

**RECORD OF THE PROCEEDINGS
SKAGIT COUNTY BOARD OF COMMISSIONERS
Monday, February 28, 2000**

9:30 a.m. – 10:00 a.m. Presentation - Pacific Northwest Trail Association.

**CONSENT AGENDA
MISCELLANEOUS**

10:30 a.m. – 11:30 a.m. Executive Session – Personnel, Litigation & Land Acquisition.

*T 11:30 a.m. – Noon Presentation – Capital Facilities Plan.

1:30 p.m. – 2:00 p.m. Bid Opening – Superior Court Judge's Bench Alterations.

2:00 p.m. – 2:30 p.m. Consideration of Hearing Examiner's Recommendation for Approval of the following Agricultural Variances:

- 1) Susan Reed for property located at 19017 Cook Road, Burlington (PL99-0676);
- 2) James & Diane McPike for property located at 22330 Cook Road, Sedro Woolley (PL99-0611); and
- 3) James & Dixie Mayo for property located at 19684 Cook Road, Burlington (PL99-0644).

The Skagit County Board of Commissioners met in regular session on Monday, February 28, 2000, with Commissioners Harvey Wolden, Robert Hart and Ted W. Anderson present.

PRESENTATION – PACIFIC NORTHWEST TRAIL ASSOCIATION.

Jeri Krampetz, Director of Operations of the Pacific Northwest Trail Association, explained the SKY Program (Surface Knowledge Youth Program), and asked for financial assistance for this Program from the County through the 21st Century Literacy Grant recently received. She explained that the program is accomplished in conjunction with the Sedro Woolley School District.

Julie MacIntosh, Private Industry Council, reviewed how the SKY Program serves low-income at-risk youth in Skagit County, and helps them obtain skills through working and learning situations.

Doug Walker, Sedro Woolley School District, explained the fundamentals of the SKY Program, stating that the Program gives real world community service tasks to the students, who are compensated for their work. He commented that pay and education is a powerful combination, and makes the students realize why they are going to school. He discussed the private donors and partnerships to the program, including the Ford Motor Company and Tully's Coffee. He stated that Ford will be donating vans for the Program's use, and Tully's Coffee is donating \$30,000 cash, which requires equal matching funds. He stated that the matching funds are what is being sought from the County through the Literacy Grant.

Mr. Walker reviewed that the program is designed so that students get intensive introduction to work skills, and how to be a good employee. The program also provides opportunities for leadership. He briefly discussed the financial needs of the program and the tuition budget. He stated that it is hoped that eventually 36 students could be served, but that the current proposal is for 20 students.

Mr. Walker explained that students come out of the program with two full high school credits and that such students must commit to four additional weekends per year after completing the initial program.

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A discussion ensued on the particular areas of trails where the work would be performed, particularly around Glacier and Mount Baker. Ms. Krampetz noted that work would also be done within County parks on local day projects.

Chairman Wolden confirmed that the request for funding was from the Literacy Grant, stating that he was not sure if funds could be committed from that grant. Commissioner Hart added that the only unrestricted monies of the County come from the general fund and that a shortfall is present due to the passage of I-695.

Alicia Huschka, Budget Director, stated that the County has a large role in the 21st Century Literacy Grant, but that she was uncertain as to the latitude given to the County in this regard. She stated that she could certainly ask the question to the core group of individuals managing the Literacy Grant.

Chairman Wolden indicated that he thought the SKY Program was a fine program and that the County would investigate the possibility of contributing funding to it.

CONSENT AGENDA.

Commissioner Hart motioned to approve the Consent Agenda for Monday, February 28, 2000, items 1-23. Commissioner Anderson seconded the motion, which passed unanimously.

COMMISSIONERS' OFFICE:

1. Record of the Proceedings for Tuesday, February 22, 2000.
2. Supplement No. 1 to a Memorandum of Agreement with Skagit Valley Properties extending the period of performance to December 31, 2000. Compensation remains at \$100 per hour, plus 3% of the final purchase price. If the purchased property is a listed property, the selling office's commission offered by the listing agency will be credited against the contractor's fees. **(Contract No. 04383)**
3. Memorandum of Agreement with the Skagit County Historical Society for the promotion of tourism through museum exhibits, programs and services, for calendar year 2000. The County will pay \$4,000 for these services. **(Contract No. 04779)**

BUDGET/FINANCE:

4. Resolution transferring surplus computer equipment to the Burlington-Edison School District. **(Resolution No. 17781)**

CONSERVATION FUTURES:

5. Out-of-State Travel Request for Richard Doenges to attend the American Farmland Trust 13th Annual Conference – Purchase of Agricultural Conservation Easements: Foundations for the Future — to be held in East Windsor, New Jersey, April 9-11, 2000, for a total cost of \$900. **(Approved)**

CLERK'S OFFICE:

6. Appointment and Oath of Office of Bonnie L. Hotson as Deputy County Clerk. **(Approved)**

PROSECUTING ATTORNEY'S OFFICE:

7. Out-of-State Travel Request for Paul Reilly to attend a Workshop on Police Civil Liability and the Defense of Citizen Misconduct Complaints in San Francisco, California, April 17-19, 2000, for a total cost of \$1,597. **(Approved)**

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AUDITOR'S OFFICE:

8. Out-of-State Travel Request for Tina Duhaime to attend the SFG User Conference in Vancouver, B.C., March 26-30, 2000, for a total cost of \$561. **(Approved)**
9. Out-of-State Travel Request for Carolyn VanderVegt to attend the SFG User Conference in Vancouver, B.C., March 26-30, 2000, for a total cost of \$561. **(Approved)**

PERSONNEL:

10. Addendum #2 to contract with Summit Law Group for the period March 17, 2000 through March 16, 2001, providing for an increase in hourly compensation rates. In particular, the rate for Bruce Schroeder will increase from \$195 per hour to \$205 per hour. **(Contract No. 03474)**

HEALTH DEPARTMENT:

11. Personal Services Agreement with Skagit County Public Hospital District #1/#304, dba Affiliated Health Services, to administer the Youth Tobacco Prevention Program as outlined in the 2000 Consolidated Contract with the Washington State Department of Health. The Contractor will receive \$1,978 per month for calendar year \$2,000, with a total not-to-exceed amount of \$23,736. **(Contract No. 04780)**
12. Amendment to Contract with State of Washington, Department of Social and Health Services extending the contract through June 30, 2000, with additional compensation from the State totaling \$18,360. **(Contract No. 04484)**
13. Guest Speaker Contract with Hermila Molly Pulido to provide an HIV/AIDS Workshop for a total fee of \$25. **(Contract No. 04781)**

YOUTH & FAMILY SERVICES:

14. Personal Services Agreement with Commonground to provide mediation services among conflicting parties for the period January 21, 2000 through January 21, 2002. Contractor will be compensated at the rate of \$150 per referral minus any co-pay. This includes up to three hours evaluation and consultation time with referred juveniles and all administrative and clerical support services. **(Contract No. 04782)**

PROSECUTING ATTORNEY:

15. Addendum No. 1 to Personal Services Agreement with Candace J. Ashbrook extending the agreement through December 31, 2000 at the same compensation rates of the original agreement. **(Contract No. 04597)**

PUBLIC WORKS DEPARTMENT:

16. Resolution Awarding Bid for purchase of one new latest model three-axle vac truck/jet rodder to Motor Trucks, Inc. of Mount Vernon, for a total bid price of \$243,126.16. **(Resolution No. 17782)**
17. Resolution calling for public hearing for vacation of a portion of unused county right-of-way known as Franklin Road, #82200. The public hearing will be held on Tuesday, March 21, at 9:00 a.m. **(Resolution No. 17783)**
18. Resolution noticing the closure of Peterson Road, No. 32400, for purposes of reconstructing a portion of the road. **(Resolution No. 17784)**

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19. Resolution authorizing the rename, renumber, change and/or clarification of various roads in Skagit County to correct County roads. Roads to be clarified include Moen Road #97320, Moen Lane #97499, and Yeager Road #97300. **(Resolution No. 17785)**
20. Out-of-State Travel Request for Don McKeehen to attend Lifesavers 2000, the National Conference on Highway Safety Priorities in Atlanta, Georgia, March 12-14, 2000, at no cost to Skagit County. The cost of travel will be paid in full by Washington Traffic Safety Commission. **(Approved)**
21. Interlocal Agreement with Skagit 911 Consolidated Communications Center which allows Skagit County to perform reimbursable work, provide fuel and maintenance on Skagit 911 Consolidated Communications Center's vehicles for five calendar years. **(Contract No. 04783)**
22. Supplement No. 2 to Professional Services Agreement with Wheeler Management Assistance extending the term of the agreement through April 30, 2000, and expanding the scope of work to include oversight and project management associated with the development of the Skagit County Non-Motorized Plan. The total compensation shall be increased by \$11,500 for a total of \$34,000. **(Contract No. 04331)**
23. Professional Services Agreement with AAA Rent-a-Pottee to furnish portable toilets at six locations throughout Skagit County for the period February 1, 2000 through January 31, 2002, at a rate of \$324 per month. **(Contract No. 04784)**

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, January 2000, the Board, by a majority vote, did approve for payment those vouchers included in the above-mentioned list and further described as follows:

Payroll warrants numbered 952714 through 952801 in the total dollar amount of \$76,447.58 (Transmittal No. P-7-00);

Payroll warrants numbered 48196 through 48952 in the total dollar amount of \$750,745.09 (Transmittal No. P-8-2000);

Warrant number 64447 from Clearing Fund 696 in the total dollar amount of \$37,681.69 (Transmittal No. C-16-00); and

Warrants numbered 64448 through 65097 from Clearing Fund 696 in the total dollar amount of \$983,385.78 (Transmittal No. C-17-00).

2. On behalf of the Public Works Department, Staff presented Amendment No. 1 to a Vendor Services Agreement with First American Title Company for the Board's consideration. The amendment specifically addresses reimbursement and clarifies the issues of sales tax and partial payments made for services rendered. The not-to-exceed amount remains unchanged at \$7,000. Commissioner Hart moved to approve the Amendment as presented by Staff, and Commissioner Anderson seconded the motion. The motion passed with a unanimous vote. **(Contract No. 04679)**
3. Staff presented a Personal Services Agreement with Natural Resources Consultants, Inc. (NRC) wherein NRC will support the County's Agriculture Buffer Plan Program by 1) identifying and interpreting the best available science, 2) designing and leading briefings and outreach to stakeholders and regulatory entities, and 3) providing coordination, design and monitoring support for implementation and development of the buffer plan. The contract term is December 1, 1999 through December 31, 2000 for a total contract cost

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of \$128,885 which will be paid from the Salmon Recovery Fund. Commissioner Hart moved to approve the Agreement as presented by Staff. Commissioner Anderson seconded the motion, which passed unanimously. **(Contract No. 04785)**

4. Staff presented a Resolution authorizing a Contract with Skagit County Community Action Agency, together with the Memorandum of Agreement with Community Action Agency for calendar year 2000. The scope of services includes improved services to the low-income residents of Skagit County and administration of the Veteran's Relief Program. The County agrees to fund the Director's position, together with \$23,390 for provision of services by Skagit Rape Relief, \$14,400 for provision of homeless shelter services by Friendship House, \$14,000 for Family Services Program, \$10,000 for the Oasis Homeless Teen Shelter, \$10,000 for the Boys & Girls Clubs of Skagit County, and \$10,000 for the Volunteers of America Information Phone Line. In addition, the County will pay \$39,800 for administration of the Veteran's Relief Program. Commissioner Hart moved to approve the Resolution and Memorandum of Agreement as explained by Staff. Commissioner Anderson seconded the motion, which passed with a unanimous vote. **(Resolution No. 17786, Contract No. 04786)**
5. Staff presented a Memorandum of Agreement with CommonGround: The Dispute Resolution Center of Skagit County, for calendar year 2000, at maximum compensation of \$45,000, with the County paying \$3,750 each month. Contractor will provide mediation, education, facilitation, arbitration, and referrals to aid in resolving conflict in the County's families, neighborhoods, workplaces and communities. Commissioner Hart moved to approve the Agreement as presented, and Commissioner Anderson seconded the motion. The motion passed unanimously. **(Contract No. 04787)**
6. On behalf of the Health Department, Staff presented a Personal Services Agreement with Skagit Preschool and Resource Center (SPARC) for the provision of Medicaid-related administrative activities for a not-to-exceed amount of \$50,000 for calendar year 2000. Commissioner Hart moved to approve the Agreement as presented. Commissioner Anderson seconded the motion, which passed with a unanimous vote. **(Contract No. 04788)**

PRESENTATION – CAPITAL FACILITIES PLAN.

Mike Woodmansee, County Administrator, reviewed that one of the requirements of the Growth Management Act (GMA) is that the County have a Capital Facilities Plan (CFP) that dovetails with the Comprehensive Plan. In this regard, many County Departments must interact to prepare the CFP, and in attendance at the session were representatives from the following departments: Public Works, Parks & Recreation, Facilities, Planning & Permit Center, Sheriff, and Senior Services.

Mr. Woodmansee explained that the CFP is where the main points of the County's growth strategy meet the budgetary realities of the County's ability to provide services. He stated that this is an economic document that takes into account many social factors. He described the difficulties of the CFP being under the purview of the Planning Department, with the challenges they have faced in implementing the other facets of growth management.

Mr. Woodmansee stated that in 1997, the County paid a great deal of money to a consultant to create a CFP. He stated that the County went two full years without an update, and this past fall as a part of our "fall package," he volunteered to work with the Planning Department to provide an update to the existing CFP. He explained that the CFP should run parallel with the budget process. He stated that in order to do the CFP properly, the 2000 plan needs to be updated immediately so that it will run concurrent with budget preparation.

Mr. Woodmansee explained that the CFP consists of two documents, one being a revenue sources document. He reviewed that every project identified to be done in the next six years must have a legitimate funding source attached to it. He explained the comprehensive effort necessary to identify potential revenue sources for these projects. He noted that what was current for November 1, 1999 may not be current due to the passage of I-695.

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Mr. Woodmansee next reviewed the second portion of the CFP, the expenditure document, which contains goals, and levels of service. He stated that if the County cannot meet our levels of service, then project development in the County or a portion of the County is supposed to cease. He commented on the need to blend project development with the services that are required.

Mr. Woodmansee explained the need to make the best efforts to identify the County's current facilities, and what our level of service is for each facility, ranging from the jail to County parks. He indicated that the array is very broad, noting that the key level of prominence in the CFP is law enforcement service.

Commissioner Anderson asked about the document being based on population. Mr. Woodmansee responded that service standards are based on population, but that there are better standards. He stated that he had reviewed what standards other counties and cities are using, and most are based on population, but that there are potentially better standards.

Mr. Woodmansee indicated the need to update the CFP, listing policies, inventory of existing facilities, level of service statements, and how the County anticipates meeting our defined level of service in the future as the population increases.

Mr. Woodmansee stated that the first thing needed from departments is a comprehensive inventory of facilities in our County. He reviewed examples of what such an inventory might contain. He stressed that levels of service need to be based on relevant and accurate analysis, with a determination made of a supportable level of service. He stated that it is important to consider all facilities, and to know the capacity rather than the square footage. In other words, square footage seems to be the standard, but the analysis should evolve to get to a service capacity instead.

A discussion ensued on the need to include facilities and services offered for and by the cities, and particularly in urban growth areas that will eventually be annexed into the cities. Mr. Woodmansee stated that the cities are tasked with meeting these types of challenges and should coordinate with the adoption of the city's own capital facilities plan. He explained that part of the update process should enable the County to find out how our future plans dovetail with the cities' future plans.

A discussion ensued regarding the integration of this process into the decision-making process for the future.

Mr. Woodmansee stated that from an operational perspective, the preparation of the CFP has been taken out of Planning and will be administered by Administrative Services. He indicated that this document requires a lot of internal communication among County departments, and Administrative Services is set up to relate to other departments. It also needs to dovetail with the budgetary process. Tami Shackman will be the contact person for CFP questions, analysis and document preparation. He indicated that he and Budget Director Alicia Huschka would support Tami's efforts to the maximum extent possible.

Mr. Woodmansee indicated that Department Heads and Elected Officials are scheduled to meet on March 15 to discuss questions, draft documents and address where-do-we-go-from-here questions. The meeting will be a two-hour work session to set the mechanics for proceeding with the drafting of the CFP.

He next discussed the timeline for the preparation of the CFP, stating that by May 30th, Department Heads and Elected Officials will submit their documents. That information will be compiled in two weeks for the Board's review. The Board will have two weeks and two work sessions on the draft document. A draft CFP will be prepared based on the Board's recommendations. The plan is to have the document available to the public by August 1st, with final adoption by the Board, following Planning Commission deliberations and public participation, mid-September to mid-October.

BID OPENING – SUPERIOR COURT JUDGE'S BENCH ALTERATIONS.

Roger Howard, Facilities Director, opened the following bids for Superior Court Judge's Bench Alterations:

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Ebenal General, Inc.
Bellingham, WA
Bid Bond attached
Addenda Acknowledged
Base Bid: \$99,200
Alternate No. 1, \$14,000

Big Lake Construction
Mount Vernon, WA
Bid Bond attached
Addenda Acknowledged
Base Bid: \$134,705.25
Alternate No. 1, \$18,779

Mr. Howard advised that the bids would be reviewed and a bid award recommendation forthcoming within the next two weeks. Upon query from the Board, he advised that the estimate for this work had been \$100,000.

CONSIDERATION OF HEARING EXAMINER'S RECOMMENDATION FOR APPROVAL OF THE FOLLOWING AGRICULTURAL VARIANCES:

1. **Susan Reed for property located at 19017 Cook Road, Burlington (PL99-0676):**
2. **James & Diane McPike for property located at 22330 Cook Road, Sedro Woolley (PL99-0611):**
3. **James & Dixie Mayo for property located at 19684 Cook Road, Burlington (PL99-0644).**

Brandon Black, Associate Planner, reviewed the exact location of the subject properties together with the circumstances of the need for agricultural variances.

Commissioner Hart moved to approve the agricultural variances as presented by Mr. Black. Commissioner Anderson seconded the motion, which passed unanimously. **(Reed, Resolution No. 17788; McPike, Resolution No. 17787; and Mayo, Resolution No. 17789)**

ADJOURNMENT.

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

**BOARD OF COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Harvey Wolden, Chairman

Robert Hart, Commissioner

Ted W. Anderson, Commissioner

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ATTEST:

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