

SKAGIT COUNTY BOARD OF COMMISSIONERS
RECORD OF THE PROCEEDINGS

Wednesday, July 12, 1995.

8:30 a.m. - 9:30 a.m. Executive Session - Personnel, Litigation and Land Acquisition.
9:30 a.m. - 10:00 a.m. Presentation - Resolutions Recommending Changes to Personnel Policy.
10:00 a.m. - 11:00 a.m. Presentation - Customer Service Action Plan for Permit Center.
11:00 a.m. - 11:30 a.m. Discussion - Skagit River Fisheries Enhancement Project - Friday Creek.
3:00 p.m. - 4:00 p.m. Solid Waste Municipality Meeting (Commissioners' Hearing Room).

The Skagit County Board of Commissioners met in regular session on Wednesday, July 12, 1995, with Commissioners Robert Hart, Harvey Wolden and Ted W. Anderson present.

PRESENTATION - RESOLUTIONS RECOMMENDING CHANGES TO PERSONNEL POLICY.

Stephanie Wood, Personnel Director, presented three Resolutions in regard Personnel "housekeeping" issues.

The first Resolution regarding Employee Training, changes a portion of Section 6.12 to include that all regular employees education and/or training related accomplishments, while employed by Skagit County, shall be documented in the employee's training record and that copies of certificates obtained from education and/or training shall be placed in the employees' personnel file. (Resolution #15827).

The second Resolution establishes a practice currently being used regarding the performance appraisal of supervisors, standardizing the manner in which employees serving in a supervisory capacity are evaluated throughout the County. Ms. Wood stated that regular employees are evaluated using the two sided form. Ms. Wood stated that the Personnel Committee reviewed this issue and suggested adding this as a housekeeping measure. (Resolution #15826).

The third Resolution presented was to add the issuance of photo identification cards to all employees as a security measure in accordance with the new security system in place in buildings housing County judicial functions. Ms. Wood mentioned that cards would be relinquished when employment ends. (Resolution #15825).

A discussion ensued in regard to putting a procedure in place in regard to terminated personnel.

Commissioner Anderson made a motion to adopt the resolutions as presented. Commissioner Wolden seconded the motion and it passed unanimously. (Resolution #15827, Resolution #15826, Resolution #15825).

PRESENTATION - CUSTOMER SERVICE ACTION PLAN FOR PERMIT CENTER.

Bob Taylor, Administrative Officer, presented and reviewed the Customer Satisfaction Survey Data results, mentioning that the overall rating of 3.17 was an indication that the Permit Center is providing good service.

Roxanne Michael, Permit Center, reviewed the action plan, based on the results from the survey, as follows:

1) A dropoff box has been placed a the front counter for customers to allow customers who have business of very short duration to access the box without needing to wait in line.

- 2) Expanding the expansion of the use of the Sierra Permit tracking system is in the process of moving forward.
- 3) Taking necessary steps during the 1996 budget process to return the Permit Center to a "one stop" permitting center for 1996.
- 4) Modify codes and internal procedures as appropriate to allow for expansion of administrative determinations for variances, some special uses, etc. to reduce the necessity to involve the Hearing Examiner.
- 5) Raise the Building Permit exemption to allow accessory structure with up to 200 square feet of floor area instead of the current 120 feet without requiring a building permit.
- 6) Establish performance standards for on-site sewage systems.
- 7) Modify the Building Code to increase the threshold for the requirement of a Fill and Grade Permit from 50 cubic yards to 500 cubic yards.

A discussion ensued in regard to the action steps presented.

Due to time constraints, the remaining portion of the planning agenda will be rescheduled.

DISCUSSION - SKAGIT RIVER FISHERIES ENHANCEMENT PROJECT - FRIDAY CREEK.

Jon Aarstad, Parks Director, presented an agreement in regard to the Skagit River Fisheries Enhancement Project on Friday Creek. Mr. Aarstad mentioned that the project has been approved and permits are in place to proceed with the enhancement project. Dave Brookings, Public Works Staff, discussed the issue of available rock for this project.

A discussion ensued in this regard.

The Board concurred in proceeding with this project within the next 60 days and asked Mr. Brookings to gather figures on costs of rock.

Commissioner Anderson suggested designating someone from Parks or Public Works to coordinate this project.

Mr. Brookings stated he will create a scope of work, work with Burlington Shop in regard to the project, develop a materials list, and gather the figures for materials by the end of next week.

A discussion ensued in regard to what department will absorb the cost of this rock.

The Board commended the work of the individuals on the work of this project.

Mr. Aarstad mentioned that the County will be accepting responsibility for continued maintenance on this project preceding the contract, plus any maintenance in case of failure during the flood season.

Mr. Brookings suggested monitoring the results of this system as an education tool for future projects.

The Board approved and signed an agreement in this regard.

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

Robert Hart, Chairman

Harvey Wolden

Harvey Wolden, Commissioner

Ted W. Anderson

Ted W. Anderson, Commissioner

ATTEST

Debby Sims

Debby Sims, Clerk
Skagit County Commissioners