Adjournment

f) 3:30 p.m. - 5:00 p.m. Commissioners Briefing

**III. THURSDAY, NOVEMBER 28, 2024:**

**THANKSGIVING HOLIDAY OBSERVED - COUNTY OFFICES CLOSED**

**IV. FRIDAY, NOVEMBER 29, 2024:**

**DAY AFTER THANKSGIVING HOLIDAY OBSERVED - COUNTY OFFICES CLOSED**

**FUTURE BID OPENINGS:**

Monday, December 2, 2024, 12:15 p.m. Two (2) New Latest Model Kick-Off Broom  
Tuesday, January 14, 2025, 12:00 p.m. Skagit County Prosecutor's Office Tenant Improvements (TI) Project

**FUTURE PUBLIC HEARINGS:**

Monday, December 2, 2024, 10:00 a.m. To Consider Testimony Regarding the 2025 Skagit County Budget and the 2025 Property Tax Levies  
Tuesday, December 10, 2024, 9:00 a.m. To Consider Testimony Regarding an Ordinance to Amend Skagit County Code 11.30 (Primitive Roads), Incorporating or Modifying Various County Roads or Portions Thereof

**REQUEST FOR QUALIFICATIONS (RFQ):**

Monday, December 2, 2024, 4:00 p.m. Professional Engineering, Bid Support, and Construction Management & Inspection Services for the South Osterman Creek Culvert Repair Project #EO214-5; FEMA Project No. 4650DR-674680  
Thursday, December 12, 2024, 4:00 p.m. Professional Engineering, Environmental Permitting, Hydraulic Evaluation, and Right of Way Services for the Concrete Sauk Valley Road Bank Stabilization - Milepost 3.7 Project #ES8000-12; Federal Aid #CDS-29SV(001)  
Thursday, December 19, 2024, 1:00 p.m. Skagit County Treasurer's Office Primary Banking Services

**NOTE: ALL TIMES ARE ESTIMATES TO ASSIST IN SCHEDULING AND MAY BE CHANGED SUBJECT TO THE BUSINESS OF THE DAY AT THE BOARD'S DISCRETION**

Sessions marked with an asterisk \* will be televised live on Comcast Channel 21, WAVE cable channel 21 (La Conner and surrounding areas,) and in Anacortes on Comcast channel 26 and streamed online live at [www.skagitcounty.net/skagit21](http://www.skagitcounty.net/skagit21). Recorded meetings are re-broadcast daily at 3:00, 6:00, 9:00, 12:00 am and pm and can also be viewed ON DEMAND online at [www.skagitcounty.net/Skagit21](http://www.skagitcounty.net/Skagit21).

**1. CONSENT AGENDA FOR MONDAY, NOVEMBER 25, 2024 (items 1 through 37):**

**a) COMMISSIONERS:**

1. Record of the Proceedings for Wednesday, November 13, 2024.
2. Record of the Proceedings for Monday, November 18, 2024.
3. Record of the Proceedings for Friday, November 22, 2024.
4. Payment in Lieu of Taxes Agreement between the Samish Indian Nation and Skagit County to compensate the County for the cost of public services to Tribal Property located in the County. The Agreement shall commence on the date of execution and continue in effect so long as Tribal Property exists within the jurisdiction of the County, provided that the term shall not exceed 20 years and may be renewed by written agreement of the parties.

**b) ASSIGNED COUNSEL:**

5. Personal Services Agreement with Law Offices of Alexander Ransom, PLLC to provide consultation and representation for cases considered to be conflict of interest cases for the Skagit County Public Defender's Office that have been determined to be within the scope of indigent defense. Case referrals will be from Superior Court, Juvenile Court, and District Court. Compensation is based on a rate schedule and shall not exceed \$300,000. The Agreement shall commence on January 1, 2025 and continue until December 31, 2026.
6. Personal Services Agreement with Law Office of Cara Lorenzo to provide consultation and representation for cases considered to be conflict of interest cases for the Skagit County Public Defender's Office that have been determined to be within the scope of indigent defense. Case referrals will be from Superior Court, Juvenile Court, and District Court. Compensation is based on a rate schedule and shall not exceed \$300,000. The Agreement shall commence on January 1, 2025 and continue until December 31, 2026.
7. Personal Services Agreement with Victory Legal Services, PLLC to provide consultation and representation for cases considered to be conflict of interest cases for the Skagit County Public Defender's Office that have been determined to be within the scope of indigent defense. Case referrals will be from Superior Court, Juvenile Court, and District Court. Compensation is based on a rate schedule and shall not exceed \$300,000. The Agreement shall commence on January 1, 2025 and continue until December 31, 2026.

**c) AUDITOR:**

8. Amendment No. 1 to Washington State Department of Licensing Subagent Agreement No. C20190547 between Skagit County Licensing Agent and Subagent Concrete Chamber of Commerce which allows the Subagent to provide vehicle and vessel registration and licensing services. The Amendment extends the term of the Agreement from December 31, 2024 to December 31, 2029. All other terms and conditions of the original Agreement shall remain in effect.
9. Amendment No. 1 to Washington State Department of Licensing Subagent Agreement No. C20190548 between Skagit County Licensing Agent and Subagent Sedro-Woolley Chamber of Commerce which allows the Subagent to provide vehicle and vessel registration and licensing services. This Amendment extends the term of the Agreement from December 31, 2024 to December 31, 2029. All other terms and conditions of the original Agreement shall remain in effect.

**d) BUDGET AND FINANCE:**

10. Funding Agreement with Shakespeare Northwest Association to award \$700 of Lodging Tax funds to support marketing and advertising as authorized by Resolution No. R20240220. The Agreement shall commence on January 1, 2025 and continue until December 31, 2025.
11. Interlocal Cooperative Agreement with City of Anacortes to assist in providing library materials to the residents of unincorporated Skagit County during 2024. Compensation shall not exceed \$14,801. The Agreement shall commence on the date of execution and continue until December 31, 2024.

**e) CORONER:**

12. Personal Services Agreement with Evans Funeral Chapel & Crematory, Inc. to have a funeral home representative available twenty-four (24) hours a day, seven (7) days a week to assist and/or respond to a death scene when requested by the Skagit County Coroner's Office. Compensation is based on a fee schedule and shall not exceed \$30,000. The Agreement shall commence on January 1, 2025 and continue until December 31, 2026.
13. Personal Services Agreement with Mount Vernon Cemetery Inc., dba Kern Funeral Home to have a funeral home representative available twenty-four (24) hours a day, seven (7) days a week to assist and/or respond to

a death scene when requested by the Skagit County Coroner's Office. Compensation is based on a fee schedule and shall not exceed \$30,000. The Agreement shall commence on January 1, 2025 and continue until December 31, 2026.

f) INFORMATION SERVICES:

14. Resolution authorizing a Request for Proposals (RFP) for Digital Strategy and Performance Management Solution. The closing date and time for proposals to be submitted to the Skagit County Commissioners Office shall be Tuesday, December 17, 2024 at 3:30 p.m.
15. Agreement with CivicPlus, LLC to provide NextRequest software subscription and implementation support. Compensation shall not exceed \$49,999. The Agreement shall commence on the date of execution and continue until November 24, 2027.
16. Personal Services Agreement with Firstline Communications, Inc. for maintenance of Skagit County phone hardware. Compensation shall not exceed \$47,000. The Agreement shall commence on the date of execution and continue until December 31, 2025.

g) PARKS, RECREATION AND FAIR:

17. Amendment No. 1 to Vendor Services Agreement No. C20220545 with VECA Electric and Technologies, LLC to provide electrical services, including anticipated annual maintenance at Skagit County Park Facilities and Fairgrounds. This Amendment increases compensation from \$35,000 to an amount not to exceed \$37,500. The term remains the same and shall continue until December 12, 2024. All other terms and conditions of the original Agreement shall remain in effect.

h) PROSECUTING ATTORNEY:

18. Resolution to provide legal defense to Skagit County employee Superior Court Commissioner Heather Shand in a lawsuit filed by Kevin Scott Ewing.
19. Resolution to provide legal defense to Skagit County employee Judge Paul Nielsen in a lawsuit filed by Michele Angelique Metcalf.

i) PUBLIC HEALTH:

20. Resolution authorizing Keith Higman, Skagit County Public Health Director, to electronically submit a Data Sharing Agreement for Confidential Information or Limited Dataset(s) with Washington State Department of Health (DOH), DOH Contract No. CLH29178-0.
21. Data Sharing Agreement for Confidential Information or Limited Dataset(s) with the Washington State Department of Health (DOH), DOH Contract No. CLH29178-0, for the purpose of identifying and responding to public health threats. There is no compensation associated with this Agreement. The Agreement shall commence on the date of execution and continue until September 30, 2026.
22. Advertiser Agreement with Outfront Media, Contract No. 4001041, for one (1) bulletin advertisement and digital advertising to promote Skagit County Public Health's Opioid Overdose Awareness Campaign. Compensation shall not exceed \$9,700. The Agreement shall commence on December 23, 2024 and continue until March 2, 2025.
23. Personal Services Agreement with Helping Hands Food Bank to procure and distribute emergency food equitably among food pantries in Skagit County. Compensation is based on a reimbursement rate schedule and shall not exceed \$48,455.16. The Agreement shall commence on the date of execution and continue until June 30, 2025.
24. Facility Use Agreement with McIntyre Hall Performing Arts and Conference Center/Skagit Valley College for use of the facility and catering for the North Star City Convening Event on December 3, 2024. Compensation shall not exceed \$6,000. The Agreement is ratified to commence on November 18, 2024 and continue until December 4, 2024.
25. Amendment No. 1 to Personal Services Agreement No. C20230598 with Nikki Behner to provide on-site mental health services to guests at the Skagit First Steps Shelter located at 465 Pease Road in Burlington. This Amendment updates the scope of work to include overseeing social services interns to eligible clients and updates the reporting and compensation table to reflect the additional service. Compensation remains the same and shall not exceed \$10,000. The term remains the same and shall continue until December 31, 2024. All other terms and conditions of the original Agreement shall remain in effect.
26. Amendment No. 5 to Interlocal Cooperative Agreement No. C20230099 with North Sound Behavioral Health Administrative Services Organization, LLC (North Sound BH-ASO) Contract #North Sound BH-ASO-Skagit County-Interlocal-23 to provide coordination and subcontracting services for programs and services including

Dedicated Cannabis Account Program, Jail Services Program, Trueblood funding, and the Co-Responder Program. This Amendment increases compensation by \$150,907 for Co-Responder services with the Skagit County Sheriff's Office for a new total compensation amount not to exceed \$1,674,969.80. The Amendment is ratified to begin on July 1, 2024 and continue until June 30, 2025. All other terms and conditions of the original Agreement and prior Amendments shall remain in effect.

j) PUBLIC WORKS:

27. Resolution to issue a Request for Qualifications (RFQ) for Professional Services for the Hatchery Creek and Martin Slough Culvert Fish Passage Projects. The closing date for submittal of statements of qualifications is 5:00 p.m. on Thursday, December 19, 2024.
28. Resolution to adopt the 2025 Annual Construction Program.
29. Interlocal Cooperative Agreement with Dike & Drainage District #5 to allow each party to provide mutual assistance on minor projects and work and services upon request on a reimbursable basis. Compensation will be reimbursed at actual cost, plus an administrative fee. The Agreement shall commence on January 1, 2025 and continue until December 31, 2029.
30. Amendment No. 2 to Personal Services Agreement No. C20230430 with Edge Analytical, Inc. to analyze water, soil, sediment, and/or sludge samples submitted by the County as directed on the chain-of-custody document. This Amendment updates Exhibit "B" to add pricing for three total metal analytes (arsenic, iron, and manganese) to the Gibraltar Landfill and Inman Landfill packages and adds the analytes diesel petroleum and total lead to the Transfer Station Stormwater package. Compensation remains the same and shall not exceed \$475,000. The term remains the same and shall continue until September 30, 2025. All other terms and conditions of the original Agreement and prior Amendment shall remain in effect.
31. Amendment No. 1 to Vendor Services Agreement No. C20240299 with Trico Office Interiors to provide, deliver and install office and conference room furniture for the Road Maintenance Administration Building. This Amendment updates Exhibit A to accurately reflect the list of items purchased for the conference room and office remodel and increases compensation from \$15,000 to an amount not to exceed \$15,346.27. The term remains the same and shall continue until June 24, 2025. All other terms and conditions of the original Agreement shall remain in effect.

k) RISK MANAGEMENT:

32. Personal Services Agreement with Integrity Safety Services, Inc. to provide a qualified instructor and associated materials and certifications for various safety and health trainings as requested by the Risk Management department. Compensation is based on a rate schedule and shall not exceed \$20,000 per year. The Agreement shall commence on January 1, 2025 and continue until December 31, 2025.
33. Amendment No. 1 to Vendor Services Agreement No. C20240511 with Cascade Mold Inspection LLC to provide comprehensive mold inspection(s) air analysis at the Skagit County Office of Juvenile Court building located at 611 South Second Street in Mount Vernon. This Amendment updates the scope of work to increase the amount of air samples from 4 to 8. Compensation remains the same and shall not exceed \$1,000.96. The term remains the same and shall continue until December 31, 2024. All other terms and conditions of the original Agreement shall remain in effect.

l) SHERIFF:

34. Organized Crime Drug Enforcement Task Forces (OCDETF) Investigation/Strategic Initiative Number PA-WAW-0365 for fiscal year 2025, for the purpose of receiving reimbursement for costs incurred by Skagit County Sheriff's Office in providing resources to joint operations/task forces. OCDETF shall reimburse Skagit County in an amount not to exceed \$5,000. The Agreement is ratified to commence on October 1, 2024 and continue until September 30, 2025.
35. Organized Crime Drug Enforcement Task Forces (OCDETF) Investigation/Strategic Initiative Number PA-WAW-0367 for fiscal year 2025, for the purpose of receiving reimbursement for costs incurred by the Skagit County Sheriff's Office in providing resources to joint operations/task forces. OCDETF shall reimburse Skagit County in an amount not to exceed \$10,000. The Agreement is ratified to commence on October 1, 2024 and continue until September 30, 2025.
36. Use Agreement with the Port of Skagit for the use of buildings at the SWIFT Center to conduct training operations on or about Port property during calendar year 2025 by the Sheriff's Office and the North Cascades Multi-Jurisdictional Regional SWAT Team. There is no compensation associated with this Agreement. The Agreement shall commence on January 1, 2025 and continue until December 31, 2025.
37. Amendment No. 1 to Skagit County Contract No. C20240017 with Organized Crime Drug Enforcement Task Forces (OCDETF) Investigation/Strategic Initiative Number PA-WAW-0365 for fiscal year 2024, for the

purpose of receiving reimbursement for costs incurred by the Skagit County Sheriff's Office in providing resources to joint operations/task forces. This Amendment decreases compensation to Skagit County by \$13,775.54 for a new total compensation amount not to exceed \$1,224.46. The term remains the same and shall continue until September 30, 2024. All other terms and conditions of the original Agreement shall remain in effect.

**2. MISCELLANEOUS AGENDA (items 1 through 3):**

a) PUBLIC HEALTH:

1. Personal Services Agreement with Community Action of Skagit County to procure and distribute emergency food equitably among food pantries in Skagit County. Compensation is based on a reimbursement rate schedule and shall not exceed \$48,455.16. The Agreement shall commence on the date of execution and continue until June 30, 2025.

b) PUBLIC WORKS:

2. Resolution awarding the bid for the 2025 Haul Out and Maintenance for the Vehicle and Passenger Ferry M/V Guemes Project #FEH025-1 to Ice Floe, LLC dba Nichols Brothers Boat Builders in the amount of \$1,629,837.95.
3. Construction Contract Agreement with Olson Environmental for the Nookachamps Creek Riparian Restoration Project #WA120333-1-46. Compensation pursuant to bid award Resolution No. R20240206 shall not exceed \$75,769.99. The Agreement shall commence on the date of execution and continue for one year.