

**RECORD OF THE PROCEEDINGS
SKAGIT COUNTY BOARD OF COMMISSIONERS
Tuesday, July 18, 2000**

7:30 a.m. – 8:00 a.m.	Commissioners' Staff Meeting.
8:00 a.m. – 8:30 a.m.	Executive Session – Personnel, Litigation and Land Acquisition.
8:30 a.m. – 9:00 a.m.	Work Session – Planning & Permit Center Work Program.
9:00 a.m. – 9:30 a.m.	Discussion – Parks & Recreation Maintenance Shop.
10:00 a.m. – 11:00 a.m.	Public Hearing – To Consider Testimony concerning proposals for leasing real property identified as 510 and 516 South Second Street, Mount Vernon.
11:00 a.m. – 11:30 a.m.	Bid Opening – Fabrication and Delivery of Box Culvert for Installation in Edison Slough.
*T 1:30 p.m. – 2:30 p.m.	Discussion – Establishment of Levels of Service for Capital Facilities Purposes.

The Skagit County Board of Commissioners met in regular session on Tuesday, July 18, 2000, with Commissioners Harvey Wolden and Robert Hart present. Commissioner Ted W. Anderson's absence was excused.

DISCUSSION – PARKS & RECREATION MAINTENANCE SHOP.

Roger Howard, Facilities Director, reviewed preliminary schematics and cost estimates for a Parks & Recreation Maintenance Shop.

Dave Fair, Parks & Recreation Director, discussed the basic needs of the Department and the site plan located near the Public Works Department Shop. The proposed shop would be located north of the shop towards SKAT. He spoke to the summer seasonal considerations of equipment and personnel. Mr. Fair reported that there was \$550,000 in funds available from the sale of Lake Cavanaugh property for this project.

Mr. Fair reviewed the specifications of the proposed shop and the location of office space, staff meeting areas, locker rooms, showers, paint area, carpentry area, and welding bay. He noted that this facility would allow for a secure environment not currently available to the Department.

Mike Woodmansee, County Administrator, asked about the site costs. Mr. Howard explained the site improvements that would be necessary, including drainage mitigation and asphalt and gravel driveways, parking areas and staging areas.

The particulars of the shop design were briefly discussed.

Upon a query from Budget Director Alicia Huschka, Mr. Howard indicated that construction is hoped to begin this Fall and be completed within 90 days. He stated that he would like to proceed with the construction and bid documents if the Board approved the proposed plans as presented.

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The Board concurred with the building plans, and asked Mr. Howard to proceed with the preparation of the bid documents.

PUBLIC HEARING – TO CONSIDER TESTIMONY CONCERNING PROPOSALS FOR LEASING REAL PROPERTY IDENTIFIED AS 510 AND 516 SOUTH SECOND STREET, MOUNT VERNON.

Roger Howard, Facilities Director, reported that the County recently purchased the Masonic Building in downtown Mount Vernon, and that there are two businesses located on the ground floor. State law requires the County to hold this public hearing to entertain the best offers for the leasing of the space now owned by the County.

Jacqueline Lambert, co-owner of Precision Electronics, reviewed a history of Precision Electronics' occupancy of the property.

Chris Lambert, co-owner of Precision Electronics, asked if the proposed lease were to be entered into, would it expire at the end of June, 2001. He spoke regarding the difficulties of relocating with short notice.

Mr. Howard responded that a decision would be made prior to next summer as to the future of the facility and continued availability of the rented space.

Commissioner Hart stated that the County would probably know six months in advance of any action to be taken. He noted that there have been discussions about utilizing the land for a parking facility.

After a brief discussion on the conditions of the lease with Precision Electronics and there being no further public testimony forthcoming, Commissioner Hart moved to close the public hearing. Chairman Wolden seconded the motion, which passed unanimously. The public hearing was closed.

Mr. Howard stated that he would bring back a lease for the premises to the Board for their consideration within the next few weeks.

BID OPENING – FABRICATION AND DELIVERY OF BOX CULVERT FOR INSTALLATION IN EDISON SLOUGH.

John Abenroth, Public Works Department Staff, opened the following bids:

CSRHydro Conduit
PO Box 2037
Everett, WA 98203
Bid Bond Enclosed and Addendum Acknowledged
\$38,451.87

Utility Vault Company
PO Box 588
Auburn, WA 98071-0588
Bid Bond Enclosed and Addendum Acknowledged
\$31,819.80

Mr. Abenroth reported that the Engineer's Estimate for the project was \$32,500. He stated that Staff would review the bids received and would come back to the Board with a bid award recommendation within the next few weeks.

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MISCELLANEOUS.

1. Staff presented a Resolution Approving Prioritization of Projects for Skagit County to the Washington Community Economic Revitalization Team, as previously discussed with the Economic Development Association of Skagit County. Commissioner Hart moved to approve the Resolution as presented, and Chairman Wolden seconded the motion. The motion passed unanimously. **(Resolution No. 17935)**
2. Staff presented a Resolution of Gratitude in Memory of Bonnie Alstrand, which would direct that flowers be ordered on behalf of Skagit County and presented at Bonnie's memorial service. Commissioner Hart moved to approve the Resolution as presented by Staff. Chairman Wolden seconded the motion, which passed unanimously. **(Resolution No. 17936)**
3. Staff presented two Out-of-State Travel Requests for Mike Woodmansee and Tawni Helms to attend a 21st Century Community Learning Centers Summer Institute in Washington, D.C., July 29 through August 2. The total cost for each traveler is estimated to be \$1,900 each, with the costs being reimbursed from the 21st Century Learning Grant. Commissioner Hart moved to approve the Out-of-State Travel Requests as presented, and Chairman Wolden seconded the motion. The motion passed with a unanimous vote.

DISCUSSION – ESTABLISHMENT OF LEVELS OF SERVICE FOR CAPITAL FACILITIES PURPOSES.

Mike Woodmansee, County Administrator, reviewed that in February notices were sent out to County Departments advising of the need to embark on the first annual update of the Capital Facilities Plan pursuant to the Growth Management Act. Departments submitted the requested information by May 30th. Since May, Tami Shackman, Financial Analyst, has been researching levels of service from other entities plus information from CTED, and has compiled that information together with inventories of current facilities, current levels of service, desired levels of service and recommended levels of service. Mr. Woodmansee indicated that the result is a good planning tool for budget preparation purposes and for final preparation of the County's Capital Facility Plan. He stated that after discussions today, the Board would be asked to consider a Resolution establishing levels of service. Initial comments of the Board would also be noted for the desired capital facility improvements, so such indications could be included in the draft Capital Facilities Plan. Such Capital Facilities Plan will go out for public comment and to the Planning Commission wherein they will vote on a set of projects as included in the draft Plan. That information will be melded into the County's 2001 budget. Mr. Woodmansee advised that this document is very clearly presented, and shows what current levels of service are and future capacity, as well as proposed standards. He indicated that this is a level of information that has not been available as a planning tool in the past.

Ms. Shackman next reviewed the levels of service determinations and the comprehensive data utilized in this regard.

She first discussed the Public Works Department, advising that the Administrative Building averages 296 square feet per employee, compared to the proposed standard of 200 square feet per employee. She advised that 200 square feet per employee is the prevalent standard recommended by the State Department of Community, Trade and Economic Development (CTED). Further, the Burlington shop complex has a per square foot level of 1,024 per 1,000 of population. Ms. Shackman reviewed pertinent details in this regard.

Commissioner Hart discussed the difference between an office situation and a shop/maintenance employee area.

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Mr. Woodmansee stated that most employee spaces throughout the County are around 200 square feet. He further explained that 200 square feet was chosen from what could be gleaned locally and from other sources. He reported that the current mechanic's shop is virtually brand new and is a 40-50 year facility. Consequently, it has not reached its practical capacity.

Ms. Shackman stated that the standards includes all of the buildings under the Public Works Department purview, but that the individual numbers are broken out for the Board's review.

Ms. Shackman next reviewed Public Works – Roads and the proposed standards contained therein. She explained that the current capacity is measured utilizing Birdsall Design Element Standards. She explained the ratio of actual use and how certain roads are listed as being up to capacity. She reported that Appendix A of the document included a spreadsheet, which lists each road in the County and showed the planned capacity together with the Birdsall ratio.

Mr. Woodmansee commented on the completeness of the format for this information, making it far easier to digest than in the past,

Ms. Shackman reviewed the various levels of County Roads.

Mr. Woodmansee stated that Ms. Shackman looked at Skagit County's maintenance expenditures on County Roads, and found that we spend less than 1/3 of the cost per mile than Snohomish County, and 40% less than Whatcom County.

Ms. Shackman discussed the Guemes Ferry and the proposed standards for its operation. She indicated that the ferry is currently at 75% capacity. She reported that the Washington State Ferry system is at 68% capacity. She reviewed particulars of the proposed standards.

Ms. Shackman next reviewed the proposed standards for Surface Water Management, explaining that this division is relatively new to Public Works and was formed to bring the County up to compliance with state and federal regulations. Operations include fish passage, drainage and water quality issues. She explained that the current capacity is an inventory listing in Appendix B. She reviewed the particulars of the information listed. The proposed standard is to comply with Skagit County Code Section 14.06. She noted that the Surface Water Management Division had given her an addendum to their projects list for the Board's consideration.

Ms. Shackman reported on the Public Works Solid Waste Division standards, stating that the proposed standard is equal to the current capacity. She added that the Skagit County Solid Waste Management Plan is being revised and is scheduled to be adopted in July of 2001. Once this comprehensive study is completed, new levels of service will be established.

Ms. Shackman reviewed that the Sheriff's Office Administrative Offices contain 230 square feet per employee, compared to the proposed standard of 200 square feet per employee. She reviewed the jail capacity levels compared to Washington State's average inmate population.

Mr. Woodmansee spoke to jail capacities throughout the State, noting that on a statewide basis usage has been underestimated due to either changes in existing laws or increases in criminality.

A discussion ensued regarding the Growth Management Act requirements for numbers of commissioned deputies before concurrency is reached. Mr. Woodmansee explained that the concurrency requirement means that plats cannot be approved until the County meets the service standard that is set.

Ms. Shackman reviewed statistics regarding the number of deputies, noting that currently the County has 49 deputies, which averages to 1.02 per thousand rural population. She reviewed average calls per year, critical response data and other applicable information. She stated that she is proposing to leave the

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standards as is in order to comply with GMA concurrency requirements, however she would like to add departmental advisory standards, which are not subject to concurrency, but would help in guiding projects, management decision-making and strategic planning.

Mr. Woodmansee added that current standards would not be changed, as they are included in the Unified Development Code, which is scheduled to be adopted by the Board on Monday, July 24.

Ms. Shackman stated that it is important to note that the Sheriff's Office is trying to head towards community policing practices, a well-known method of policing, and is effective in reducing crime. The advisory standards are very meaningful in measuring such standards.

Ms. Shackman reviewed the current square footage of the Youth & Family Services Department, noting that the Administrative Offices currently average 215 square feet per employee, compared to the proposed Skagit County standard of 200 square feet per employee. She reviewed the amount of beds contained in the Juvenile Detention Facility and the measurement of average daily population.

She discussed the current standards for Superior and District Courts being .2 courtrooms per 1,000 of population. She advised that by the end of 2001, Skagit County would have one courtroom assigned to each judge and court commissioner.

Ms. Shackman next reviewed the statistics for General Government, indicating that the current capacity is six full-time employees per 1,000 of population. The Administration Building currently has 1,200 square feet per 1,000 of population, which the proposed standard.

A discussion ensued on the number of County employees and the increased usage of technology to conduct County business in the future.

Ms. Shackman next discussed the statistics for Community Services, which include Parks & Recreation Fair, and Senior Services. She reviewed the amount of park acreage controlled by the County, together with information regarding City, State and Federal lands that need to be considered in the calculations. She stated that the proposed standard is 14.5 acres per 1,000 population for County maintained acreage.

She reviewed the current and proposed standards for the Fairgrounds facilities.

Senior Services was the next Department to be reviewed. Ms. Shackman reviewed that the Administrative Office capacity is at 375 square feet per employee, compared to the County proposed standard of 200 square feet per employee. The five Senior Centers can handle 318,500 visits per year, each for a 2-1/2 hour visit. The current usage is at 164,500 visits.

Chairman Wolden commented that Retirement Homes detract from the usage of the Senior Centers.

Mr. Woodmansee indicated that the proposed standards for each of the departments discussed are what he and Ms. Shackman are suggesting that the Board send on to the Planning Commission for their scrutiny.

Joyce Critten of the Skagit Stars 4H Club spoke to the Board about the need for greater equine facilities at the Fairgrounds.

Mr. Woodmansee reviewed the list of projects for the Fairgrounds. He stated that any or all of the projects could happen, but that they rely on funding sources of real estate excise tax, and that there is a competitive process to access those funds. He stated that none of those projects will currently make the capital facilities plan because they do not meet the test of having legitimate funding sources.

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The Board next reviewed the Departmental Capital Project Listings with Staff. After a lengthy discussion on the specifics of many of the projects, and the implications to the upcoming 2001 Budget, Mr. Woodmansee presented the Board with a Resolution Establishing Recommended Levels of Service for County Provided Capital Facilities for their consideration. Commissioner Hart moved to approve the Resolution as presented, and Chairman Wolden seconded the motion, which passed with a unanimous vote. **(Resolution No. 17937)**

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