

**Record of the Proceedings
Skagit County Board Of Commissioners**

Monday, June 5, 1995

Flag Salute.

9:30 a.m. - 10:00 a.m. Presentation - Resolutions Recommending Changes to Personnel Policy.

10:00 a.m. - 10:45 a.m. Public Works Department - Jan Keiser, Director.

- 1) Update - Market Development of Recycled Materials Contract - Economic Development Association of Skagit County.
- 2) Signature - Supplement No. 6 to Personal Services Agreement No. 001689 - Preston, Gates and Ellis (Solid Waste Issue Legal Counsel).
- 3) Adopt-A-Road Litter Control Program Agreement.
- 4) Resolution Calling for Bids - Franklin Road Fish Passage Project.
- 5) Summary of Offer/Right-Of-Way Acquisition - Bow Hill/Cedar Drive Intersection.
- 6) Miscellaneous.

10:45 a.m. - 11:00 a.m. Consideration of Resolution Directing Solid Waste Advisory Committee to proceed with Solid Waste Management Plan Update - Longhaul Option.

11:00 a.m. - 11:30 a.m. Presentation - Resolution Increasing Claims Reserve Fund for Skagit County Self-Insured Dental Plan.

CONSENT AGENDA.

MISCELLANEOUS.

2:00 p.m. - 3:00 p.m. Work Session - Road Funding and Financial Plan.

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, June 5, 1995, with Commissioner Robert Hart, Harvey Wolden and Ted W. Anderson.

PRESENTATION - RESOLUTIONS RECOMMENDING CHANGES TO PERSONNEL POLICY.

Stephanie Wood, Personnel Director, presented information and a Resolution to the Board in regard to amending the Personnel Policies and Procedures Manual Section 19.5 - Travel Expenses.

Ms. Wood reviewed the travel expense changes, mentioning the changes to Lodging and Meals. Ms. Wood presented a Meals Reimbursement Policy Survey for the Board to examine, comparing Skagit subsistence rates with various other Counties and Local Cities.

Sue Carol Brown, Deputy Auditor, mentioned that Ed Goodman, Sheriff, and Kathy Hill, Auditor, are in the process of addressing particular concerns of travel funds within the Sheriff's office.

Sheriff Goodman mentioned the need for a workable system, especially when his deputies are involved in supplying meals during the extradition of prisoners.

A discussion followed in this regard.

Commissioner Anderson stated any departmental exception to the personnel procedures should be specifically outlined in the policy manual.

Ms. Brown suggested approving the Resolution regarding Travel Expenses, as presented, while Ms. Hill and Sheriff Goodman continue their meetings in this regard.

Commissioner Wolden made a motion to approve the Resolution, as presented. Commissioner Anderson seconded the motion and it passed unanimously. (Resolution #15777).

Ms. Wood also presented the Resolution amending Personnel Policies and Procedures Manual Section 8 - Employee Recruitment and Selection. Ms. Wood reviewed the changes in the application review process, the supplemental questionnaires, the interview process, reference checks, notification of unsuccessful candidates and disposition of recruitment records.

Ms. Wood mentioned that the Resolution proposes that application reviews and interviews be conducted with a minimum of two persons appointed by the Department Head/Elected Official.

Ms. Wood stated that rating sheets and records will be retained in the personnel office, satisfying the retention schedule.

A discussion ensued in this regard.

Sheriff Goodman recommended that a privacy policy be established for personnel files.

Phyllis Coole-McKeehan, Clerk, stated the importance of her direct involvement in employing personnel in her department. Ms. Coole-McKeehan mentioned that due to the small size and limited staff of her office, it is not feasible to implement the policy of having two people present during interviews. Ms. Coole-McKeehan stated her disagreement with the policy due to the severe impact of including additional staff and suggested leaving this issue up to individual department heads, rather than mandating. Ms. Coole-McKeehan also mentioned she had some questions in regard to employment "forms" and realizing these are preliminary forms, stated her hope for some changes.

Bob Taylor, Administrative Officer, addressed this issue and offered the services of other exempt employees to assist in this employment policy. Mr. Taylor commented on the rationale of having two people in attendance during interviews due to the liability standpoint. Mr. Taylor reviewed information involving several recent lawsuits in regard to personnel hiring structures and stated that having two people involved limits the potential exposure in regard to liability.

Ms. McKeehan stated her employment procedures involve documentation by utilizing various forms and outlines.

Ms. Wood noted that the Personnel Policy Committee previously discussed this portion of the policy and determined unanimously that this employment procedure should be established.

Commissioner made a motion to approve the Resolution regarding the Employee Recruitment and Selection as presented. Commissioner Anderson seconded the motion and it passed unanimously. (Resolution #15778).

PUBLIC WORKS DEPARTMENT - Jan Keiser, Director.

1. Update Market Development of Recycled Materials Contract - Economic Development Association of Skagit County.

Don Wick, Economic Development Association of Skagit County, commending the Board's support for their support of this project.

Rory Denovan, Economic Development Association Staff, presented an outline and reviewed the three tasks as waste reduction for commercial recycling, development of recycling businesses, and promotion of recyclable purchases.

The Board concurred their support for the recycling endeavors.

2. Signature - Supplement No. 6 to Personal Services Agreement No. 001689 - Preston, Gates and Ellis (Solid Waste Issue Legal Counsel).

Robin LaRue, presented the Supplement No. 6 extending the Personal Services Agreement for six months, stating that this requires no additional funding.

Commissioner Wolden made a motion to approve the Supplement, as presented. Chairman Hart seconded the motion and the motion passed. Commissioner Anderson abstained from voting on this issue, due to his daughter being employed with the Contractor. (Contract #01689).

3. Adopt-A-Road Litter Control Program Agreement.

Mr. LaRue presented the Adopt-A-Road Litter Control Agreement stating that the this agreement is with Bill and Nancy Benham, who will adopt the Little Mountain Road from the Mount Vernon city limits at Little Mountain Park Road east to the intersection with Amick Road.

Mr. LaRue mentioned that this program is moving forward with good response. Commissioner Wolden made a motion to approve the agreement as presented. Commissioner Anderson seconded the motion and it passed unanimously. (Contract #02470).

4. Resolution Calling for Bids - Franklin Road Fish Passage Project.

Dave Brookings, Public Works Staff, presented the Franklin Road Fish Passage Project call for bids, mentioning that bids have been rejected due to irregular bidding.

Mr. Brookings stated that due to an unresolved issue with a property owner, Public Works will not proceed this project or the Call for Bids at this time.

5. Summary of Offer/Right-Of-Way Acquisition - Bow Hill/Cedar Drive Intersection.

Jim Karcher, Public Works Staff, presented the Summary of Offer/Right of Way Acquisition in regard to the Bow Hill/Cedar Drive Intersection.

Chairman Hart made motion to accept the summary of offer, as presented, in the amount of \$7,270. Commissioner Wolden seconded the motion and it passed unanimously.

CONSIDERATION OF RESOLUTION DIRECTING SOLID WASTE ADVISORY COMMITTEE TO PROCEED WITH SOLID WASTE MANAGEMENT PLAN UPDATE - LONGHAUL OPTION.

Mr. LaRue presented the Resolution directing the Solid Waste Advisory Committee to proceed with the Revision to the Solid Waste Management Plan.

Mr. LaRue reviewed the meeting of Municipalities, stating the Committee at that time voted to close the Incinerator.

A discussion ensued in regard to longhauling and the sale/lease of the facility.

Commissioner Wolden made a motion to adopt the Resolution, as presented. Chairman Hart seconded the motion.

Commissioner Anderson mentioned it was his desire to have the public make the determination. Commissioner Anderson vote against the approval of the Resolution. The motion to approve the Resolution as presented passed with two in favor, one opposing. (Resolution #15779).

PRESENTATION - RESOLUTION INCREASING CLAIMS RESERVE FUND FOR SKAGIT COUNTY SELF-INSURED DENTAL PLAN.

Stephanie Wood, Personnel Director, reviewed the claims reserve fund for the self-insured dental plan, stating that the Claims Reserve Deposit is used by the plan administrator, Northwest Administrators, to pay dental claims immediately, later billing the County to replenish the Claims Reserve Deposit.

Ms. Wood stated that due to an increase in the number of covered employees, the Claims Reserve Deposit must be adjusted to accommodate the increase in expected claims.

Ms. Wood mentioned that William Mercer, the County's benefits advisory, recommended that the Claims Reserve Deposit be increased by \$10,000 to cover these costs.

Commissioner Anderson made a motion to approve the Resolution, as presented. Commissioner Wolden seconded the motion and it passed unanimously. (Resolution #15780).

CONSENT AGENDA.

Commissioner Wolden made a motion to approve the Consent Agenda of June 5, 1995, as presented, with the omission of Item #6, which has been removed. Commissioner Anderson seconded the motion and it passed unanimously.

**Record of the Proceedings
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June 5, 1995**

* **Commissioners' Office:**

1. Record of the Proceedings from Monday, May 29, 1995.
2. Record of the Proceedings from Tuesday, May 30, 1995.
3. Personal Services Agreement with Phillip Jost for the term of June 20, 1995, until terminated to provide services at the direction of the Skagit County Noxious Weed Board, consisting of transporting County employees on the Sauk and Skagit Rivers for the eradication of noxious weeds and for survey work on waters of Skagit County. Compensation will be \$350 per day. Contractor will provide proof of general comprehensive liability insurance in the amount of \$1,000,000. (Contract #02471).

* **Public Works Department:**

4. Contract with Dakota Creek Industries, Inc. for maintenance work (Haul-out Dry Docking) on the MV/Guemes Ferry. The amount of the bid proposal is \$158,477. (Contract #02572).

* **Juvenile Probation:**

5. Addendum to Contract #002162-3 with Northwest Youth Services changing the scope of work to include six hours of informational/experimental instruction, the frequency of class will be based on mutual agreement between Northwest Youth Services and Juvenile Probation, the class fee will be fifty dollars per juvenile and will be collected by Northwest Youth Services and the class will be limited to ten juveniles per class. The change to compensation will be in addition to the rate of fifty dollars per juvenile, a payment of no less than three hundred dollars per class in the event less than six juveniles are in attendance. (Contract #02162-3).

* **Human Services:**

6. Amendment to Personal Services Agreement with Meredith Baker-Post, a provider of Children's Area Resource Coordinator services, for the period ending June 30, 1995. This amendment provides a maximum of \$22,500 for Mental Health Children's Services (previously \$20 per hour for the term of contract). The amount of work that would be required of Ms. Baker-Post was underestimated when the initial contract was processed. The increase of \$4,500 will be covered by funds from the North Sound Regional Support Network. (Omitted).

MISCELLANEOUS.

1. 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, June 5, 1995, the Board, by a majority vote, did approve for payment those vouchers included in the above-mentioned list and further described as follows:

Vouchers #5005154 through #5005417, #5001-55 through #5001-60, #5007-232 through #5007-238, #5010-326 through #5007-238, #5010-326 through #5010-351, #5014-274 through #5014-289, #5017-148, #5017-157 through #5017-174, #5019-190, #5019-218, #5019-221 through #5019-223 in the total amount of \$1,737,727.91. Warrant #132188 through #132641. (Transmittal #C24-95).

2. Staff presented a Personal Services Agreement Amendment with ADCOMM Engineering Co., to extend the term from January 1, 1995, through December 31, 1995, to develop the E 9-1-1 Emergency Telephone System Plan. The compensation rate shall remain at \$70 per hour with expenses billed at cost, not to exceed \$31,200 for Phase 1, \$6,000 for Phase 2 and \$28,000 for Phase 3. Commissioner Wolden made a motion to approve, as presented. Commissioner Anderson seconded and it passed unanimously. (Contract #01973).
3. Staff presented an Addendum to the 1994-96 Agreement with courthouse employees represented by teamsters Local #788, which was approved previously. Commissioner Wolden made a motion to approve addendum. Commissioner Anderson seconded the motion and it passed unanimously. (Contract #02104).
4. Staff presented a Limited Access Permit granting William E. Colvin, 4115 Challenger Road, Concrete to permit access or right-of-way entry upon the Cascade Trail. Commissioner Wolden made a motion to approve the Limited Access Permit as presented. Commissioner Anderson seconded the motion and it passed unanimously. (#0402).

ADJOURNMENT.

Chairman Hart made a motion 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 Commissioners