

**RECORD OF THE PROCEEDINGS  
SKAGIT COUNTY BOARD OF COMMISSIONERS  
Tuesday, February 4, 1997**

**Tuesday, February 4, 1997:**

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|---------------------------|---|
| 7:30 a.m. - 8:30 a.m.     | Commissioner's Staff Meeting.                                       |
|                           | Flag Salute.  |
| 8:30 a.m. - 9:00 a.m.     | Sheriff's Office Request for 1997 Corrections Staff.                |
| 9:00 a.m. - 9:15 a.m.     | Public Comment Period.  |
|                           | CONSENT AGENDA.   |
|                           | MISCELLANEOUS.  |
| T 10:00 a.m. - 10:30 a.m. | Parks Projects Update.  |
| T 10:30 a.m. - 11:00 a.m. | Facilities Projects Update.   |
| T 11:00 a.m. - 11:15 a.m. | Approval of Cash Collection Policy No. 24                           |
| 2:00 p.m. - 4:00 p.m.     | Emergency Management Council Meeting (Commissioner's Hearing Room). |

The Skagit County Board of Commissioners met in regular session on Tuesday, February 4, 1997, with Commissioners Harvey Wolden and Robert Hart present. Commissioner Ted W. Anderson's absence was excused.

**SHERIFF'S OFFICE REQUEST FOR 1997 CORRECTIONS STAFF.**

Sheriff Ed Goodman discussed the issues regarding the need for additional staff. Sheriff Goodman stated that in regard to staff safety and in order to provide the service the public expects at the jail, there currently are not enough funds to properly staff the jail. Sheriff Goodman discussed the capacity of the jail and the overcrowding issue and stated that by the end of the year it will be necessary to turn the Cities away unless he is allowed to fund additional staff. Commissioner Hart made a motion to approve the two additional staff, as requested, costing in the amount of \$87,577.45. Commissioner Wolden seconded the motion and it passed unanimously.

A discussion ensued in regard to the electronic monitoring and the work release process.

**PUBLIC COMMENT PERIOD.**

There was no one present to speak during the Public Comment period today.

**CONSENT AGENDA.**

Commissioner Wolden made a motion to approve the Consent Agenda, as presented. Commissioner Hart seconded the motion and it passed unanimously.

• Commissioners Office:

1. Record of the Proceedings of January 28, 1997.

• Parks:

2. Vendor Services Agreement with W. C. Leggett Construction for cleaning, fastening down, sealing, priming, applying alumina-top finish coat on the Sheep Building. Compensation will not exceed \$2,270 and the contract shall commence on November 5, 1996. (Contract No. 03366).

• Public Works:

3. Personal Services Agreement with Michael R. Birdsall and Associates to provide Transportation Consulting Services for the term of February 4, 1997, until terminated. Compensation will be at a rate of \$110 per hour for all work except significant numeric calculation work which shall be \$85. (Contract No. 003367).
4. Amendment to the Washington State Parks & Recreation Contract amending the original contract to authorize additional funds to \$1,300 in regard to snow removal/plowing at Rocky Creek and the Shadow of the Sentinels on the Baker Lake Road. Due to the heavy snow fall in late December 1996, we have expended the funds authorized in the original agreement. (Contract No. 03208).
5. Supplemental Agreement No. 3 to Professional Services Agreement #02436 with Skagit River Steel amending the compensation portion of the contract to a live market price. The price for each commodity would be set monthly based on current market prices. This contract will expire in May of 1997. (Contract No. 02436).
6. Supplemental Agreement No. 1 to Personal Services Agreement #03308 with Hayes Drilling, Inc. in regard to the South Burrows Bay project. This supplemental agreement will provide for South Burrows Bay Subsurface Investigation for drilling and auguring necessary to locate bedrock or difficult soils. This supplemental agreement will extend the contract time of the original agreement with compensation amounts remaining the same. (Contract No. 03308).

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, February 4, 1997, by a majority vote, did approve for payment those vouchers included in the above mentioned list and further described as follows:

Vouchers #162014 through #163099 and Warrants #84961 through #85849 in the total amount of \$1,253,946.86. (Transmittal #P-02-97).

Vouchers #MTHLYBENE11 through MNTHLYBENE19, #P1-104001, #P1-105001 through P1-105021, #P1-265001 through #P1-265005, #P1-267001 through #P1-267041, #P1-268001 through #P1-268010, #6007-538 through #P1-6007-539, #6007-541 through #6007-542, #6010-938 through #6010-940, #6010-942 in the total amount of \$1,824,579.32 and Warrants #168707 through #169148. (Transmittal #C06-97).

2.  
Staff presented Out-Of-State Travel Requests from Kendra Smith, Jon Schmidt, and Gary Christenson, Planning Staff, to travel to San Diego, California, April 5 - 9, 1997, to attend the 1997 APA National Planning Conference. The total cost for each of those attending will be \$885. Commissioner Hart made a motion to approve the requests. Commissioner Wolden seconded the motion and it passed unanimously. (Approved).

3.  
Staff presented a Supplemental Agreement to the Personal Services Agreement with John Ketchum (Contract No. 03030) to include the provision of services of conducting polygraph exams of Public Defender clients with compensation amended to include that the Contractor will be paid \$175 for in-office polygraph services and \$250 for polygraph services outside the office. Commissioner Hart made a motion to approve the supplemental agreement. Commissioner Wolden seconded the motion and it passed unanimously. (Contract No. 03030).

4.  
Staff presented an Addendum to Letter of Understanding between Skagit County through its Public Works Department and Public Works Employees' AFSCME Local #176. This addendum ensures that in addition to the provider listed in #2 of the current letter of understanding regarding responsibility for cellular telephone service, Skagit County and AFSCME agree to add U.S. West as a provider of service. Commissioner Hart made a motion to approve the addendum. Commissioner Wolden seconded the motion and it passed unanimously. (Contract No. 02639).

5.  
Staff presented an Agreement with the Humane Society for the calendar year 1997 to provide food, shelter and humane treatment to animals falling within the purview of the police powers of Skagit County, answering complaints of abused and injured animals, protect mistreated animals and take care of or dispose surplus animals. The County will pay \$3,000 for services rendered. Commissioner Hart made a motion to approve the contract, as presented. Commissioner Wolden seconded the motion and it passed unanimously. (Contract No. 03362).

6.  
Staff presented a Memorandum of Agreement with the Humane Society of Skagit Valley designating the Humane Society as the Animal Control Authority and to enforce the civil aspects of Skagit County Code Chapter 7.06 relating to dogs. The County agrees to pay \$5,000 per month for the services rendered. Commissioner Hart made a motion to approve the Memorandum of Agreement, as presented. Commissioner Wolden seconded the motion and it passed unanimously. (Contract No. 03363).

7.  
Staff presented a Resolution Appointing David Thompson as Commissioner to Skagit County Fire District #12, to serve until the next special district general election. Commissioner Wolden made a motion to approve the Resolution, as presented. Commissioner Hart seconded the motion and it passed unanimously. (Resolution No. 16443).

8.  
Mike Woodmansee, Budget/Finance Director, presented an Employment Agreement between himself and the County, employing Mr. Woodmansee as County Administrator. The term of this agreement will be from February 1, 1997, through December 31, 2000. Commissioner Hart made a motion to approve the presented Agreement between the County and Mike Woodmansee, naming Mr. Woodmansee as County Administrator. Commissioner Wolden seconded the motion and it passed unanimously. (Contract No. 03364).

9.  
Staff presented a Resolution for Approval of Sick Leave Transfer for Chris Hilton, an employee of the Juvenile Probation Department. Commissioner Hart made a motion to approve the Resolution, as presented. Commissioner Wolden seconded the motion and it passed unanimously. (Resolution No. 16444).

#### PARKS PROJECTS UPDATE.

Jon Aarstad, Director, presented a Memorandum in regard to grant projects updates. Mr. Aarstad stated that he had recently attended a workshop presented by the Interagency Committee For Outdoor Recreation. Mr. Aarstad discussed the Presentin Park project, reviewing funding issues for this project. Mr. Aarstad reported to the Board that the total Presentin Park project will not be completed with this grant and named the parts of the project anticipated for completion. Commissioner Wolden inquired about the turn lane situation with the Washington State Department of Transportation and Mr. Aarstad stated that at this time there have been no discussions with the WSDOT. The Swinomish Channel project was also discussed and Mr. Aarstad pointed out that both of these projects are included in the capital improvement plan. Mr. Aarstad also reviewed the target dates for these projects and mentioned that the project grant award will be ready for the Presentin Park project in March of 1998 and for the Swinomish Channel project in November of 1997. Mr. Aarstad stated that their biggest hurdle is the Comp Plan. Mr. Aarstad asked how the Board would like him to proceed. The Board concurred that he should proceed with both projects. Commissioner Hart mentioned that the communities are very supportive of these projects and that the projects should move forward. Mr. Aarstad announced that he would be the lead on the Presentin Park project and that Pete Mayer would be the lead on the Swinomish Channel project.

Mr. Aarstad introduced Kelly Blaine as one of the department's newest employees, mentioning that he is an employee who has brought a good number of skills to the department. Mr. Aarstad also introduced Mike Elde to the Board, stating that he is a Parks Maintenance Tech, who is working on many projects.

Pete Mayer discussed a few projects that the Parks Department is working on, one being the Snowmobile Trail Grooming project, and discussed the tremendous participation between agencies and the users of the trails and the success of the recent snowmobile trip which included people from many agencies. Mr. Mayer also reported on the Eagle Festival held recently in Concrete and the success of the festival this year and the departments attempt to create community awareness by participating in the local Christmas parades. Other projects were discussed, including the Skagit Valley Playfields, a recently completed park tour and assessment, and the Big Rock memorial. Mr. Mayer discussed the success of working with the Juvenile Probation intervention program, utilizing juveniles assistance for Parks maintenance. Mr. Mayer stated that some reorganization has taken place within the office, such as better utilization of work space for staff and development of a new employee orientation program. They are looking at customer service improvements and training and have also

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developed a calendar to better coordinate the crews. A brief discussion took place in regard to the importance of an adequate computer system. Mr. Mayer announced that he is also working with Skagit Valley College to provide assistance for graduates in preparing themselves for employment in this area of service. The Board commended Mr. Mayer on his energy and enthusiasm and his ability to approach this aggressive 1997 project list.

Mr. Aarstad presented a Restrictive Covenant to the Board for signature, which was previously approved by the Board. The Auditor's office requested some minor changes to the Covenant and the corrected Covenant was presented to the Board. The Board approved and signed the Covenant as presented. (Contract No. #00349).

#### FACILITIES PROJECTS UPDATE.

Roger Howard, Facilities Manager, first discussed the Burlington Maintenance Facility and presented a contract with George Sollit Corporation to provide construction of the Vehicle Maintenance Shop in the amount of \$1,064,657. Commissioner Hart made a motion to approve the contract, as presented. Commissioner Wolden seconded the motion and it passed unanimously. (Contract No. 03365).

Mr. Howard stated that a pre-construction conference is scheduled and the project will begin the end of next week with grading. Mr. Howard also reported that he received a call from the City of Burlington notifying him that the building permit is ready, so the permit will be in place in order for construction to begin. Mr. Howard presented the Board with the contract breakdown costs and discussed the contingency. Mr. Howard also discussed the possibility of adding a small storage area at the north end of the facility, if funds are available at the end of the project. Mr. Howard stated that one of the service bays is now devoted to be used as a storage area. Mr. Howard stated he would come back to the Board at a later date in this regard and review the funding situation as the project progresses.

Mr. Howard also reported on the Courthouse Foundation project, indicating that the project is on schedule.

The application for a Conditional Use Permit has been submitted in regard to the Brakefield property. Mr. Howard will attend a meeting on February 19<sup>th</sup>, to review this application with the City of Mount Vernon. Mr. Howard presented a Resolution in regard to a Request for Letters of Interest and Statements of Qualifications for the anticipated improvements to the building. Commissioner Hart made a motion to approve the Resolution as presented. Commissioner Wolden seconded the motion and it passed unanimously. (Resolution No. 16445).

Mr. Howard also presented an Amendment to a Lease Agreement for the Grainary Building Parking Lot, extending the lease for on a month to month basis. Commissioner Hart made a motion to approve the contract as presented. Commissioner Wolden seconded the motion and it passed unanimously. (Contract No. 002535).

Mr. Howard also mentioned that he had recently received a letter in regard to the Marblemount Preshcool using the Marblemount road shop building for preschool facilities and discussed the need for a lease to continue the use of this building. The Board concurred that a lease would be necessary and asked Mr. Howard to proceed with a call for public hearing in this regard.

Mr. Howard reported that some time ago, discussions were held with Mike Woodmansee, Budget/Finance Director, in regard to the purchase of a generator for the administration building. Mr. Howard discussed the need to have a larger and efficient generator on site and stated they would like to go out to bid for this and continued by discussing the possible location of the generator. The location has been discussed with the Risk Manager, Fire Marshall, and Building Department. The Board concurred to proceed.

Mr. Howard also reported on the Blade parking lot project and stated that the project will be reviewed with the City showing the design concepts. A discussion of providing basket ball hoops for use after hours and during weekends was proposed by Commissioner Wolden stating that Sheriff Goodman agrees with this concept.

Mr. Howard also discussed the upcoming roof replacement projects and reported that a new window has been installed on the second floor of the Courthouse and also the installation of two doors for jury use. It was also discussed that Facilities are using jail inmates for groundskeeping around the Courthouse and reported that Sharon Dubois is meeting with Chinook Enterprises to discuss the possibilities of using disabled persons in addition to the inmates. They have posted the Operations Engineering job which closes on February 14 and are hoping to have this position filled by the end of the month.

**APPROVAL OF CASH COLLECTION POLICIES NO. 24**

Judy Menish, Treasurer, presented a resolution approving Cash Collection Policies per the revised policy approved by the Skagit County Finance Committee on January 15, 1997. Policy No. 24 deals with checks received in the mail, and Ms. Menish that the previous policy did not address the transferring of checks from one department to another to safeguard those funds, thus, the development of Policy No. 24.

Commissioner Wolden commended the Finance Committee on the recent presentation to the Department Heads on the cash system. Commissioner Hart commended Ms. Menish on her part in the cash standards. Commissioner Hart made a motion to approve the resolution, as presented. Commissioner Wolden seconded the motion and it passed unanimously. **(Resolution No. 16446).**

**ADJOURNMENT.**

Commissioner Wolden made a motion to adjourn the proceedings. Commissioner Hart seconded the motion and it passed unanimously.




BOARD OF COMMISSIONERS  
SKAGIT COUNTY, WASHINGTON

  
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Harvey Wolden, Chairman

  
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Robert Hart, Commissioner

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Ted W. Anderson, Commissioner

ATTEST.

  
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Debby Sims, Clerk of the Board  
Skagit County Commissioners