

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

Monday, February 27, 1995:

Flag Salute.

8:30 a.m. - 9:00 a.m.

Customer Service Presentation - Records Management.

9:00 a.m. - 10:00 a.m.

Health Department - Pat Pearce, Director.

- 1) Customer Service Presentation.
- 2) Miscellaneous.

10:00 a.m. - 11:00 a.m.

Public Works Department - Jan Keiser, Director

- 1) Public Hearing - Vacation of County Rights-of-Way in the Plat of Cascade Ridge.
- 2) Public Hearing - Speed Limit Clarification Portions of March's Point Road, No. 1661.
- 3) Public Hearing - Speed Limit Revision Portions of March's Point Road, No. 1661.
- 4) Update - Department Organization Progress.
- 5) Miscellaneous.

11:00 a.m. - 11:15 a.m.

Proclamation for Early Childhood and Family Support Days, March 17 & 18, 1995.

11:15 a.m. - 11:30 a.m.

Signature - Agreement Authorizing Research of Utility Records.

CONSENT AGENDA.

MISCELLANEOUS.

2:30 p.m. - 3:30 p.m.

Executive Session - Personnel, Litigation and Land Acquisition.

The Skagit Board of Commissioners met in regular session on Monday, February 27, 1995, with Commissioners Robert Hart, Harvey Wolden and Ted W. Anderson present.

CUSTOMER SERVICE PRESENTATION - RECORDS MANAGEMENT.

Bob Taylor, Administrative Officer, presented an overview of the results of the Records Management Customer Satisfaction Survey. Mr. Taylor mentioned that the results indicate a very high rating in employee attitude and complimented the department in this regard.

Cori Russell, Records Management Staff, summarized the duties of Records Management and gave a brief review of department responsibilities and procedures.

Mr. Taylor presented a list of proposed action steps in response to the Customer Satisfaction Survey. A discussion ensued in regard to these proposed steps.

Mr. Taylor summarized the presentation with appreciation for the Records Management Department and commended the department for their organization, efficiency and excellent service.

HEALTH DEPARTMENT - Pat Pearce, Director.

1. **Customer Service Presentation.**

Pat Pearce, Director, presented an overview of the Customer Service Plan.

John Thayer, Health Department Staff, introduced the Health Department Customer Service Team.

Bob Taylor, Administrative Officer, presented the results of the Customer Service Survey, mentioning that the survey was divided into Environmental Health, Clerical, Lab, Nursing, and Unidentified departments. It was mentioned that Employee Attitude rated highly in all departments surveyed.

Mr. Taylor summarized the presentation by commending the Health Department on survey scores.

Ms. Pearce reviewed the action plan in response to the Customer Service Survey. Various proposed actions were reviewed by Health Department Staff in regard to Telephones, Facilities, Storage, Training, Customer Service, Coordination with Permit Center and Staffing.

Mr. Taylor complimented the Health Department on the patience and effort provided in regard to the Customer Service Survey.

PUBLIC WORKS DEPARTMENT - Jan Keiser, Director.

1. **Public Hearing - Vacation of County Rights-of-Way in the Plat of Cascade Ridge.**

Chairman Hart opened the Public Hearing. Linda Leonhart, Public Works Staff, reviewed the exact location of the proposed Vacation of County Rights-of-Way in the Plat of Cascade Ridge.

There being no public comment forthcoming, Commissioner Wolden moved to close the Public Hearing. Commissioner Anderson seconded the motion, which carried unanimously.

Commissioner Wolden made a motion to vacate the rights-of-way in the Plat of Cascade Ridge to as presented. The motion was seconded by Commissioner Anderson and passed unanimously. **(Resolution to be provided by Staff at a Later Date).**

2. **Public Hearing - Speed Limit Clarification Portions of March's Point Road, No. 1661.**

Chairman Hart opened the Public Hearing. Steve Blair, Public Works Staff, reviewed the exact location of the speed limit clarification on portions of March's Point Road.

There being no public testimony forthcoming, Chairman Hart moved to close the Public Hearing. The motion was seconded by Commissioner Wolden and it passed unanimously.

Commissioner Wolden made a motion to clarify the speed limits as presented. The motion was seconded by Commissioner Anderson and passed unanimously. **(Resolution to be provided by Staff at a later date).**

3. Public Hearing - Speed Limit Revision Portions of March's Point Road, No. 1661.

Chairman Hart opened the Public Hearing. Steve Blair, Public Works Staff, reviewed the exact location of the proposed speed limit revisions on portions of March's Point Road.

There being no public testimony forthcoming, Commissioner Wolden moved to close the Public Hearing. Commissioner Anderson seconded the motion and it passed unanimously.

Commissioner Wolden made a motion to revise the speed limit on March Point Road as presented. Commissioner Anderson seconded the motion and it passed unanimously. (Resolution to be provided by Staff at a later date).

4. Update - Department Organization Progress.

Jan Keiser, Director of Public Works, reviewed a proposed organizational structure using communication models as prototypes and illustrated the involvement of the various entities in the implementation.

Ms. Keiser proposed that Robin LaRue be named Acting Division Manager of Solid Waste, effective immediately.

Ms. Keiser mentioned the importance of public input in the proposed organizational structure and the need to develop expertise in grant administration, research and purchasing.

A discussion ensued in regard to Ms. Keiser's plan and proposed re-structure.

5. Miscellaneous.

A Resolution was presented for a Call For Public Hearing Regarding Speed Limit Establishment on Bayhill Drive, #3006; and Augusta Lane, #3004. Commissioner Wolden made a motion to approve this resolution. Commissioner Anderson seconded the motion and it passed unanimously. (Resolution #15661).

A Resolution was presented for a Call for Public Hearing Regarding Speed Limit Revision on District Line Road, #6321. Commissioner Wolden made a motion to approve the resolution as presented. Commissioner Anderson seconded the motion and it passed unanimously. (Resolution #15662).

PROCLAMATION OF EARLY CHILDHOOD AND FAMILY SUPPORT DAYS, MARCH 17 & 18, 1995.

Joan Martin, of SPARC, was present for the Board to sign the Proclamation for Early Childhood and Family Support Days, March 17 & 18. Chairman Hart read the Proclamation into the record and moved for the Board to proclaim March 17 & 18, 1995, Early Childhood and Family Support Days. Commissioner Wolden seconded the motion and it passed unanimously.

Ms. Martin reviewed the anticipated Connections Conference and reported on the successful response of offering this program to the community.

SIGNATURE - AGREEMENT AUTHORIZING RESEARCH OF UTILITY RECORDS.

Mike Woodmansee, Budget/Finance Director, presented a letter of authority and the personal services agreement with Northwest Capital Recovery Group, Inc., authorizing the research of utility records to analyze and review telephone billings and records. The term of this agreement is from March 1, 1995, through September 1, 1995 at the rate specified in Exhibit "B". (Contract #002346).

CONSENT AGENDA.

Commissioner Wolden moved to approve the Consent Agenda for Monday, February 27, 1995. Commissioner Anderson seconded the motion, which was unanimously approved.

• Commissioners' Office:

1. Record of the Proceedings from Tuesday, February 21, 1995.
2. Record of the Proceedings from Wednesday, February 22, 1995.
3. Personal Services Agreement with Thomas Carlson, Sales Tax Auditor, to assure the correct coding of sales taxes and maximize sales tax revenue distributions to Skagit County for the period of January 1, 1995, through December 31, 1995, to be compensated per Exhibit "B". (Contract #002347).
4. Resolution of Notice of Call for Bids for County Legal Printing to be held Tuesday, March 28, 1995, at 1:30 p.m. for legal printing for the period of July 1, 1995, to June 30, 1996. (Resolution #15671).

* Parks & Recreation:

5. Agreement for Use of School facilities with Sedro Woolley School District #101.

• Public Works:

6. Resolution Establishing Eligibility List for Road Maintenance Rental Equipment. (Resolution #15663).
7. Supplement No. 1 to Personal Services Agreement No. 2246 with Geotechnical Engineering Services (Gear Bridge Replacement, CBP #40110-1). (Contract #2246).
8. Call for Public Hearing Consideration of a Speed Limit Revision on a Portion of Lafayette Road, No. 6140 and Peter Anderson Road No. 6323. Resolution #15664).
9. Resolution for the Adopt-A-Road Litter Control Program. (Resolution #15665).

MISCELLANEOUS.

1. A Resolution for Request for Proposals for Jail Inmate Telephone System was presented to provide and install 16 inmate telephones and all related equipment for a complete working system as described in the Request for Proposals. Commissioner Wolden moved to approve the resolution as presented. Commissioner Anderson seconded the motion, which was unanimously approved. (Resolution #15666).
2. A Memorandum of Agreement with Lincoln Theater Center Foundation was presented for the improvement of the Lincoln Theater facility as Skagit County's community film and performing arts center through the installation of an early detection fire alarm system which would be hooked up directly to the Mount Vernon Fire Department and through the replacement of stage lights, dimmers and electrical panels. This agreement is for the term of January 1, 1995, through December 31, 1996 for the amount of \$3,000. Commissioner Wolden made a motion to approve the Agreement as presented by Staff. Commissioner Anderson seconded the motion, which was unanimously approved. (Contract #002349).

3. A Resolution was presented for a Call for Public Hearing to consider the addition of a new chapter to the Skagit County Code for the Purpose of Establishing a Clean Water (Shellfish Protection) District for the unincorporated areas of Skagit County. Commissioner Wolden made a motion to approve the Resolution as presented. Commissioner Anderson seconded the motion and it passed unanimously. (Resolution #15667).
4. 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, February 27, 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 139127 through 139861 and PW9500011033 through PW9500011342, and payroll warrants numbered 58623 through 59406 in the total amount of \$1,063,605.67.
(Transmittal #P-05-95).

ADJOURNMENT:

Chairman Hart made a motion to adjourn the proceedings. Commissioner Anderson 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