

**RECORD OF THE PROCEEDINGS
SKAGIT COUNTY BOARD OF COMMISSIONERS
Monday, January 22, 2001**

9:00 a.m. – 9:30 a.m.	Work Session – County Administrator.
9:30 a.m. – 10:00 a.m.	Work Session – Commissioners' Staff Meeting.
10:00 a.m. – 11:00 a.m.	Department Head Meeting.
11:00 a.m. – 11:30 a.m.	CONSENT AGENDA & MISCELLANEOUS ITEMS.
11:30 a.m. – 11:45 a.m.	Public Comment Period.
1:30 p.m. – 3:30 p.m.	Executive Session – Personnel, Litigation and Land Acquisition.

The Skagit County Board of Commissioners met in regular session on Monday, January 22, 2001, with Commissioners Ted W. Anderson and Don Munks present. Commissioner Kenneth A. Dahlstedt's absence was excused.

DEPARTMENT HEAD MEETING.

Chairman Anderson advised that the concept for these Department Head Meetings is to improve communications among departments throughout the County. He stated that the format would be that the first half hour would be set aside for departments to present specific items of interest. Such items should be conveyed to the Board's Clerk, Patti Chambers, who will list them as agenda topics. The remaining time should be utilized for interaction and questions among Department Heads and the Commissioners.

Commissioner Munks apologized for not getting around to every department to meet everyone. He expressed that the Board would like this meeting to help let everyone in the County know what the County departments are doing.

Chairman Anderson announced that Commissioner Dahlstedt was not present due to a business meeting in California.

Roy Atwood, County Administrator, introduced himself to the group, stating that he has been trying to get around to the various departments to meet everyone, and intends to spend more time with Department Heads going over their particular issues and concerns.

Roger Howard, Facilities Director, discussed various construction projects around the County campus. He advised that he would be calling for bids for remodeling the second floor of the Administration Building for the County Treasurer's office, with bids to be opened in three to four weeks. The Treasurer is scheduled to move into that space in early June. The space vacated by the Treasurer will then contain a new Superior Courtroom. Mr. Howard advised that work on the courtroom would be accomplished in the evenings and weekends so as not to disrupt court in session during the week.

Mr. Howard advised that he is in the process of negotiating a contract with an architect for the East County Community Resource Center in Concrete. The County has received a \$900,000 Community Development Block Grant in this regard. The building will be located next to the Concrete Senior Center.

Mr. Howard reported that a new road oil tank system would be installed in Burlington, and that bids would be opened next week for the new Parks Maintenance Shop, which is to start construction early next month for consolidation of Parks' maintenance equipment.

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Mr. Howard advised that plans are being formulated for a redesign of the kitchen and laundry facilities in the Public Safety Building. He stated that the facilities were built for 73 inmates, and the jail now houses approximately 170. This project is slated to be completed in 2001.

Mr. Howard reviewed the difficulties in improving the courtyard horseshoe parking lot area, and the need to totally reconstruct that lot. The elevation of the asphalt is the same as the sidewalk, so site drainage is an issue. Also, underground utilities were installed, so digging up the lot is a difficult and costly project. Depending on available funding, and in light of potential liability issues of the broken pavement, Mr. Howard expressed hope that this project could be completed in 2001.

Tom Sheahan, Director of Emergency Management, asked if the processing of News Releases would change. He advised that normally his office drafts such releases, and then obtains approval from someone in the Commissioners' Office. He also asked if the Board would be continuing the Summer Work Program for local youths. Chairman Anderson responded that the News Release procedure would remain the same. He also stated that the Summer Hire Program would also remain the same.

Dave Fair, Parks & Recreation Department Director, spoke regarding the hiring of a new Park Ranger, Lou Peterson, who has been on duty since the first of the year. Mr. Peterson and Scott Green, the caretaker at Howard Miller Steelhead Park, both have limited commissions as Park Rangers and can issue citations and fines. They are not armed. Currently Mr. Peterson has been working on the Cascade Trail addressing illegal motorcycle issues and vandalism.

Alicia Huschka, Budget Director, announced that the 2001 Budget Books would be available this afternoon. She explained the approach this year of preparing a preliminary, draft document that is then modified after adoption into the final form. She discussed the improved statistical information and five-year history that would be prevalent in this year's document.

Ms. Huschka also spoke to the possible need of departments to obtain expenditure reports and other information from the SFG system. She queried Department Heads as to whether they are getting the information they need, and asked that they contact her if they are not or need guidance.

Mike Almvig, Director of Information Services, gave a brief status report of his Department, noting that he is now back to full staffing with the addition of Kristen Miller as Administrative Assistant, and Ryan Johns, who has replaced Nancy Rennison as the FORCE Administrator. He stated that the County's first on-line Request for Proposals (RFP) had been issued for the Prosecutor Case Management System. He advised that his Department is reviewing a new version of webserver to possibly come on-line in mid-summer. This webserver would bring everything back in-house and would contain more dynamic information and search capacity. He spoke about the conversion to Windows 2000 and the necessity to start taking the servers to Windows 2000, which will change how the system works. He stated that network problems are happening because some of design issues and the saturation of our network. Mr. Almvig indicated that he is working on security policies in regards to computer usage.

Mike Hackett, WSU/Cooperative Extension Director, reviewed the resources of WSU that are available to the County and all citizens.

Nancy Brown, Youth & Family Services Director, asked for clarification of the form for these meetings, being that items should be presented relative to individual departments. Chairman Anderson stated that this is an opportunity to promote understanding among departments, as well as develop the potential to be assets to one another. He stated that this Board embraces the team concept for operation of the County.

Ms. Brown further asked about contact with the media and response to questions. Chairman Anderson indicated that Departments are free to interact with the media, being sensitive to information of a confidential nature. Commissioner Munks commented that he would like to see as much information as

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possible get out to the public, so that taxpayers are aware of what is being done with their money. He encouraged news releases and features about the good things happening in this regard. He emphasized the need to promote positive things.

Ms. Brown asked about the role of the County Administrator relative to Department Heads. Commissioner Anderson indicated that he wants Department Heads to run their own departments. However, if Personnel issues arise, Department Heads should funnel such issues through the Personnel Director, Stephanie Wood, who will in turn keep the County Administrator informed. In addition, budget issues should be brought to the Budget Director, Alicia Huschka, who will in turn relate those issues to the County Administrator. Chairman Anderson stated that all Department Heads are capable of running their departments, and that the Board does not want to micromanage.

Commissioner Munks added that the job description for the County Administrator is not changing much, but the scope of the job is changing somewhat. He stated that Mr. Atwood was brought to the County because of his qualifications at the State and Federal level. Many of the issues facing the County are coming from State and Federal mandates, and Mr. Atwood's experience in dealing with officials and lobbyists is invaluable to this effort.

Mr. Atwood indicated that he wants to work closely with Department Heads, and has an open door to all. He expressed his desire to work as a team.

Mr. Sheahan asked about mandatory attendance at these Department Head Meetings, noting potential conflicts with WISHA training. Chairman Anderson responded that this is not a dictatorship and, of course, conflicts will occur. He added that former Department Head Meetings had always had a program, and this Board felt it important to interact and educate each other about our duties. He stated that this is an opportunity for everyone to learn and contribute as a team.

Commissioner Munks stated that the idea for these meetings was formulated to bring the various different functioning departments of the County together to discuss common items of interest, and to inform each other of activities that may be of mutual concern. He stated that the Board wants this to be a session where the Board and Staff can interact and get to know Department Heads to better understand what is going on in the County. He said that there is no hidden agenda. He added that there are a lot of people within the County, and this is an effort to get to know them and the various departmental functions over time.

Stephanie Wood, Personnel Director, gave a brief update of the status of medical benefits for County personnel. She stated that Northwest Medical Bureau (NWMB) has asked to raise rates in the neighborhood of 30%, which calculates to \$600,000 of additional funding needed. Last year NWMB increased rates by approximately 15 %, which amounts to a 45% increase over a two-year time period. The County decided to re-bid for our benefit broker service, and has now chosen a group called The Repond Company. A call for bids for insurance for Skagit County was issued in late 2000. Many companies were in the process of setting rates for current contracts, and asked for extra time to prepare their bids for Skagit County. NWMB extended their contract with Skagit County for two additional months. Another piece of the puzzle is the potential merger/acquisition of NWMB with Regence Blue Shield. Regence has expressed interest in retaining Skagit County's business. Ms. Wood reviewed the County's policy of maintaining a reserve account fund and the possibility of leveraging the use of this reserve account against a rate increase. There is also an option to self-insure, which may be less expensive in the long run. Employees will be kept informed of the progress as time goes by.

Chairman Anderson thanked those in attendance for participating, and advised them to submit items for discussion to Patti Chambers, Clerk of the Board.

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CONSENT AGENDA.

Commissioner Munks moved to approve the Consent Agenda for Monday, January 22, 2001, items 1-16. Commissioner Anderson seconded the motion, which passed unanimously.

COMMISSIONERS' OFFICE:

1. Record of the Proceedings for Tuesday, January 16, 2001.
2. Record of the Proceedings for Wednesday, January 17, 2001.
3. Approval of Sick Leave Transfer for Ben Dodge, Assessor's Office Employee. **(Resolution No. 18153)**

FACILITIES/SENIOR SERVICES:

4. Call for Public Hearing for the lease of County Property located at 45821 Railroad Avenue, Concrete, Washington, with the public hearing scheduled for February 13, 2001, at 11:00 a.m. The County traditionally leases the parking lot of the Concrete Senior Center to the Farmers Market for weekend use from May through September every year. **(Resolution No. 18154)**

HEALTH:

5. Guest Speaker Contract with Gary Carpenter for a presentation on "Personal Perspectives on HIV/AIDS" for a fee of \$25. **(Contract No. 05176)**

YOUTH & FAMILY SERVICES:

6. Personal Services Agreement with Family Resources Northwest to provide programs to parents with specific and practical skills to promote the optimal development of children and foster close parent-child relationships as well as open and honest communication. The cost of all classes is \$60 per hour, excluding the cost of books. The contract begins January 1, 2001 and continues through December 31, 2002. **(Contract No. 05177)**

PROSECUTING ATTORNEY:

7. Personal Services Agreement with Rebecca Clark to provide legal representation at mental health and involuntary commitment hearings, including any jury trials, for the period January 1, 2001 through December 31, 2001. Compensation is at the rate of \$1,600 per month. **(Contract No. 05178)**

PLANNING & PERMIT CENTER:

8. Interim Ordinance Re-Adopting the Provisions of Interim Ordinance No. 17945, which adopted Town of concrete Development Standards on an Interim Basis for the Unincorporated Portion of the Town's Urban Growth Area. **(Ordinance No. 18155)**

PUBLIC WORKS:

9. Resolution regarding Request for Proposals for Rental Equipment to Establish an Eligibility List. The proposal opening is scheduled for February 20, 2001, 2:00 p.m. **(Resolution No. 18156)**
10. Final Order of Vacation for Unopened Portion of County Right-of-Way Along Edward Street. **(Resolution No. 18157)**

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11. Out-of-State Travel Request for Brian Stephan to attend the Solid Waste Association of North America 12th Annual Waste Reduction, Recycling, and Composting Symposium and 5th Annual Collection and Transfer Symposium, February 12 through 17, 2001, in Denver Colorado. Total cost is estimated at \$1,397. **(Approved)**
12. Supplement No. 1 to Standard Consulting Agreement with Perteet Engineering, Inc. on the Morris Street Improvement Project, ES9700-3. This supplement amends the Scope of Work to add information about subsequent phases of work. This supplement does not reflect any change to the maximum amount payable or the project completion date. **(Contract No. 05149)**
13. Vendor Services Agreement with Emerald Petroleum Services to pick up, transport, dispose of, recycle or re-use uncontaminated used oil collected at the Skagit County Recycling & Transfer Station, Clear Lake Recycling & Compactor Site, and Sauk Transfer Station, until November 30, 2001. The pick up cost will be \$25 per unit. **(Contract No. 05179)**
14. Supplement No. 1 to Professional Services Agreement with Chinook Enterprises extending the agreement for calendar year 2001. The amount of compensation is increased from 0.28 cents per mile traveled to 0.33 centers per mile. This increase brings the total amount payable for the supplemental period to \$38,000. The new not-to-exceed amount of the contract is \$75,908. **(Contract No. 04696)**
15. Supplement No. 2 to Professional Services Agreement with Skagit Fisheries Enhancement Group for technical assistance in habitat restoration and protection projects. The period of performance is extended from March 31, 2001 to April 30, 2001. The compensation amount for Task #3 is amended to not exceed \$3,000. **(Contract No. 04883)**
16. Supplement No. 1 to Vendor Services Agreement with Land Title Company providing language allowing additional reports to be ordered within the original contract amount limits. **(Contract No. 04175)**

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 22, 2001, the Board, by a majority vote, did approve for payment those vouchers included in the above-mentioned list and further described as follows:

Warrants numbered 87418 through 87922 from Clearing Fund 696 in the total dollar amount of \$825,912.24 (Transmittal No. C-04-01).

2. Staff presented a Resolution Calling for Bids for the Skagit County Administration Building Second Floor North Remodel, with the bid opening scheduled for February 20, 2001, at 2:30 p.m. Commissioner Munks moved to approve the Resolution as presented by Staff, and Chairman Anderson seconded the motion. The motion passed unanimously. **(Resolution No. 18158)**
3. Ken Willis, Environmental Health Specialist, reviewed the status of the Similk Beach dye testing project. He explained the process of obtaining consent forms from those property owners involved, advising that a majority of the property owners had signed the necessary consent forms. However, some individuals are reluctant to sign the needed consent forms. It is necessary to have 100% compliance so as to stagger locations so that test results are not intermingled. There is concern by some property owners that the results may lead to "iron fist" enforcement by the County. Mr. Willis

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stated that as long as progress is being made toward a long-term solution of the on-site systems, the County would not proceed with enforcement during the short term. He asked for the Board's approval to proceed with one more letter to those individuals who have not completed a consent form, containing an assurance that enforcement will not be an issue. If these individuals still refuse, then the County has the authority to obtain an administrative search warrant, giving them 10 days notice, and proceeding to court to get same.

Chairman Anderson reiterated the need to get full participation in order to solve this monumental problem.

Commissioner Munks stated that it is not the intent to cause undue hardships, but we want to give everyone ample opportunity to participate voluntarily.

Chairman Anderson commented on the positive example of cooperative experience established by the Edison community.

4. Rich Doenges, Farmland Legacy Program, presented a Grant Deed of Conservation Easement protecting approximately 35.40 acres of farmland on Bradshaw Road. He explained that this easement is required by the County to fulfill a land division requirement under SCC 14.04.112, which permits the creation of a substandard lot for an existing residence in the agriculture zone. The Farmland Legacy Program is not paying the landowner for this easement. However, the County would be responsible for future costs associated with the monitoring and enforcement of the terms of the easements. Commissioner Munks moved to approve the Conservation Easement with Allen L. Collins and Pamela K. Collins, and Milton R. Egbers and Kathryn B. Egbers as described by Mr. Doenges. Chairman Anderson seconded the motion. The motion passed unanimously. **(Contract No. 05180)**

PUBLIC COMMENT PERIOD.

Paul Chaplik, Executive Director of United Way, invited the Board to attend the annual meeting of United Way on Friday at the Skagit Golf & Country Club. He stated that the results of the recently completed campaign would be announced at this meeting, and that approximately 100 civic leaders attend. He spoke about two County employees who have been assets to United Way over the years. One is Tim Holloran, who serves on the Council on Aging. The second Skagit County employee is Peter Browning, who will serve as Campaign Chair for the entire County next year. The United Way of Skagit County is an organization that raises around \$700,000 annually, which is distributed to 23 non-profit organizations in our community. Mr. Chaplik emphasized that all of the money raised stays in the community.

Mary Coker, 19638 Snowden Lane, Mount Vernon, reviewed with the Board a request to turn over Snowden Place to the County as a County Road. She reviewed some of the specifics of this request. Chairman Anderson indicated that he would talk to the Public Works Department about this request.

Don Bockelman, 30623 South Skagit Highway, Sedro Woolley, presented the Board with a copy of Resolution No. 10639, which established guidelines for advisory ballots. He asked that this Resolution be changed. He stated that such Resolution is unconstitutional because it places impediments before citizens that would like to have an advisory ballot issued. He asked that the Resolution be rescinded and replaced with an Ordinance that would allow groups of individuals to bring issues before the voters as county-wide initiatives.

Mr. Bockelman next discussed the need for anyone performing aero-application of herbicides to register certified samples of such herbicides they are applying to County, State or Federal properties, so the County could get an idea how many tons are being applied, and what the composition of these chemicals is. Chairman Anderson asked Mr. Bockelman about the State requirements for certification. He replied that the

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State only requires lab analysis, not analysis of applied materials. He stated that he had not been successful in getting answers from the County Health Department in this regard.

Carol Ehlers, 3998 Windcrest Lane, West Fidalgo Island, spoke regarding the need to have the Skagit Council of Governments adhere to the Open Public Meetings Act in publishing their agendas prior to meetings. She commented on some of the particular proceedings of such meetings. She further discussed the mechanisms for advertising in various County newspaper for items of interest being considered by the Planning Commission.

ADJOURNMENT.

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

**BOARD OF COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Ted W. Anderson, Chairman

Kenneth A. Dahlstedt, Commissioner

Don Munks, Commissioner

ATTEST:

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