

**RECORD OF THE PROCEEDINGS  
SKAGIT COUNTY BOARD OF COMMISSIONERS  
Monday, August 4, 1997**

- |                         |   |
|-------------------------|---|
| 9:30 a.m. – 9:45 a.m.   | Public Comment Period.  |
|                         | <b>CONSENT AGENDA.</b>  |
|                         | <b>MISCELLANEOUS.</b>   |
| 10:00 a.m. – 11:00 a.m. | Auditor's Office – Kathy Hill, Skagit County Auditor                  |
|                         | 1) Discussion – Office Supplies Bid.                                  |
|                         | 2) Discussion – Clarification of Purchasing Guidelines.               |
|                         | 3) Discussion – Under Budget Refunds to Departments.                  |
|                         | 4) Miscellaneous.   |
| 11:00 a.m. – 11:30 a.m. | Discussion – Family Resource Center.                                  |
| 1:30 p.m. – 2:00 p.m.   | Bid Opening – Re-Roofing of the Public Safety and Moen Buildings.     |
| 2:00 p.m. – 2:30 p.m.   | Bid Opening – Debris Removal from Highway 9 Bridge/Centennial Trail.  |
| 2:30 p.m. – 3:30 p.m.   | Executive Session – Personnel, Litigation & Land Acquisition Matters. |

The Skagit County Board of Commissioners met in regular session on Monday, August 4, 1997, with Commissioners Harvey Wolden, Robert Hart and Ted W. Anderson present.

**PUBLIC COMMENT PERIOD.**

Frank Martin, 790 Highway 9, Sedro Woolley, invited the Board to the retirement buffet luncheon for retiring Sedro Woolley Senior Center Director, Phyllis Christofferson, on August 28, 1997 from 11:00 a.m. – 2:00 p.m.

Monte Lennox, Concrete, thanked the Board for the opportunity to speak. Mr. Lennox noted that in examining the Comprehensive Plan map, it is obvious that many secondary forest designations are in appropriate. There are also many areas designated as industrial forest that are small parcels in close proximity to Urban Growth Areas. Mr. Lennox stated that both of these situations are contrary to the Growth Management Act. The simple act of switching the zoning of these two situations would better align the County's plan with the intent of the GMA. The resource would be equally protected, population densities would be better aligned, and property rights would be restored to the people who have been unjustly penalized by the zoning changes. Mr. Lennox stressed that this would be a step in the right direction. Mr. Lennox further commented on the problems of government imposing stringent controls and micromanagement on its citizens.

**CONSENT AGENDA.**

Commissioner Hart moved to approve the Consent Agenda for Monday, August 4, 1997. Commissioner Anderson seconded the motion, and it was unanimously approved.

• **COMMISSIONERS' OFFICE:**

1. Record of the Proceedings of Monday, July 28, 1997.
2. Record of the Proceedings of Tuesday, July 29, 1997.
3. Endorsement No. 5 to Skagit County Medical Bureau Contract to adjust one rate by one penny in conjunction with the change to a semi-monthly pay system. **(Contract No. 003356)**

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• PUBLIC WORKS

4. Memorandum of Understanding Between Skagit County and Wilco Hawaii, Incorporated for temporary use of portions of the property owned by Wilco in an environmental monitoring plan. The plan is intended to monitor the attributes of a regulated wetland within the subject property as they relate to the improvement of a portion of Reservation Road. No monies are exchanged. **(Contract No. 003585)**
5. Supplement No. 1 to an Agreement between Skagit County and Entranco, Inc. for inspection services during the construction of the Muddy Creek Bridge Project. The amount of this supplement is \$30,600 for inspection services and was anticipated at the outset of the contract. **(Contract No. 003424)**
6. Agreement and Release (Replacement of Domestic Wells) from Louis and Karen Bell for completion of water hookup to the Samish Farms Water Association water system, replacing domestic wells that have a potential for groundwater contamination from Inman Landfill. In consideration of the Release, the County agrees to pay the Bells \$10,100 for the cost of their domestic water well and estimated cost of water for a ten-year period. **(Contract No. 003586)**
7. Agreement and Release (Replacement of Domestic Wells) from William and Sue Wibbens for completion of water hookup to the Samish Farms Water Association water system, replacing domestic wells that have a potential for groundwater contamination from Inman Landfill. In consideration of the Release, the County agrees to pay the Wibbens \$9,435.53 for the cost of their domestic water well and estimated cost of water for a ten-year period. **(Contract No. 003587)**
8. Agreement and Release (Replacement of Domestic Wells) from Larry and Susan Forsythe for completion of water hookup to the Samish Farms Water Association water system, replacing domestic wells that have a potential for groundwater contamination from Inman Landfill. In consideration of the Release, the County agrees to pay the Forsythes \$9,508.86 for the cost of their domestic water well and estimated cost of water for a ten-year period. **(Contract No. 003588)**
9. Agreement and Release (Replacement of Domestic Wells) from Michael and Kristine Tamman for completion of water hookup to the Samish Farms Water Association water system, replacing domestic wells that have a potential for groundwater contamination from Inman Landfill. In consideration of the Release, the County agrees to pay the Tammans \$9,536.86 for the cost of their domestic water well and estimated cost of water for a ten-year period. **(Contract No. 003589)**
10. Call for Bids for Robinson Road Bank Protection Project with the Bid Opening scheduled for August 19, 1997, at 1:30 p.m. **(Resolution No. 16621)**

• HEALTH DEPARTMENT

11. Personal Services Agreement with Diane Lobaugh to provide physical therapy services for referred children, to a maximum of four sessions per month at a rate commensurate with DSHS reimbursement rates for treatment codes. **(Contract No. 003590)**
12. Facilitator Agreement with Kathie Ketcham for a presentation entitled "Healthy Relationships" for a total fee of \$100. **(Contract No. 003591)**

• PUBLIC DEFENDER

13. Out-of-State Travel Request for Gary Gaer to attend a Drug Courts Program in Kansas City, Missouri August 17-20, for a total cost of \$876.05. **(APPROVED)**

SHERIFF

14. Resolution Authorizing the Sheriff's Office to Pay Accreditation Fees and Expenses. The Department is working towards accreditation by the Washington State Association of Sheriffs and Police Chiefs. Certain fees and costs of the accreditation process are required to be paid by the Skagit County Sheriff's Office as listed on Attachment "A". **(Resolution No. 16622)**

• FACILITIES

15. Bid Award for Skagit County Parking Lot Construction Project, awarding the bid to Scimitary Construction for the sum of \$95,501.78. **(Resolution No. 16623)**

MISCELLANEOUS.

1. Jan Keiser, Public Works Director, presented to the Board a Notice of Road Closure Resolution for Cook Road regarding the sewer project for the City of Sedro Woolley. The small portion of the road will be closed for one month. Commissioner Anderson moved to approve the Resolution for the closure of Cook Road. Commissioner Hart seconded the motion, which passed unanimously. **(Resolution No. 16624)**
2. Staff presented a Personal Services Agreement with Barbara Baatz Wasserman to provide counseling services for the ARIS program at a rate of \$60 per 50-minute session for maximum consideration of \$2,000. Commissioner Hart moved to approve the Resolution as presented by Staff. Commissioner Anderson seconded the motion, which passed unanimously. **(Contract No. 003592)**
3. 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, August 4, 1997, the Board, by a majority vote, did approve for payment those vouchers included in the above-mentioned list and further described as follows:

Warrant numbers 673 through 1104 from Clearing Fund 696 in the total dollar amount of \$1,254,854.28;

Voucher numbers 167996 through 168160 and payroll warrants numbered 91522 through 91657 in the total amount of \$92,279.08 (Transmittal No. P-14-97).

**AUDITOR'S OFFICE – Kathy Hill, Skagit County Auditor**

1. **Discussion – Office Supplies Bid.**

Kathy Hill advised that following bids for the office supplies, Corporate Express had been awarded the bid. She reviewed the procedures for ordering supplies. Ms. Hill explained that there are two catalogs consisting of an in-stock product and an office products catalog. The first catalog is 50% off and second is 20% off. Ms. Hill advised that there had never been any mention of a second catalog during the bidding process.

Ms. Hill noted that page two of the actual bid requirements stated that bidders were required to quote only a single percentage off of the list price. Ms. Hill further stated that the bid from Corporate Express states that they will make all items available in their in-stock catalog at 50% off and they do not mention the additional catalog which now says 20% off. Ms. Hill feels that this a significant departure from the contract with Corporate Express as it states that all products shall be available to the County at a discount of 50%.

Ms. Hill stated that there have been further problems with delivery times and dates.

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Commissioner Hart expressed the need to make the Request for Proposals very specific for next year's bidding procedures.

Chairman Wolden clarified with Ms. Hill that computers and office furniture are always excluded. Computer-related items will be spelled out very clearly in next year's bid according to Ms. Hill.

Jackie Brown, Corporate Express Sales Manager for Northwest Region, reviewed the different items contained in the catalogs. Ms. Brown stated that it is an industry standard to have supplemental catalogs. Ms. Brown indicated that Boise Cascade has, in fact, three catalogs.

Dan Marcus, Corporate Express Salesman, stated that if he could do it all over again, he would not distribute the second catalog. Mr. Marcus stated that this was not a deviation from the contract, but was an effort by Corporate Express to better serve the County. This situation is different from the majority of accounts in that there are departmentalized accounts rather than centralized purchasing. Mr. Marcus stated that he went to great lengths to clearly label each catalog and discuss the specific differences of the catalogs to each department. Mr. Marcus stated that he had no idea this would pose a breach of Corporate Express' contract with the County.

Chairman Wolden asked if the second books have been picked up. Mr. Marcus stated that he offered to do that, but it has not been done yet.

Kathy Hill stated Dan Marcus has never offered to pick up the second catalog. She further stated that she never had mentioned breach of contract with Mr. Marcus.

Commissioner Hart expressed his concern that everyone involved needs to have the same understanding. He further indicated that it would be his preference if the contract can be fulfilled through the end of the contract term. Commissioner Hart acknowledged the accepted industry standard of secondary catalogs. Commissioner Hart further noted that it was unfortunate that Mr. Marcus was unable to contact every County department to explain the different. He indicated the need to work through these problems.

Commissioner Anderson reviewed and summarized the situation. Commissioner Anderson stated that the big flaw was that Mr. Marcus did not go through the proper channels. He further stated that if Ms. Hill is administering this contract, then Mr. Marcus should have gone through her before distributing the second catalog. Commissioner Anderson stated that the County is well along in this contract, and it appears that there has been a violation of the term of the contract. Commissioner Anderson stated that he understands the attempt by Mr. Marcus to better service the County, but the bid requirements clearly state the parameters of the bid.

A lengthy discussion ensued on alternatives to remedy the situation, and Ms. Hill mentioned additional problems with delivery dates and the unavailability of frequently used items.

Commissioner Anderson suggested that the County give Corporate Express a chance within the next 30 days or so to remedy problems, and if the problems persist, more stringent action could be taken at that time. He suggested that, at Ms. Hill's suggestion, items in both catalogs should be available at 50% off.

An agreement was reached to provide a 50% discount on both catalogs that have been distributed, and when the new second catalog is released in the fall, the new catalog items will be available at a 35% discount to the County.

Commissioner Anderson reiterated to Mr. Marcus the need to work with Kathy Hill in the future.

**2. Discussion – Clarification of Purchasing Guidelines.**

Ms. Hill asked the Board for clarification of purchasing guidelines and limits. Existing resolutions give no indication if the dollar amount limits include freight and tax. Ms. Hill explained that there has been confusion in her department over this issue.

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After a brief discussion, the Board came to the consensus that shipping/freight should be included in the dollar limits, but that tax should be excluded.

Commissioner Hart moved to approve the resolution clarifying purchasing procedures, stating that the dollar amounts include shipping charges but no tax. Commissioner Anderson seconded the motion, which passed unanimously. (**Resolution No. 16625**)

**3. Discussion – Under Budget Refunds to Departments.**

Ms. Hill next discussed the procedures for issuing under budget refunds to Departments. Ms. Hill expressed her displeasure with the current procedure of certain departments, including hers, being penalized for not meeting their revenue budgets. Ms. Hill detailed for the Board the practice of revenue levels being raised by the Budget Director without notice to the affected Department Head. Consequently, revenues met the department projection, but do not meet the adjusted projection done by the Budget Director. Ms. Hill advised that both the Treasurer and Auditor have been under budget, according to their initial projections. Consequently, their departments are penalized and their efforts to maintain their budgets are unrecognized.

Commissioner Hart indicated the need for the Board to respond to this situation and make adjustments.

Judy Menish, Skagit County Treasurer, expressed the need to be notified when the revenues for her department are adjusted. Ms. Menish further stated that the budget gets manipulated to make sure it balances, and that modifications occur to her budget without her knowledge. She stressed the need for heightened communication.

Commissioner Wolden stated that once the budget is established, that should be the ultimate goal.

The Board indicated that they would discuss this matter further with the Budget Manager.

**4. Miscellaneous.**

- A. Ms. Hill indicated that she would like to take her staff out to breakfast to show appreciation for the extraordinary efforts of her staff during the recent financial system conversion. She explained that a resolution is necessary from the Board to allow for the expenditure of funds in this manner.

Commissioner Hart commented on the tremendous effort that was done by many employees of the County in this regard. Chairman Wolden clarified with Ms. Hill that the Resolution she proposes would satisfy the requirements of the State Auditor. Ms. Hill stated that other departments have used such a resolution for the awarding of plaques or other acknowledgements of service, and that a Resolution has been sufficient for the State Auditor.

Commissioner Anderson moved to approve the Resolution as presented by Ms. Hill. Commissioner Hart seconded the motion, which passed unanimously. (**Resolution No. 16626**)

**NOTE: On August 11, 1997, by motion of Commissioner Hart and second by Commissioner Anderson, with unanimous approval, Resolution No. 16626 was rescinded.**

- B. A discussion ensued on the need for a Chief Accountant in the Auditor's Office. Several options were discussed, and the Board indicated they would be discussing this matter in further detail with the Budget Manager.

**DISCUSSION – FAMILY RESOURCE CENTER**

Michael T. Crawford, on behalf of the Seattle Foundation, presented the Board with a check for \$93,000 from Mr. & Mrs. Litchman to benefit the Family Resource Center

Leslie Gilkey, Executive Director of the Skagit Community Foundation, reviewed with the Board the latest plans for the Litchman Building, which will house the Skagit-Island Head Start, Catholic Community Services and SPARC.

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Mr. Crawford reviewed with the Board some information on the Skagit Community Foundation, which was founded in 1992. Mr. Crawford viewed for the Board a brief videotape explaining the purpose and function of the Foundation.

**BID OPENING –RE-ROOFING OF THE PUBLIC SAFETY AND MOEN BUILDINGS.**

Roger Howard, Facilities Director, opened the following bids. Mr. Howard advised that bidders were allowed to bid on either project or both as they desired.

Access Services  
Seattle, WA  
Bid Bond attached.  
Public Safety Bldg. Only - \$119,101

Meyer Bros. Roofing, Inc.  
Seattle, WA  
Bid Bond attached.  
Public Safety Bldg. Only - \$89,561

Scholten Roofing, Inc.  
Lynden, WA  
Bid Bond attached.  
Public Safety Bldg. Only - \$81,945

Quantum Construction, Inc.  
Anacortes, WA  
Bid Bond attached.  
Moen Bldg. Only - \$103,556

Mr. Howard advised that a bid award recommendation would be made to the Board within the next few weeks.

**BID OPENING – DEBRIS REMOVAL FROM HIGHWAY 9 BRIDGE/CENTENNIAL TRAIL.**

Jon Aarstad, Parks & Recreation Director, opened the following bid. Mr. Aarstad advised that bid requests were sent out to 12 potential bidders.

Northwest Logging  
Sedro Woolley, WA  
\$49,588

A review of the bid submitted will be made by Parks Staff to decide where exactly debris removal can be done within the budget available. A bid award will be forthcoming within the next few weeks.

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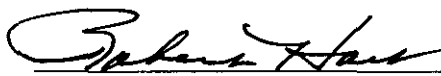
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ADJOURNMENT.

Chairman 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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Patti J. Chambers, Clerk of the Board  
Skagit County Board of Commissioners