

**RECORD OF THE PROCEEDINGS
SKAGIT COUNTY BOARD OF COMMISSIONERS
Tuesday, July 11, 2000**

7:30 a.m. – 8:30 a.m.	Commissioners' Staff Meeting.
8:30 a.m. – 9:00 a.m.	Work Session – Operations Division Manager/District Maintenance Supervisors.
9:00 a.m. – 10:00 a.m.	<u>Public Works Department – Chal Martin, Director</u> <ol style="list-style-type: none">1) Signature: Out-of-State Travel Requests for Steve Flude, Forrest Jones, and Given Kutz to attend a Traffic and Transportation Engineering Seminar at the Northwestern University Traffic Institute in Evanston, Illinois from September 11 to 22, 2000.2) Signature: Resolution Adopting Skagit County Road Standards.3) Miscellaneous.
10:00 a.m. – 11:00 a.m.	<u>Planning and Permit Center - Tom Karsh, Director</u> <ol style="list-style-type: none">1) Discussion regarding the Mount Vernon UGA Transportation Impact Fee Program.2) Miscellaneous.
11:00 a.m. – 11:30 a.m.	Budget Call for 2001.
1:30 p.m. – 2:00 p.m.	Bid Opening – Road Oil Tank System Upgrades.
2:00 p.m. – 2:30 p.m.	Bid Opening – Prevedell Road Improvement Project ES93210-1

The Skagit County Board of Commissioners met in regular session on Tuesday, July 11, 2000, with Commissioners Harvey Wolden and Robert Hart present. Commissioner Ted W. Anderson's absence was excused.

PUBLIC WORKS DEPARTMENT – Chal Martin, Director.

1. Out of State Travel Requests for Steve Flude, Forrest Jones, and Given Kutz to attend a Traffic and Transportation Engineering Seminar at the Northwestern University Traffic Institute in Evanston, Illinois, from September 11 to 22, 2000.

Steve Flude, Assistant County Engineer, explained that the Department has recently lost employees with specific technical knowledge related to traffic and transportation engineering. It is prudent for employees in the Department to obtain this knowledge in order to address concurrency issues which may arise. He stated that the Traffic and Transportation Engineering Seminar at Northwestern University Traffic Institute is the best such seminar in the country. He reported that three employees, himself, Forrest Jones and Given Kutz have been given departmental authority to attend the seminar, and asked for the Board's approval of three out-of-state travel requests in this regard.

Commissioner Hart commented that risk management costs drop when employees are trained to prepare comprehensive specifications and perform investigations. He indicated that a cost savings would be realized over the long run, even though the initial investment of tuition and travel is quit substantive.

Messrs. Martin and Flude spoke highly of the employees slated to attend the seminar.

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Commissioner Wolden spoke briefly about the commitment of such employees to stay employed by the County in the years to come.

Commissioner Hart moved to approve the out-of-state travel requests as presented by Mr. Flude. Chairman Wolden seconded the motion, which was approved unanimously.

2. Resolution Adopting Skagit County Road Standards.

Chal Martin, Director, reported that the Skagit County Road Standards are now in shape for adoption.

Mr. Flude indicated that the proposed Skagit County Road Standards had been reviewed at the Staff level and had gone through the Planning Commission during their deliberations on development standards.

Commissioner Hart stated that his only reluctance in adopting the Road Standards had to do with material contained on pages 55-57 having to do with Roadway Section and Surfacing Requirements.

Mr. Flude explained that it is the Department's feeling that all County Roads should be built as all-weather roadways, and that private roads should have less stringent requirements. He reviewed in detail the requirements for base course materials, thicknesses of layers, and the counter effects of frost.

Commissioner Hart asked what percentage of roads in the County are currently considered all-weather roads. He stated that there are very few roads in the County that have road restrictions. Generally, road closures involve old concrete sections. He stated that he does not have a problem building a good road, but he could not understand demanding a crushed base. He stated that the heaviest load most of these roads will have is a school bus.

Mr. Flude reiterated that when the County does a County road project, Staff looks at all of the factors, and try to design roads as all-weather roads. He explained that Staff owes it to the people in the County to make sure such roadways will remain open in freezing weather. He spoke specifically to frost penetration considerations. He stated that such thickness standards are not designed for heavy traffic, but to forestall frost penetration of 15-20 inches.

Commissioner Hart stated that it is necessary in some circumstances to construct all-weather roads, and that he does not have a problem building a good road, but taxpayer money should not be wasted on the additional expense of unnecessary requirements.

Mr. Flude indicated that some of the language could be tweaked to offer options in such situations. He referred to the Avon-Allen Road Project, which utilized engineering analysis to determine what was needed to be built. He stated that if applicants are not willing to perform an engineering analysis, then they should comply with the road standards as written.

Commissioner Hart emphasized that there is a need to review each road to determine the value of an additional expense for stringent requirements. If there is no industrial or heavy truck use, the County should embrace the lower standards.

Chairman Wolden suggested utilizing Version 5.2, with some softening of the language to offer the option of an engineering analysis.

Mr. Martin concurred that for private roads, unless individuals show the County some outside information that contains an engineering or consultant analysis, they would need to build the road to County standards, rather than lesser standards. This would offer flexibility for both private and County roads.

Commissioner Hart agreed that he did not have a problem with a default standards, and stated that most roads have a gravel base.

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A discussion ensued regarding the specific language changes that needed to be made.

Commissioner Hart moved to delete the word "regardless" and replace it with "As an alternative to..." on Page 55 of Version 5.2. Chairman Wolden seconded the motion, which passed unanimously.

Mr. Martin indicated that the requested changes would be made, and the document would be routed for approval on the next Consent Agenda.

3. Miscellaneous.

Mr. Martin presented the Board with a letter of interest for signature in regards to an ACCT Grant. Commissioner Hart explained that this grant would help provide paratransit outside of the PTBA areas, and would defray the costs involved in providing this service. The Board signed the requested letter.

PLANNING & PERMIT CENTER – Tom Karsh, Director.

1. Discussion regarding the Mount Vernon Urban Growth Area Transportation Impact Fee Program.

Tom Karsh, Director, explained that last March when the County adopted the urban growth area regulations for Mount Vernon, Sedro Woolley and Burlington, there had been a last minute question or concern raised regarding traffic impact fees. It was decided at that time that such usage of traffic impact fees needed to be looked at carefully, to make sure that the monies were spent in the areas where they were collected from.

Commissioner Hart indicated that he had no problem with the collection of monies, as long as they are contributed to a project in the area collected. He stated that he had read through the City of Mount Vernon's proposal, and had no problem with their projects.

Mr. Karsh explained that the Department needed clarification of the Board's intent when Ordinance No. 17813 was passed, as they were not clear on what kind of formal agreement, if any, the Board desired in this regard. He reported that he had talked with Chief Civil Deputy John Moffat, who suggested formalizing the parameters of the Board's requirements in a Resolution and Interlocal Agreement. Mr. Karsh stated that, in Gary Christensen's absence, Mr. Christensen had wondered if the City has a six-year Transportation Improvement Plan, as some of the projects identified in the various sections of the Mount Vernon urban growth area seem to have already been completed.

Mr. Rick Cisar, City of Mount Vernon Planning Department, provided some handout materials to the Board. He reported that the City has been collecting impact fees in Urban Growth Areas since January of 1999, incorporating such fees in the building permit fee. He reviewed a tally sheet showing how and when such fees were collected. He indicated that through the proposed Interlocal Agreement, language could be inserted that would force the use of the impact fees on particular areas where collected. He reviewed the specifics of particular projects.

Chairman Wolden concurred with Mr. Cisar's suggestions.

After a brief discussion, it was determined that the development of a Resolution in this regard would be the most effective way to memorialize the parameters of the use of the transportation impact fees being collected by the City.

2. Miscellaneous.

There were no Miscellaneous Planning items for discussion.

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BUDGET CALL FOR 2001.

Kathy Hill, County Auditor, stated that this session was scheduled for the Budget Call of 2001 as required by the State RCW's. She reviewed the contents of the packets for budget preparation that were distributed to each department. She explained that the due date for all of the materials is August 14 at 4:30 p.m., with all information to be submitted via hard copy rather than electronically.

Alicia Huschka, Budget Director, explained that submittals of the budget should be not over 3% of the individual department's adopted 2000 budget. She stated that if departments have needs exceeding the 3% limit, submissions should be made in narrative form as a Supplemental Budget Request. Ms. Huschka indicated that Budget Work Sessions would be scheduled for the last week in September, and the first week of October. She further reported that COLA's are set at 2% for non-union employees, with union employee COLA's set as negotiated. She stated that benefits are included in the personnel forecasts, but may be increased due to possible increases by the providers of such benefits.

Ms. Huschka next explained the relevant deadlines for the submission of information. She stated that July 21st is the deadline for submitting a request to Mike Almvig for an automated system such as a database or imaging capability. The request for computer equipment deadline is August 4. Reclassification for any employees should be completed and submitted to Stephanie Wood by August 14.

Ms. Huschka next reviewed the effects of the passage of I-695 and the aftermath thereto. She discussed the monies that Skagit County could anticipate receiving for Criminal Justice and Public Health amounting to approximately \$500,000.

She explained that departments are limited to a 3% increase every year, as this is the rate that County revenues have approximately grown. She indicated that sales tax and property tax revenues are equal to half of the County's total revenues, and grow at approximately 3%. Ms. Huschka discussed growth in Skagit County and increased revenue. She reviewed the various activities of the County in the first six months of 2000.

Commissioner Hart noted that departments are free to manage their budgets, unless there are statutory restrictions, as they see fit. There are no longer any line item expenditure requirements.

Chairman Wolden spoke to the need to live with reduced monies following the passage off I-695, and not to depend on additional funding being received from the State. He stated that Skagit County is very fortunate to be in great shape compared to other counties within the State.

Mike Woodmansee, County Administrator, discussed the increased demands on the County and explained that the County is very lucky to see consistent 3% growth in its revenues. He spoke to the importance of technology in the years ahead, noting that government services would change drastically. He urged those assembled to be thinking of ways to do business more efficiency, utilizing such technology. He stated that there is potential in every department to make things more efficient. He advised that the County is fortunate to have a first-class Information Services Department that can assist in this regard.

BID OPENING – ROAD OIL TANK SYSTEM UPGRADES.

Roger Howard, Facilities Director, opened the following bids for the Road Oil Tank System Upgrades:

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NAPC

Buckley, WA

Bid Bond Included.

Bid Item No. 1: \$ 44,097

Bid Item No. 2: \$142,141

Bid Item No. 3: \$ 76,000

Total Bid \$292,238

Industrial Resources, Inc.

Clear Lake, WA

Bid bond Included.

Bid Item No. 1: \$120,634.43

Bid Item No. 2: \$297,769.50

Bid Item No. 3: \$ 29,995.34

Total Bid \$448,399.27

IMAC, Inc.

Mount Vernon, WA

Bid Bond Included.

Bid Item No. 1: \$116,299.35

Bid Item No. 2: \$344,121.20

Bid Item No. 3: \$ 52,063.80

Total Bid \$526,641.63

Mr. Howard advised that the bids would be reviewed in detail and a bid award recommendation forthcoming within the next few weeks.

BID OPENING – PREVEDELL ROAD IMPROVEMENT PROJECT ES93210-1.

Luis Ponce, Public Works Engineering, opened the following bids for the Prevedell Road Improvement Project, No. ES93210-1:

TBH & Associates

6119A NE 88th Street

Vancouver, WA

Total Bid: \$320,671.50

Bid Bond included.

Letter of Qualifications included.

Pacific Road & Bridge Company

PO Box 3393

Arlington, WA

Total Bid: \$264,963

Bid Bond included.

Letter of Qualifications included.

Strider Construction

2430 E. Bakerview Road

Bellingham, WA

Total Bid: \$256,540.50

Bid Bond included.

Letter of Qualifications included.

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Friberg Construction Company
PO Box 1406
Ferndale, WA
\$293,325.00
Bid bond enclosed.
Letter of Qualifications enclosed.

One Way Construction
215 No. Reed Street
Sedro Woolley, WA
Total Bid: \$186,803
Bid Bond included.
Letter of Qualifications included.

Mr. Ponce advised the Engineer's Estimate was \$325,000, and that the Department would review the bids and make a bid award recommendation next week.

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**

Harvey Wolden, Chairman

Robert Hart, Commissioner

Ted W. Anderson, Commissioner

ATTEST:

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