

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

**Tuesday, January 17, 1995**

**Monday, January 16, 1995:**

MARTIN LUTHER KING, JR. HOLIDAY OBSERVED

**Tuesday, January 17, 1995:**

7:30 a.m. - 8:30 a.m. Commissioners' Staff Meeting.

Flag Salute.

9:00 a.m. - 10:00 a.m. Planning Department - Dave Hough, Director.

- 1) Discussion - All Hands Annual Goal Setting Retreat.
- 2) Discussion - Water Quality Program Summary.
- 3) Code Enforcement Report.
- 4) Miscellaneous.

10:00 a.m. - 11:00 a.m. Public Works Department - Rich Medved, Director.

- 1) Continuation of Public Hearing: Franchise Application/Agreement Del Mar Community Service, Incorporated (Existing Water Line Within the Del Mar Community on Fidalgo Island).
- 2) Discussion - 16th Annual Nookachamps Winter Run.
- 3) Discussion - New Addressing Project.
- 4) Signature - Supplement No. 1 - Sumas Transport Agreement (Leachate Haul).
- 5) Miscellaneous.

**CONSENT AGENDA.**

**MISCELLANEOUS.**

1:30 p.m. - 2:00 p.m. Discussion - Employee Travel Policy.

2:00 p.m. - 2:30 p.m. Discussion - Assessors' Office Staffing.

2:30 p.m. - 3:00 p.m. Work Session - Update On Jobs For the Environment Program.

3:00 p.m. - 3:30 p.m. Discussion - Miscellaneous Financial and Contractual Matters.

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 Tuesday, January 17, 1995, with Commissioners Robert Hart, Ted W. Anderson and Harvey Wolden present.

**PLANNING DEPARTMENT - Dave Hough, Director**

1. All Hands Goal Setting Retreat.

Dave Hough, Planning Department Director, requested that the Planning Department be granted a day of closure in order for the staff to attend a retreat to review goals of the department. Commissioner Wolden made a motion to approve the closure of the Planning Department on February 22, 1995, from 9:30 a.m. to 4:30 p.m. Commissioner Anderson seconded the motion and it passed unanimously.

2. Discussion - Water Quality Program Summary.

Kraig Olason, Planning Department, Assistant Director, presented a review of the activities currently provided by the Water Quality Programming. He named six programs involved in the water quality program, including Technical Assistance, Public Information/Education, Planning and Program Coordination/Facilitation, Financial Assistance, Water Quality Monitoring and Regulatory/Enforcement. Funding has been primarily based on cigarette tax through the Department of Ecology. Skagit County Permit Center on-site septic received a grant to do the sanitary survey in several watersheds and Centennial Funds have also funded this program.

A discussion ensued and the Board asked for more detail on exactly where the funds are and whether consolidation of management could take place.

Funding options were briefly discussed.

Carol Ehlers, Anacortes, mentioned that the water purveyors have a role to play and should be consulted on the county-wide issue.

3. Miscellaneous.

Oscar Graham, Senior Planner, spoke briefly in regard to Shoreline Management Master Program. Mr. Graham presented a quick overview and mentioned that there is a need to address this issue by written testimony and he will draft a letter for the Board's signature in that regard. Commissioner Wolden mentioned that Mary Margaret Haugen should be contacted in regard to this issue. Mr. Graham commented that the local process has been handled quite quickly.

**PUBLIC WORKS DEPARTMENT - RICH MEDVED, DIRECTOR**

1. Continuation of Public Hearing: Franchise Application/Agreement Del Mar Community Service, Inc. (Existing Water Line Within the Del mar Community on Fidalgo Island).

Chairman Hart re-opened the public hearing. Robin LaRue, Public Works Staff, presented a map showing the area the Del Mar Community requested to be included in this application. A discussion ensued in regard to the specific design.

Carol Ehlers, President of the Del Mar Community stated that they are legally bound to the exact plan as shown due to the legality in contract, bylaws and charter, which specifically points out the area to be expanded.

Chairman Hart closed the public hearing after no further public comment was forthcoming. Commissioner Anderson seconded the motion and it was passed unanimously. Commissioner Wolden made a motion to approve the franchise agreement with Del Mar Community, Commissioner Anderson seconded and the motion and it was passed unanimously. (Franchise Agreement to be presented by Staff at a later date).

2. Nookachamps Winter Run.

Ed Hawes, Public Works Staff, brought to the Board's attention the closure of certain roads for a short duration of time to allow for a safe course for the Skagit Runners Club on Saturday, January 21, 1995, at 10:00 a.m.

3. Discussion - New Addressing Project.

Rodney VanderSyden, Public Works Staff, presented an overview of this project and mentioned that the County has submitted the plan and it has also been reviewed at the state level. It was mentioned that the State will reimburse the County for the implementation of the addressing project, however signage in the amount of \$215,000 will need to be funded.

Mike Woodmansee, Budget/Finance Director, mentioned that the \$215,000 for signage would be available from the Public Works road fund.

Tom Sheahan, Emergency Services, commented in regard to the need to proceed, as the addressing project is impeding the E911 project.

Commissioner Wolden made a motion to proceed with the new addressing project. The motion was seconded by Commissioner Anderson and passed unanimously.

4. Supplement No. 1 - Sumas Transport Agreement (Leachate Haul).

Robin LaRue, Public Works Assistant Director, reviewed the contract with Sumas Transport and brought to the Board's attention that signature on this agreement will extend the contract to 1996. Discussion ensued in regard to the increase in contract amount and Rich Medved, Public Works Director, stated that the total amount is \$74,000, \$54,000 of which has been paid with two \$10,000 payments remaining, one in each of the next two years.

Commissioner Wolden made a motion to approve the Sumas Transport Supplemental Agreement. Chairman Hart seconded the motion, which was passed unanimously. (Contract #01951).

5. Miscellaneous.

Mr. Medved, Director of Public Works, presented for signature, the Resolution Regarding Formation of a Drainage Utility Citizens Advisory Committee. The Board executed the Resolution as presented. (Resolution #15619).

CONSENT AGENDA.

Chairman Hart moved to approve the Consent Agenda for Tuesday, January 17, 1995, with the deletion of Item #1 and Item #2, which were omitted for completion, and Item #15 denied as below.

• Commissioners' Office:

1. Record of the Proceedings from Monday, January 9, 1995.
2. Record of the Proceedings from Tuesday, January 10, 1995.
3. Letter of Understanding between the Board of Commissioners and the Sedro Woolley Museum to provide to the Museum at no charge for the use of one quarter-sawed tiger oak Antique Roll-Top Desk, County Asset Number 4893, for display purposes, until agreement is terminated.  
(Contract #002287).

4. Personal Services Agreement between Northwestern Agricultural Research Foundation, and Skagit County for two research projects in regard to the Pea Cyst Nematode, from January 1, 1995, through January 31, 1996. The minimum payment under this agreement is \$10,000 made in two payments of \$5,000 each, based on invoices from the Contractor. (Contract #002288).
5. Amendment 5 to Basic Agreement AAA-3100 with Northwest Regional Council's Area Agency on Aging as of January 1, 1995. (Contract #00674).
6. Resolution Establishing Salary and Benefit Levels For Skagit County Sheriff that effective January 1, 1994, the salary shall be increased by 1.76% from \$56,665 in 1994 to \$57,662 in 1995. (Resolution #15621).
7. Resolution to Provide a Defense To Jeffrey Walde in Lawsuit By Edward G. Kacher. (Resolution # 15622).
- \* Planning:
  8. Resolution Approving A Timber Open Space Application Of Jagjeet Bindra. (Resolution #15623).
- \* Public Works:
  9. Resolution Establishing Bayview Edison Road, C.R.P. #3121-4, authorizing preliminary engineering funds for the installation of a guardrail along Bayview Edison Road. Amount of Appropriation is \$5,000, which includes preliminary engineering funds for a total of nine roads. (Resolution #15624).
  10. Resolution Updating Pioneer Highway, et al, C.R.P. #8009-2, authorizing additional funding for construction costs necessary to complete the road improvements designed for the project. The Amount of appropriation is \$5,000 for engineering and \$255,302.95 for construction for a total of \$260,302.95. (Resolution #15625).
  11. Resolution Amending Six-Year Road Program 1995 - 2000, adding the following three projects to the Six Year Road Program: 1) Signalization of the Cook Road/Old 99 north intersection; 2) Bow Hill Road reconstruction from Chuckanut Drive to Worline Road; and 3) Cook Road reconstruction from I-5 to Sedro Woolley. (Resolution #15626).
  12. Resolution Calling for Bids - Two (2) 1995 Half-ton Extended Cab 4X4 Pickups. These pickups are for Conrad Claybo and Andy Shaw. Bid opening will be January 31, 1995 at 1:30 p.m.. (Resolution #15627).
  13. Resolution Update of Solid Waste Advisory Committee to re-establish a committee to be known as the Skagit County Solid Waste Advisory Committee for the purpose of providing review and comment from voting interests regarding solid waste issues in Skagit County. (Resolution #15628).
  14. Litter Control Agreement with Chinook Enterprises to allow Public Works Department to provide up to 90 hours per month of litter control and/or maintenance service to county road right-of-ways, as required. The maximum amount payable under this Agreement is \$36,000 for the term of January 1, 1995 through December 31, 1995. (Resolution #15629).
  15. Out-of-State Travel Request for Rich Medved to attend the 1995 NACO Legislative Conference in Washington D.C., on March 3 - 7, 1995. The cost will be Registration - \$275, Hotel - \$645, Airline - \$663, Meals - \$180 and Miscellaneous - \$100, for a total of \$1,863. (Denied).

16. Resolution Request for Proposals for Procurement of Maintenance Materials to be used by the *Public Works Department for the next construction season*. The purpose of this request is to establish an "eligibility list" to procure Maintenance Materials, needed by Skagit County, for use during the period of March 1, 1995, through September 30, 1995. (Resolution #15630).
- Juvenile Probation:
    17. Personal Services Agreement with Amanda Light to provide specialized juvenile offender evaluations, treatment, consultations and monitoring for juveniles and/or their families, referred by County and accepted for treatment by the Contractor from January 1, 1994 (retroactive) and continue until terminated. Compensation will be based on billings determined by gross income of clients. (Contract #002289).
    18. Probation Services Agreement with City of Anacortes to provide probation services to the City. Compensation will be \$500 during 1995 and will be effective January 1, 1994 through December 31, 1995. (Contract #002290).
  - ARIS
    19. Personal Services Agreement with Shirley Hikohawa, MSW, ACSW, to provide individual or family therapy from January 1, 1995 through December 31, 1995. Compensation will be \$50 per 50 minute session for individual or family therapy. (Contract #002291).
    20. Personal Services Agreement with Elizabeth Sherman, M.A. to provide individual or family therapy beginning January 1, 1995, through December 31, 1995. Compensation will be \$40 per hour for therapy, \$20 per hour for group therapy, \$20 per hour for travel. (Contract #002292).
    21. Personal Services Agreement with Kathie Ketcham, M.A. to provide individual or family therapy from January 1, 1995, through December 31, 1995. Compensation will be \$55 per 50 minute hour for individual therapy and \$60 per 50 minute hour for family therapy for cases active before January 1995. Cases starting after January 1, 1995 will be \$45 per 50 minute therapy hour. (Contract #002293).
    22. Personal Services Agreement with Judith Bosworth, to provide individual or family therapy from January 1, 1995, through December 31, 1995. Compensation will be \$40 per 50 minute session for individual and family therapy and \$20 per hour for travel. (Contract #002295).
    23. Personal Services Agreement with Susan Radkins, M.A. to provide services of individual or family therapy from January 1, 1995 through December 31, 1995. Compensation will be \$40 per 50 minute therapy hour. (Contract #002295).
  - Parks, Recreation & Fair:
    24. Resolution For Adoption Of User Fee Schedule For Howard Miller Steelhead Park will be camp sites with hookups - \$15, \$16, tent sites - \$11, \$12, for 1995 and 1996, respectively. Adirondacks will be \$16 for both years. (Resolution #15631).
    25. Amendment #1 To Cooperative Agreement #64 Between the Washington State Parks and Recreation Commission to amend the existing winter recreation program budget. The request amount is for an additional \$900 to cover emergency grading and ice removal for parking at the Mt. Baker NRA. Skagit County administers the grant program and is not required to provide any match funding.

26. Professional Services Contract between Parks and Recreation and Michael D. Upton to provide professional services as an Official in Youth Basketball Scorer/Timer, compensated at \$6.00 per game and Youth Basketball Referee, Level I, for \$13.50 per game, from January 7, 1995, through September 31, 1995.
  27. Application and Agreement between Skagit Parks & Recreation and the Mount Vernon School District No. 320 for rental of the high school fieldhouse on Saturdays, January 7, 1995 through April 15, 1995, between 1:00 - 5:00 p.m. at \$50 per day.
- \* Permit Center:
28. Letter of Agreement between the Skagit County Permit Center and Shorewood Architectural Committee stating that the Permit Center will require the Shorewood Architectural Committee's stamp of approval as part of the submittal of building plans for residences within the Shorewood Development. (Contract #002296).
- Data Processing:
29. Personal Services Agreement between Steve Kleinbart and Skagit County, beginning January 1, 1995 through December 31, 1995, unless terminated, to provide data processing planning and programming services, systems programming support, systems installation support, and related activities pertaining to the mainframe or networked computers. The rate will be \$100 per hour. (Contract #002297).
- \* Health:
30. Resolution Approving a Reduced Set-Back Between A New Drilled Well and Adjacent Property Line For Robert Mullen on Hamilton-Cemetery Road. Resolution #15632).
  31. Resolution Approving A Reduced Set-Back Between A New Drilled Well And Adjacent Property Line for Charles Hodgkin on Terrell Lane, Sedro Woolley. (Resolution #15633).
  32. Guest Speaker Contract with Silvero Vivanco for Presentation titled *Personal Perspective on HIV-Aids*. Compensation for presentation will be \$25 for each presentation through 1995. (Contract #002298).
  33. Personal Services Agreement with Diane Goetz to provide facilitation for seven tobacco cessation meetings from January 9, 1995 through February 15, 1995. Compensation will be \$100 for all seven sessions. (Contract #002299).

**MISCELLANEOUS:**

1. Frank Sybrandy, Conway property owner, brought to the Board's attention a request that the County resolve the drainage problem in Conway that is effecting his property. Mr. Sybrandy indicated that he has been in contact with the Health Department, Road Department and the Board over a period of two years to no avail. Mr. Sybrandy detailed the history of the problem and attempted solutions. Mr. Sybrandy indicated he will be forced to proceed with legal action unless a time line of the first of February is met by the County resolving the drainage problem. A lengthy discussion ensued and the Board mentioned that a 90 day extension had been approved for the Conway Tavern and urged Mr. Sybrandy to see if that situation might resolve his problem. Mr. Sybrandy mentioned three previous deadlines have not been enforced.
2. A discussion ensued with Mr. Ray Sizemore, Owner of Cimmaron Trucking, who stated his concern for the necessity of a Small Bidder's list. It was brought to his attention that the bids are published in the Argus newspaper. A brief discussion ensued.
3. Jon Aarstad, Director of Parks and Recreation, presented a Resolution for signature to open bid on the property located at Northern State. Commissioner Wolden moved to approve the Resolution and Chairman Hart seconded the motion, and it passed unanimously. (Resolution #15620).
4. Commissioner Wolden moved to approve a Quit Claim Deed for Norman and Nancy Hoxie for the purpose of clearing title. Commissioner Wolden moved to approve the deed. Chairman Hart seconded and it was passed unanimously. (Deed #00395).
5. The Board a Letter of Understanding with the Skagit County District Court Employees and the Teamsters Local Union #788. (Contract #002300).
6. 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, January 17, 1995, the Board, by a majority vote, did approve for payment those vouchers included in the above-mentioned list and further described as follows:

Voucher numbers 5118-01 through 5118-06, PW4 - 2970 through PW4 - 3090, PW5-01 through PW5-16, 5000011 through 5000124, 4EL-284A through 4EL-292A, 4016634 through 4016753, 4016798 through 4016973, and 4016915 through 4017048 and Warrant numbers 124755 through 125403 in the total amount of \$1,109,948.21. (Transmittal #C02-95).

7. **DISCUSSION - EMPLOYEE TRAVEL POLICY.**

Stephanie Wood, Personnel Director, presented a travel policy which has been formulated by a committee consisting of Jon Aarstad, Rich Medved, Judy Menish, Kathy Hill, Sue Carol Brown, and Mavis McClaverty, representing John Moffat. All were in attendance with the exception of Rich Medved. Ms. Wood mentioned that previously, employees have kept receipts for expenses paid in advance and were reimbursed accordingly, or employees use a cash travel advance. The new proposal would eliminate cash travel advance in lieu of using corporate credit cards. This would eliminate the need for receipts for meals and instead put in place a per diem system, amounts determined by geographical location of expenditures.

Judy Menish, Treasurer, and Sue Carol Brown, Deputy Auditor, mentioned that using the credit card provides a better audit path.

A discussion ensued in regard to using separate credit cards when spouses travel with employees. It was suggested by the Board that the committee meet again and bring back to the Board a proposal showing a more specific comparison between the per diem system and the system that is in place.

**ASSESSOR'S OFFICE STAFFING.**

Mike Woodmansee reviewed the structure of the Assessors Office and mentioned that the Chief Deputy position is budgeted until 1995.

Mark Leander, Assessor, reviewed the office staffing and mentioned that they presently have 18 employees and will do approximately 1500 appraisals per appraiser this year. Mr. Leander mentioned that the growth and development of the County have forced the assessors office to address the issue of staffing needs.

Various staffing options were discussed.

**MISCELLAENOUS FINANCIAL AND CONTRACTUAL MATTERS:**

Mike Woodmansee, Budget/Finance Director, presented to the Board the annual contract with Skagit County Community Action Agency. Mr. Woodmansee mentioned that funds are funneled through Community Action for Rape Relief, Friendship House, Veterans Fund and Family Services Fund. Chairman Hart praised the work of Community Action.

Commissioner Wolden made a motion to approve an amendment to the contract with Skagit County Community Action Agency in the amount of \$78,589. Chairman Hart seconded the motion. The motion passed unanimously. (Contract #002286).

**ADJOURNMENT:**

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

BOARD OF COMMISSIONERS  
SKAGIT COUNTY, WASHINGTON

  
Robert Hart, Chairman

  
Harvey Wolden, Commissioner

  
Ted W. Anderson, Commissioner



ATTEST:

  
Debby Sims, Clerk  
Skagit County Board of Commissioners

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