

RECORD OF THE PROCEEDINGS
SKAGIT COUNTY BOARD OF COMMISSIONERS

Tuesday, April 10, 1984

9:00 a.m. Public Works Department - Gene Sampley,
Director:

1. Call for Public Hearing - Lily Lake Road Establishment.
2. Call for Public Hearing - Clark Cabin Road Establishment.
3. City/County Agreement - Rosario Road.
4. City/County Agreement - Fir Island Road.
5. Puget Power Grant - Outdoor Lighting Modifications.
6. Governor's Advisory Committee on Hazardous Materials - Department of Emergency Services.
7. Miscellaneous Items.

10:00 a.m. Resolution - Establishing a Flood Control Construction Fund.

MISCELLANEOUS ITEMS

11:00 a.m. Discussion - County Purchasing Procedures and Personnel Administration.

1:30 p.m. Parks, Recreation and Senior Services - Jon Aarstad, Director:

1. Call for Bid - Skagit Playfield Fencing.
2. Discussion - 1984 Projects.
3. Miscellaneous Items.

The Board of County Commissioners met in regular session on the above noted date. Commissioners Norris, Mansfield, and Rohrer were present.

PUBLIC WORKS DEPARTMENT - Gene Sampley, Director:

1. Call for Public Hearing - Lily Lake Road Establishment.

Jay Ensley, Assistant Public Works Director, requested that Item #6 be addressed prior to this item.

6. Governor's Advisory Committee on Hazardous Materials - Department of Emergency Services.

Tom Sheahan stated that he has been asked to serve on the Governor's Hazardous Materials Advisory Board, which would require about two days out of the year. He stated that he felt this opportunity would be beneficial to the County, with as much hazardous materials as there are in the area. The Board approved his request to serve on the committee.

1. Call for Public Hearing - Lily Lake Road Establishment.

Jay Ensley presented the Board with the resolution calling for a public hearing to consider the establishment of Lily Lake Road as a County road.

Commissioner Mansfield motioned to adopt the resolution calling for a public hearing. Commissioner Rohrer seconded the motion. The motion was carried unanimously. (Resolution #10027)

2. Call for Public Hearing - Clark Cabin Road Establishment.

Jay Ensley presented the Board with the resolution calling for a public hearing to consider the establishment of Clark Cabin Road as a County road.

Commissioner Rohrer motioned to adopt the resolution calling for a public hearing. Commissioner Mansfield seconded the motion. The motion was carried unanimously. (Resolution #10028)

3. City/County Agreement - Rosario Road.

Jay Ensley presented for the Board's signature the Washington State Department of Transportation City/County Agreement for preliminary engineering for a safety improvement project on Rosario Road, at a total estimated cost of \$3,000. The actual project will consist of the installation of approximately 1,425 lineal feet of beam guardrail on the south side of the roadway between mileposts 3.94 and 4.21.

4. City/County Agreement - Fir Island Road.

Jay Ensley presented for the Board's signature the Washington State Department of Transportation City/County Agreement for preliminary engineering for a safety improvement project on Fir Island Road #4020, at a total estimated cost of \$7,350. The actual project will consist of realignment of 0.24 miles of the Fir Island Road to provide a 50 m.p.h. design speed curve at the end of a 3 1/2 mile straight of way, and relocation of the Maupin Road intersection.

Chairman Norris asked Mr. Ensley to draft a letter for the Board's signature to Mr. Jack Larson, who lives on the corner, advising him of the project.

5. Puget Power Grant - Outdoor Lighting Modifications.

Jay Ensley presented for the Board's signature the Outdoor Lighting Conservation Grant Agreement with Puget Power. This project is to convert the security lighting at the Burlington Public Works facility from mercury vapor to sodium vapor, at a cost of \$3,423.15. The payback on the savings is 3 1/2 years.

7. Miscellaneous items.

- a. Commissioner Mansfield motioned to approve for signature a letter to Pioneer Masonry Restoration declaring the Courthouse exterior restoration project to be completed and accepted. Commissioner Rohrer seconded the motion. The motion was carried unanimously.
- b. The Board approved for signature the Certificate of Substantial Completion for the storage shed addition to the Burlington Maintenance Shop. The contractor for this project was Sword Construction.
- c. Roger Howard, of the Public Works Department, informed the Board that the furnishings for the District Court project were roughly estimated to cost \$20,000. They were considering getting an estimate from Bank & Office Interiors. Chairman Norris suggested they check with Institutional Industries for an estimate before ordering.
- d. Jay Ensley presented the Board with copies of the Skagit County Flood Control Improvement Fund, Guidelines for Implementation, to be discussed at 10:00 a.m.

Chairman Norris asked if all of the diking/drainage districts were associated with the Samish or Skagit Rivers. Mr. Ensley stated that there are some salt water diking/drainage districts.

- e. Jay Ensley stated that they had received a petition for establishment of Sweetwater Road as a County road. Mr. Ensley stated that Sweetwater Road is in the vicinity of Barrell Springs Road and Wood Road. The portion of the road that is proposed to be established is approximately 1/2 mile to the corner.

Commissioner Mansfield motioned to adopt the resolution calling for a public hearing to consider the establishment of Sweetwater Road as a County road. Commissioner Rohrer seconded the motion. The motion was carried unanimously.

RESOLUTION - ESTABLISHING A FLOOD CONTROL CONSTRUCTION FUND.

Chairman Norris explained the proposed resolution establishing the Flood Control Construction Fund.

Jess Knutzen, Chairman of the Skagit River Flood Control Committee, stated that the guidelines were a result of the Executive Committee's meeting.

Don Nelson, Flood Control Engineer, explained the preliminary guidelines for implementing the improvement fund. The Executive Committee felt they had not been formed to study salt water dikes or Samish River dikes.

Mr. Knutzen stated that the Samish River was specifically excluded from their studies.

Chairman Norris stated that the Samish River diking districts should be included in the improvement fund.

Commissioner Mansfield stated that it would be best to have one committee review the applications and make recommendations to the Board.

Chairman Norris stated that the Flood Control Committee should be the clearing house for all flood control activity in Skagit County, not just activity dealing with Skagit River dikes.

Mr. Knutzen stated that he would have to review this with his committee.

Chairman Norris clarified the intentions of making the improvement fund available to diking/drainage districts county-wide.

Mr. Nelson asked if this was to include salt water dikes. Chairman Norris stated that to be fair, it should apply to salt water diking districts as well. Mr. Nelson noted that the "Statement of Purpose" in the guidelines would have to be changed to reflect this.

Chairman Norris noted that a limitation of scope of work was not included in the guidelines.

Mr. Knutzen suggested a County match of less than 50 percent; for example, diking district - 75 percent, and County - 25 percent.

Commissioner Mansfield stated that perhaps there are other sources of funding available for smaller projects. He suggested the committee check into these sources also.

Mr. Nelson pointed out that attached to the guidelines was an application form.

Chairman Norris asked if the cost distribution was fixed or variable. He noted that he would be concerned if the cost distribution was variable. A fixed cost distribution would make the review process less subjective. He suggested that the committee work with Don Nelson for two weeks to suggest a maximum amount of dollars used per project, and also consider other changes to the guidelines.

Mr. Knutzen said the committee may set a deadline for receiving applications.

Commissioner Mansfield motioned to adopt the resolution establishing the Flood Control Construction Fund with guidelines for use to follow. Commissioner Rohrer seconded the motion. The motion was carried unanimously. (Resolution #10030)

Duane Kline, Budget and Finance Director, stated that the fund will be subject to budget considerations each year, depending on availability.

Don Nelson stated that he wrote letters to members of the Flood Control Committee asking them to continue as members, but hasn't heard from them as of yet.

MISCELLANEOUS ITEMS

Robert Taylor, Commissioners' Assistant, presented the following items:

1. Commissioner Rohrer motioned to approve Warrants #34486 through #34518 in the amount of \$86,337.81. Commissioner Mansfield seconded the motion. The motion was carried unanimously. (R-13)
2. Commissioner Rohrer motioned to approve Warrants #1598 through #1748 in the amount of \$192,049.41. Commissioner Mansfield seconded the motion. The motion was carried unanimously. (C-18)
3. The following Petitions for Property Tax Refund were received:
 - a. Stanley C. Lorenson, 22915 Lower Dorre Don Way S.E., Maple Valley, Washington, in the amount of \$99.30, because the property was surveyed and found to be smaller than what was being taxed.

- b. Jerome Schneider, 5220 108th Street N.E., Marysville, Washington 98270, in the amount of \$11.74, because he paid from the wrong tax statement.

Commissioner Rohrer motioned to approve the above listed Petitions for Property Tax Refund, as recommended by the Assessor and Treasurer. Commissioner Mansfield seconded the motion. The motion was carried unanimously.

4. The Board approved for signature a transmittal letter to William Dunlop, Island County Commissioner, regarding the proposed language change to the Job Training Plan for Service Delivery Area III.
5. The Board reviewed the following correspondence items:
 - a. Amy Hughes, Coordinator of the Skagit County DWI Task Force, in a memo to the Board requested a DWI Task Force Chairperson. Chairman Norris stated that he would assume the position of Chairperson, and asked Robert Taylor to draft an appropriate letter to Amy Hughes.
 - b. The Sedro Woolley Chamber of Commerce wrote to the Board requesting a list of the requirements of the future fair site and any factors or information needed by the County from them. Their committee, with representatives of the Sedro Woolley Chamber of Commerce and the community, is actively promoting and supporting the Northern State Hospital Grounds as a future site of the Skagit County Fair.

Chairman Norris stated that he felt it was appropriate to pass the letter on to the Fair Search Committee. He asked Robert Taylor to draft letters to Sedro Woolley Chamber of Commerce, Anacortes, and Burlington, informing them that they should contact the Fair Search Committee with any further questions. He stated that the five possible locations should not be released in order to get the most reasonable price for the taxpayers' money.

6. The Board approved for signature only the resolution calling for a public hearing to consider the establishment of Sweetwater Road as a County road. (Resolution #10029)
7. A list of ten Planning Commission referred items was submitted to the Board for scheduling. Robert Taylor scheduled the items for 2:00 p.m., Tuesday, April 24, 1984.

Commissioner Mansfield motioned to hear the Planning Commission referred items at 2:00 p.m., Tuesday, April 24, 1984. Commissioner Rohrer seconded the motion. The motion was carried unanimously.

8. The Board approved for signature the final union contract between Skagit County and the five bargaining units, thus completing all of the bargaining.
9. The Board reviewed several sketches of the proposed Skagit County Employee ID Card, as proposed by the Public Works Department. The Board instructed Robert Taylor on their choice.

DISCUSSION - COUNTY PURCHASING PROCEDURES AND PERSONNEL ADMINISTRATION.

Chairman Norris stated that in 1977 these items were reviewed. He stated that it was now time to review the procedures used to determine if it is feasible to change to a purchasing office system. Also up for discussion was whether or not the personnel function could be handled in a more efficient manner.

Duane Kline, Budget and Finance Director, stated that the personnel function is now performed by Robert Taylor, Commissioners' Assistant, and Duane Kline. This added duty is quite time consuming, and includes pay reclassifications, labor laws, benefit plans and administration. Most companies and counties the size of Skagit County have at least one full-time person handling personnel.

Chairman Norris asked if hiring a full-time personnel director would demonstrate a decrease or offset in the budget to justify the added employee. Mr. Kline responded that one way to determine this would be to compute the expenses incurred for contracting work out for specific projects. He stated that a personnel director would also free up the departments from government reports.

Commissioner Mansfield commented on the purchasing agent aspect. He stated that a department should be able to purchase an inexpensive item needed immediately, rather than waiting for it to be ordered.

Chairman Norris stated that if the County can demonstrate a cost savings, this change should be made.

Chairman Norris and Commissioner Mansfield concurred that a manager of a business, a personnel director, and a purchasing agent together might be able to evaluate our situation. Commissioner Mansfield pointed out that more evaluation is needed before a decision can be made on the matter.

Chairman Norris asked if the personnel director and purchasing agent positions could be combined. Mr. Kline responded that this could possibly be done, by evaluating the qualifications of the applicants as they come in.

Following additional discussion, Chairman Norris concluded that collective purchasing power of a County has advantages.

Robert Schofield, Director of the Planning Department, stated that he encouraged the County's review of this matter.

PARKS, RECREATION AND SENIOR SERVICES - Jon Aarstad, Director:

1. Call for bid - Skagit Playfield Fencing.

Jon Aarstad presented a resolution calling for the Auditor to prepare a Notice of Call for Bids for outfield and line fencing materials for the Skagit Playfield Baseball Field.

Commissioner Mansfield motioned to adopt the resolution. Commissioner Rohrer seconded the motion. The motion was carried unanimously.
(Resolution #10032)

2. Discussion - 1984 projects.

Jon Aarstad presented the following 1984 projects:

- a. The Anacortes Parks and Recreation Department has requested the help of Skagit County to provide 1,300 feet of ADS drain pipe, couplings, and two catch basins for the Smileys' Bottom Park development project. Anacortes would like to drain the park area to provide for youth and adult activity fields. The drainage of this facility would enhance the softball and soccer programs and provide the County with additional fields for league play. The estimate for the materials for the project is \$11,185.

After some discussion, the Board agreed to provide the materials for the project, and instructed Mr. Aarstad to proceed with bids for the materials.

- b. During the last hard rain, a leak occurred in the roof of the Parks, Recreation and Senior Services Department building, causing some damage. The leak was repaired with cold tar, but the building is in need of a new roof, as well as exterior painting and repair to the archway beam of the front porch.

Chairman Mansfield suggested having Roger Howard, from the Public Works Department, check the structural soundness of the building to see if it could be moved if necessary, before going to a lot of expense. The Board concurred with this and instructed Mr. Aarstad to also obtain estimates for a new roof.

- c. On March 16, 1984, Mr. Aarstad received a copy of a letter to the Board from Mr. Jon Decker. Mr. Decker is requesting the County to consider a land trade for a piece of property owned by Mr. Decker that is land locked between Rosario Strait and Sharpe Park. The Board instructed Mr. Aarstad to search with Bob

Schofield, Director of the Planning Department, for a suitable piece of land to trade for Mr. Decker's land-locked property.

- d. With regard to the renovation of the Clear Lake Swimming Beach, the Interagency Committee for Outdoor Recreation (IAC) funding session will begin in mid April with letters of intent due May 1, 1984. If the County intends to seek funding in this upcoming session, a letter of intent needs to be submitted by May 1. The Clear Lake Swimming Beach facility is in desperate need of renovation to the floats, bathhouse and beach front area. An estimate of County funds would be roughly \$100,000 to \$125,000, and would be matched by IAC funds if available.

Mr. Aarstad stated that once the season begins, the YMCA maintains the beach, with the County only mowing the grass.

Commissioner Mansfield suggested simply replanking over old planks instead of purchasing new and expensive floats. Also suggested was the spreading of these projects over several years. The Board instructed Mr. Aarstad to check into these matters further.

- e. The Concrete Senior Center is in need of a new location. The existing Center is owned by the City of Concrete, and is scheduled for elections, club meetings and bazaars and various community functions. Consequently the senior program is asked to move to allow a paying renter to use the facility. This is especially inconvenient on days that a meal program is scheduled.

Mr. Aarstad suggested negotiating with the Port of Skagit County to utilize the Depot for the Concrete Upriver Senior Center. Chairman Norris stated that the National Park Service has signed another lease for use of the building, so that wouldn't be possible.

Mr. Aarstad stated that the seniors have been looking for a new site for approximately one year now. He stated that he may check with the National Park Service to see if it would be possible to use their facility between September and May and also in the evenings, when they aren't using it.

Commissioner Rohrer suggested having the community get together and build a log cabin for the seniors.

Chairman Norris suggested remodelling a portion of the old school.

Duane Kline, Budget and Finance Director, noted that this was the time for placing items on the ballot for funding if necessary.

Chairman Norris pointed out that people will only pay for so many projects, and since this is a fairly small item, another source of funding should be found.

Mr. Kline pointed out that the County may need to add the 1/2 cent sales tax for more revenue. The County is presently operating with a deficit because of the new jail project. Discussion followed regarding possible implementation of the 1/2 cent sales tax.

3. Miscellaneous items.

Jon Aarstad presented the following miscellaneous items:

- a. The Parks, Recreation and Senior Services Department has received the Interagency Committee for Outdoor Recreation (IAC) facility report on Howard Miller Steelhead Park. The report gave the park a very positive rating for maintenance.

Chairman Norris suggested checking with a timber company to try to obtain evergreen trees for planting in the park.

- b. The Board reviewed and signed a contract between State of Washington Department of Social and Health Services and Skagit County Parks, Recreation and Senior Services for participation in the Community Work Experience Program (CWEP). Mr. Aarstad explained that DSHS will pay for the wages for individuals who were receiving welfare or assistance under this program. The Parks, Recreation and Senior Services Department wishes to employ two workers under this program: a service worker aid, who would work at different parks, and an assistant at the Skagit Playfield.
- c. The Board approved for signature the School Facility Use Application and Agreement between Burlington-Edison School District No. 100 and Skagit County. Mr. Aarstad explained that the gym would be used primarily for Rhythm Fitness Adult Exercise Classes at \$30 per evening.
- d. Mr. Aarstad stated that he and Charlie Tewalt, of the Public Works Department, inspected the Lake McMurray site last week.

Chairman Norris stated that they were only to top the trees, not create a parking area. Mr. Aarstad said he would pass that information on to Mr. Tewalt.

- e. Mr. Aarstad stated that he had received correspondence from NWRC requesting the use of the Senior Citizen Center for their Respite Care program. He suggested informing them that the Senior Citizen Center is not available, but the County will offer support help in the way of transportation and meals.

Chairman Norris instructed Mr. Aarstad to prepare a letter saying the County is willing to cooperate, but have limitations from a facility standpoint.

- f. The Board considered two out-of-state travel requests by Mr. Aarstad. As President of the Washington Recreation and Parks Association (WRPA), Mr. Aarstad requested that he be allowed to attend two conferences this year. The County would pay \$300 for the Anchorage, Alaska, conference to be held in June, and \$400 for the Orlando, Florida, conference to be held in October. The remainder of the expenses would be paid by WRPA and Mr. Aarstad.

The Board expressed a concern for making a policy on out-of-state travel. They did not want to set a precedent of paying for conferences. Mr. Aarstad stated that the money is in the Parks budget to pay for the conferences.

The Board agreed to approve both conference requests.

- g. The Washington State Department of Revenue has announced that it will charge a fee on all revenue collected by the Parks, Recreation and Senior Services Department from their programs. This matter was proposed by Matthew Coyle, Assistant Director of Department of Revenue. Chairman Norris asked Mr. Aarstad to write a letter to the Board with regard to this and he would present it to the Association of Counties.

MISCELLANEOUS ITEMS

Robert Taylor, Commissioners' Assistant, presented the following items:

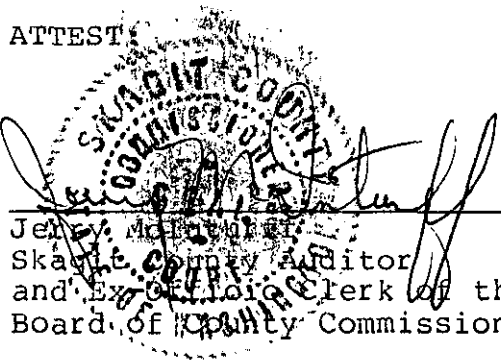
1. The Board discussed the selections for the Tourism Task Force. Jana Hougen from upriver had been very active and interested in the Task Force, and the Board decided to move one person from the private sector portion into the public sector portion of the Task Force in order to place Jana Hougen in the private sector portion.
2. Commissioner Mansfield motioned to adopt the resolution establishing the salaries of Skagit County elected officials, effective January 1, 1984. Commissioner Rohrer seconded the motion. The motion was carried unanimously. (Resolution #10031)
3. Commissioner Rohrer motioned to approve Warrants #56273 through #56310 in the amount of \$6,790. Commissioner Mansfield seconded the motion. The motion was carried unanimously. (P/R 7)

ADJOURNMENT

Commissioner Mansfield motioned to adjourn the proceedings. Commissioner Rohrer seconded the motion. The motion was carried unanimously.

BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON

ATTEST



[Signature]
Jerry Mansfield
Skagit County Auditor
and Ex-Officio Clerk of the
Board of County Commissioners

[Signature]
Bud Norris, Chairman

[Signature]
Jerry Mansfield, Commissioner

[Signature]
Dave Rohrer, Commissioner