

**RECORD OF THE PROCEEDINGS
SKAGIT COUNTY BOARD OF COMMISSIONERS**

Monday, April 25, 1994

- 9:00 a.m. - 10:00 a.m. Facilities - Roger Howard, Director.
- 1) Signature - Contract for Miscellaneous Americans with Disabilities Act Projects.
 - 2) Signature - Contract for Asphalt Paving at Skagit County Parks.
 - 3) Work Session - Facilities Improvements.
- 10:00 a.m. - 11:00 a.m. Public Works - Rich Medved, Director.
- 1) Signature - Resolution Awarding Bid for Inman Landfill Cell and Phase I Closure.
 - 2) Signature - Final Cost Records for Lake Cavanaugh Road, C.R.P. #0020-6.
 - 3) Signature - Final Cost Records for Cedardale Road, C.R.P. #7055-2.
 - 4) Signature - Town of Hamilton Road Program Agreement.
 - 5) Signature - Town of Lyman Road Program Agreement.
 - 6) Miscellaneous.
- 11:00 a.m. - 11:30 a.m. Auditor's Office - Jerry McInturff, County Auditor.
- 1) Personnel Request for Additional Half-Time Person.
 - 2) Request to Increase Four 35-Hour Work Week Positions to 40-Hour Work Week Positions.

CONSENT AGENDA.

MISCELLANEOUS.

- 2:00 p.m. - 2:30 p.m. 1) Public Hearing - Authorizing Supplemental Budget.
2) Signature - Grant Application - Snowmobile Trail Grooming.
- 2:30 p.m. - 3:30 p.m.. Discussion - Permitting of Pre-1976 Manufactured Mobile Homes.
- 3:30 p.m. - 4:30 p.m. Executive Session - Personnel, Litigation and Land Acquisition.

The Skagit County Board of Commissioners met in regular session on Monday, April 25, 1994, with Commissioners Harvey Wolden, Robert Hart and Robby Robinson present.

FACILITIES - Roger Howard, Director.

1. Signature - Contract for Miscellaneous Americans with Disabilities Act Projects.

Roger Howard, Facilities Director, advised the Board that this contract has not been approved by John Moffat and therefore is not available for the Board's review and signature.

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2. Signature - Contract for Asphalt Paving at Skagit County Parks.

Mr. Howard advised the Board that this contract has not been approved by John Moffat and therefore is not available for the Board's review and signature.

3. Work Session - Facilities Improvements.

The problems associated with the relocation of departments during the remodelling of the Administration Building were discussed. The Board stressed that the amount of energy spent in relocating, the disruption in work schedules, set up and installation time of equipment, etc., need to be minimized. The particular logistics of moving the Prosecuting Attorney's Office was discussed, and the option of the Prosecuting Attorney's Office remaining in their current space was also discussed. Roger Howard, Facilities Director, indicated his concern for working around personnel in their existing work spaces.

Mr. Howard announced that work will begin in late June or early July.

Commissioner Robinson asked if discussions have been held with the parties involved in the potential moves and if the alternatives and disadvantages have been discussed. Bob Taylor, Administrative Officer, stated that Dave Needy, Prosecuting Attorney, has been advised and has given every indication of cooperating and working with facilities personnel to ensure a smooth transition during this period. Both alternatives, moving or remaining in the existing space, are not the best, and there are disadvantages to both.

Commissioner Robinson asked for clarification of the extent of work to be done immediately above the Prosecuting Attorney's Office. Mr. Howard stated that there will be a heavy possibility of dust, necessary asbestos removal, and concern over potential injury to employees. Dave Fleming, Risk Manager, indicated that it is his opinion that the department should be moved to limit the potential problems associated with the construction taking place where personnel are trying to do their jobs. Mr. Fleming stressed the need for good communication with employees during this time.

The various alternatives of moving or not moving the Prosecuting Attorney's Office and the associated costs therewith were discussed with the Board. Other options were discussed for moving various departments during this construction period.

Mr. Taylor indicated that it is incumbent upon all personnel to communicate like never before with the Prosecuting Attorney's Office employees and start working out an efficient communication program concerning the entire remodelling effort.

PUBLIC WORKS DEPARTMENT - Rich Medved, Director.

Chairman Wolden was absent for the following Public Works Department items.

1. Signature - Resolution Awarding Bid for Inman Landfill Cell and Phase I Closure.

Rich Medved, Director of Public Works, stated that the department is pleased to announce the award of the contract for the Inman Landfill Cell and Phase I Closure. Dave Rubio, Public Works Staff, announced that Scoccolo Construction, Inc. was the low bidder at \$1,733,102.44. Commissioner Robinson moved to approve the resolution awarding the bid to Scoccolo Construction, Inc. The motion was seconded by Commissioner Hart, and carried unanimously. (Resolution #15324)

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2. Signature - Final Cost Records for Lake Cavanaugh Road, C.R.P. #0020-6.

Doug Barnet supplied the Board with a Final Cost Record and Construction Plan Book for signature by the Board. The Board signed the necessary documents.

3. Signature - Final Cost Records for Cedardale Road, C.R.P. #7055-2.

Doug Barnet supplied the Board with a Final Cost Record and Construction Plan Book for signature by the Board. The Board signed the necessary documents.

4. Signature - Town of Hamilton Road Program Agreement.

Mr. Barnet presented to the Board a letter agreement with the Town of Hamilton for the use of ISTEA funds for road improvements due to the inability of Hamilton to fund these improvements. It is estimated that the costs for the improvements would be approximately \$18,000. Commissioner Robinson moved to approve the letter agreement with the Town of Hamilton, and the motion was seconded by Commissioner Hart. The motion was unanimously approved. (Contract #02013)

5. Signature - Town of Lyman Road Program Agreement.

Mr. Barnet presented to the Board a letter agreement with the Town of Lyman for the use of ISTEA funds for road improvements due to the inability of Lyman to fund these improvements. It is estimated that the costs for the improvements would be approximately \$18,000. Commissioner Robinson moved to approve the letter agreement with the Town of Lyman, and the motion was seconded by Commissioner Hart. The motion was unanimously approved. (Contract #02014)

6. Miscellaneous.

A. Mr. Barnet confirmed with the Board their interest in meeting with Bob Josephson, Director of Planning for the State, to get the State's thoughts and plans as regards to SR 20 west of I-5. Commissioner Hart confirmed the Board's interest in such a meeting. It was indicated by Staff that a work session will be scheduled sometime within the next two weeks.

B. Commissioner Robinson indicated he had a packet of materials from a recent CRAB Board meeting for review by Mr. Medved.

AUDITOR'S OFFICE - Jerry McInturff, County Auditor.

1. Personnel Request for Additional Half-Time Person.

Jerry McInturff, County Auditor, advised the Board that his department would like to hire an additional half-time person in the Licensing Division. Mr. McInturff explained that at one time there were 4-1/2 people in Licensing, but enough efficiencies were gained through the installation of the computer system that the staffing was reduced to 3-1/2 people. Mr. McInturff further explained that with the population growth in the County, there are more vehicles to be serviced. The Auditor's Office has participated in a State of Washington Customer Service program, which involved providing vehicle renewals through the mail. The response to these mailers has been overwhelming and many more people than anticipated used the mailers to renew their vehicle licenses. This, consequently, had an impact not anticipated, as all of the mailers are returned to the Auditor's office rather than diffused through subagency offices. The result has been doubled

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mail renewal work. Mr. McInturff advised the Board that one person cannot process the daily mail. Mr. McInturff stated that currently Licensing grosses over \$380,000 per year for the County, and that Licensing operations are not a drain on the County budget. The personnel request is for a half-time position, entry level, and the cost for one year including benefits for this additional person would be approximately \$13,500. Commissioner Robinson ascertained from Mr. McInturff that this would be a permanent position.

Commissioner Robinson determined from Mr. McInturff that this mail-in procedure will be increasing in the future.

Bob Taylor, Administrative Officer, asked if statistics are available that would show trends on a daily, weekly, or monthly basis as far as the number of requests over the counter versus in the mail or with subagents.

Commissioner Hart clarified that the existing staff would remain at 35 hours per week.

The Board indicated that there is justification for this request. Commissioner Hart asked to receive transaction reports from Mr. McInturff so that the Board can ascertain the number of requests that are being handled and determine the necessity for hiring this additional person.

The Board agreed to consider this request further after looking at the number of transactions, and Mr. McInturff agreed to provide the requested information within one week.

2. Request to Increase Four 35-Hour Work Week Positions to 40-Hour Work Week Positions.

Kathy Longfellow, Deputy Auditor, advised the Board that Accounting would like to increase four 35-hour work week positions to 40-hour work week positions. Ms. Longfellow further advised that these individuals are currently working a 40-hour week just to keep abreast of the workload. Commissioner Hart ascertained that this request is for additional budgetary monies, not merely a shuffling of existing funds. Ms. Longfellow stated that this proposal will cost under \$10,000. Mr. McInturff mentioned that much of the workload involves items that cannot be delayed and are requirements of the state and federal governments, and that heavy fines and penalties can be imposed for not turning in these required reports in a timely manner.

Ms. Longfellow advised that to hire a new employee would cost approximately \$30,000, and that all other personnel in the accounting section of the Auditor's Office are currently on a 40-hour week.

Mr. Taylor indicated the importance of the subject employees being generally supportive of this proposal, and that a possible amendment to the union contract may be required. Ms. Longfellow stressed that this proposal is like adding an additional half-time person without having to pay additional benefits.

Chairman Wolden suggested that Ms. Longfellow meet with Mr. Taylor to ascertain the effects of this proposal in regards to the union contract. Ms. Longfellow confirmed her intent to meet with Mr. Taylor and advised she would present the information back to the Board within one week.

CONSENT AGENDA.

Commissioner Hart moved to approve the Consent Agenda for April 25, 1994 as presented. The motion was seconded by Commissioner Robinson and was unanimously approved.

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* Commissioners' Office:

1. Record of the Proceedings from Monday, April 18, 1994.
2. Record of the Proceedings from Tuesday, April 19, 1994.
3. Record of the Proceedings from Friday, April 22, 1994.
4. Resolution - Appointment of Wendy Brown to the Mental Health Advisory Board. (Resolution #15325)
5. Resolution - Appointment of Carl Bruner to the Mental Health Advisory Board. (Resolution #15326)
6. Memorandum of Agreement with The Sedro Woolley Museum for improvement of the Sedro Woolley Museum facility for the period January 1, 1994 through December 31, 1994 for the amount of \$2,500. (Contract #02015)

• Planning:

7. Resolution Calling for a Public Hearing - Adoption of New Chapter of Skagit County Code Collection of Impact Fees. (Resolution #15327)
8. Resolution Approving an Agricultural Variance for Jay Childers. (Resolution #15328)

* Emergency Management:

9. Out-of-State Travel Request for Thomas J. Sheahan to attend National Search and Rescue Conference - Response 1994, in San Diego, California, from June 1-4, 1994 for a total cost of \$761.50.

* Parks:

10. Agreement for Project Grant from the Washington State Outdoor Recreation Account for Burlington-Edison Regional Park Phase 2 effective April 8, 1994 through June 30, 1995 with the State to provide \$113,750 or 50% of the total project cost, whichever is less. (Contract #02016)

• Juvenile Probation:

11. Personal Services Agreement with Dr. Phillip Russell dba Tower Psychological Services to provide specialized juvenile offender evaluations, treatment, consultations and monitoring for the period January 1, 1994 until terminated, at the rate of \$85 per hour. (Contract #02017)
12. Personal Services Agreement with Alicia Acosta Thomas for specialized juvenile offender evaluations, treatment, consultations and monitoring for juveniles for the period January 1, 1994 until terminated, at the rate of \$55 per hour. (Contract #02018)

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* Public Works:

13. Contract for Professional Services with Martinez Interpreting Services for the period January 1, 1994 through December 31, 1994 at the rate of \$35 per hour, with a one hour minimum charge. (Contract #02019)
14. Resolution and Cost Estimates to establish a County Road Project for Reservation Road #4021 for engineering and construction in the amount of \$25,000. (Resolution #15329)
15. Resolution calling for a Public Hearing for a Speed Reduction on Aliston Lane #6160, reducing the posted/non-posted speed limit from 35 miles per hour to a posted residential speed limit of 25 miles per hour. (Resolution #15330)
16. Resolution calling for a Public Hearing for a Speed Reduction on North Skagit Street, #6121, reducing the posted/non-posted speed limit from 35 miles per hour to a posted residential speed limit of 25 miles per hour. (Resolution #15331)
17. Supplement #1 to the Personal Services Agreement with Geotechnical Engineering Services for the new maintenance shop building in Burlington increasing the contract amount from \$4,630 to \$11,130 due to the shop building being moved from the originally planned location after the geotechnical exploration had been completed. Contract #01933)

MISCELLANEOUS.

Vouchers audited and certified by the auditing officer as required by R.C.W. 42.24.080, and those expense reimbursement claims certified as required by R.C.W. 42.24.090, have been recorded on a listing which has been made available to the Board.

As of this date, April 25, 1994, the Board, by a majority vote, did approve for payment those vouchers included in the above-mentioned list and further described as follows:

Voucher Nos. 4004276 through 4005164, FIDO-050 through FIDO-086, 4EL-111 through 4EL-120, 4010-133 through 4010-172, and PW4-251 through PW4-411 (Warrant Nos. 110899 through 111717 (Transmittal No. C17-94).

PUBLIC HEARING - AUTHORIZING SUPPLEMENTAL BUDGET.

Chairman Wolden opened the public hearing. Mike Woodmansee, Budget/Finance Director, presented a Resolution to the Board for signature. This supplemental budget request is to amend the Juvenile Probation Department budget due to receipt of funds from the State of Washington. There being no public comment forthcoming, Commissioner Hart moved to close the public hearing, and Commissioner Robinson seconded the motion. The motion was unanimously passed. Commissioner Hart moved to authorize the supplemental budget as presented by Staff. Commissioner Robinson seconded the motion, which passed unanimously. (Resolution #15332).

SIGNATURE - GRANT APPLICATIONS - SNOWMOBILE TRAIL GROOMING.

Steve Colby, Parks & Recreation Department Staff, presented to the Board for signature the grant

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application with the State of Washington for snowmobile trail grooming. Mr. Colby stated that there has been overwhelming support from all parties involved and that this is a very positive program. The grant application is asking for the same amount of money as last year, \$21,100. This is a winter recreation program from the Washington State Department of Parks and Recreation, and no money is contributed by the County, according to Mr. Colby.

A second request for funding from the State was presented to the Board for signature for \$2,448, requesting funding to place Sanicans at each of the trail heads. These trail heads are now being classified as snowparks December 1 through April 15, and installation of the Sanicans is an attempt to keep the area clean and sanitary.

Commissioner Hart moved to approve the snowmobile grooming grant as well as the Sanican placement grant proposal. The motion was seconded by Commissioner Robinson, and was unanimously approved by the Board.

DISCUSSION - PERMITTING OF PRE-1976 MANUFACTURED MOBILE HOMES.

Commissioner Wolden opened the discussion on the permitting of pre-1976 manufactured mobile homes. Roxanne Michael, County Building Official, introduced to the Board Ken Newton, State Code Compliance Officer in this region, and Anne Marie Shanks, Regional Administrator for the Department of Labor and Industries. Ms. Michael advised that older mobile homes are basically deathtraps due to poor wiring, lack of smoke detectors, blocked exit doors, illegal installation of wood stoves, etc. Ms. Michael stated that it is her feeling that the proposal for permitting should include any used mobile home, rather than just "pre-1976," and require a HUD Fire Safety Standards Inspections immediately through the State Department of Labor & Industries ("L&I").

Commissioner Robinson queried Staff on the cost for each L&I inspection. Mr. Newton advised the cost to be \$75. If there are corrections to be made, a re-inspection fee of \$50 is also required. The distribution of a pre-inspection checklist helps to eliminate the need for re-inspections.

Dan Cain, County Fire Marshall, stated that without some sort of inspection there is no way for the County to determine if illegal conditions exist in these mobilehomes.

Ms. Michael pointed out that there are less and less problems in other counties, due to their requirements that minimum standards be met, and that Skagit County has become the dumping grounds for these dilapidated unsafe mobile homes due to the County's lack of enforcement of these minimum standards.

Corey Schmidt, Permit Center Staff, indicated the concern that this form of low cost housing not become cost-prohibitive, and that the initial cost of inspection should be borne by the seller prior to permitting. Mr. Schmidt indicated that the safety of these homes should be addressed, and that currently non-conforming loans are being issued because the buyers cannot obtain traditional loans on these homes.

Commissioner Robinson confirmed that the Department of Labor & Industries will do all of the required inspections.

Gerald Steele, Marblemount resident, advised the Board that he considers this a problem in the area, and would like to have full fire safety inspections to bring these older mobile homes up to compliance prior to occupancy.

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Commissioner Robinson indicated his reluctance to increase the cost of low-cost housing, but that the safety issues involved are of paramount interest to the County. The Board urged Staff to call for a public hearing as soon as possible and directed Staff to move forward in that direction. Ms. Michael advised that she would provide the proposed ordinance as soon as possible.

In another issue, Tim Hoffman, Code Compliance Officer, stated his concerns with a current interlocal agreement with the City of Concrete concerning responsibility for prosecuting code violations. According to the Interlocal Agreement, it is the City's responsibility to prosecute individuals once the County has notified the individual of their violation and there is no compliance. Staff is concerned that there are fire and life safety issues that are being ignored because the City cannot prosecute due to their financial situation. Mr. Schmidt advised that perhaps the County should put the City on notice that if the City doesn't begin prosecuting these violators, the City will be responsible for the liabilities incurred.

The Board clarified with Staff the exact language in the Interlocal Agreement, and Chairman Wolden suggested that John Moffat, Chief Civil Deputy, should review the Agreement for possible legal ramifications.

Mr. Hoffman advised that this is a jurisdictional item, and stated that the County cannot force the City to litigate. It was suggested that perhaps the County is wasting manpower and time in pursuing these code violations.

The Board directed Staff to review this problem with John Moffat and keep them informed as to the progress made.

ADJOURNMENT.

Commissioner Robinson motioned to adjourn the proceedings. Commissioner Hart seconded the motion. The motion was carried unanimously.

BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON


Harvey Wolden, Chairman


Robby Robinson, Commissioner


Robert Hart, Commissioner



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ATTEST:

A handwritten signature in cursive script, appearing to read "Patti J. Owen", written over a horizontal line.

Patti J. Owen, Clerk
Skagit County Board of Commissioners