

**RECORD OF THE PROCEEDINGS
SKAGIT COUNTY BOARD OF COMMISSIONERS
Monday, April 9, 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 and Miscellaneous Items.
11:30 a.m. – Noon	Work Session – Strategic Plan to Protect Salmonids.
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, April 9, 2001, with Commissioners Don Munks and Kenneth A. Dahlstedt present. Commissioner Ted W. Anderson's absence was excused.

DEPARTMENT HEAD MEETING.

Peter Browning, Health Department Director, discussed the need to increase activities in the community for the improvement of health through moderate exercise. He reported that County employees could take part in two such activities scheduled for later this year. The American Heart Walk is scheduled for May 12th, with the Walk starting at the Mount Vernon Senior Center. The Cancer Walk is scheduled for June 15th and 16th.

Mike Almvig, Information Services Director, next discussed the work being done on drafting policies regarding network security, and the need to ascertain at what levels departments wish to be involved. He reviewed a handout, which discussed policies currently in draft form. The first policy introduces the idea of incidental personal use by employees as long as it does not affect the network. Another policy also addresses the issue of unattended workstations and the possibility for security risks resulting there from. He stated that the draft policies are being prepared in conjunction with Thurston County, who currently has policies in place, and will become a model policy for other jurisdictions.

Mr. Almvig advocated the continual changing of passwords, and the need to utilize the combination of an upper case letter, lower case letter, number and symbol. He indicated that using dictionary words as passwords only take seconds to crack. He reported that passwords ideally should be changed every 90 days.

A brief discussion ensued on the possibility of encrypting certain documents to maintain certain levels of confidentiality.

Tom Sheahan, Emergency Management Director, suggested that Mr. Almvig come back and make a full hour presentation on this subject.

Stephanie Wood, Personnel Director, suggested that such a presentation should take place after the committee gets further along with its recommendations.

Mike Hackett, WSU Cooperative Extension, reviewed the status of the foot and mouth disease situation in the United States. He discussed the particulars of the disease, noting that no outbreak is expected in the United States, but that a plan is in place should one occur.

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Sharon Dubois, Risk Management Department, reported that Departments should review and update their Emergency Evacuation Plan, and discuss such plan with their staff at the next possible staff meeting. She stressed that it is necessary to have site-specific topics in such a plan.

Mark Watkinson, Emergency Management Coordinator, distributed handouts dealing with emergency preparedness issues, and specifically earthquake-specific information. He stated that as a result of the earthquake in February, there was concern about employee education and the safety of employees and the general public during such an event. He stressed the need for Department Heads and Elected Officials to participate in such procedures to assist in our ability to survive an earthquake while we are at work.

Mr. Watkinson explained that the Community Emergency Response Team (CERT) training is a vital part of this process. CERT trains people to help themselves, their families, neighbors and co-workers in the event of a disaster, and it emphasizes the safety of the rescuers. He revealed that there are only four County employees who have taken the CERT course, with another five enrolled in a future CERT course. Mr. Watkinson reported that the Emergency Management Department and the Risk Management Department met with the Board recently and obtained approval to offer a CERT course to employees during working hours.

Mr. Watkinson reviewed a PowerPoint presentation on the different types of hazards in Skagit County, with the number one hazard being flooding. Other hazards include earthquakes, forest fires, volcanoes, and human-caused hazards such as hazardous materials, downed aircraft, civil disorder/riots, terrorism, and weapons of mass destruction. He discussed some of the needed reactions to such hazards. Mr. Watkinson stressed the need to be prepared at home, realizing that fire and medical aid may not be available for several hours or even days. He indicated that individuals should educate their children on what to do and where to go in case of such emergencies.

CONSENT AGENDA.

Commissioner Dahlstedt moved to approve the Consent Agenda for Monday, April 9, 2001, and Commissioner Munks seconded the motion. The motion passed with a unanimous vote.

COMMISSIONERS' OFFICE:

1. Record of the Proceedings for Monday, April 2, 2001.
2. Record of the Proceedings for Tuesday, April 3, 2001.
3. Record of the Proceedings for Wednesday, April 4, 2001.
4. Resolution regarding the Northwest Economic Adjustment Initiative approving Prioritization of Projects for Skagit County to the Washington Community Economic Revitalization Team.
(Resolution No. 18219)
5. Annual Work Plan/Financial Plan with the United States Department of Agriculture to provide starting abatement in Skagit County for the period May 7, 2001 through October 19, 2001. The cost estimate for such services is \$18,299. **(Contract No. 05251)**

RECORDS MANAGEMENT:

6. Out-of-State Travel Request for Cori Russell to attend the Government Technology Conference in Sacramento, California, May 16-18, 2001, for a total cost of \$890. **(Approved)**

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PROSECUTING ATTORNEY'S OFFICE:

7. Partial Satisfaction and Release of Judgment in the Halverson, et al. v. Skagit County case as it relates to Michael and Penny Schons. The Schons will pay Skagit County \$880.26 for said Release. **(Approved)**

SUPERIOR COURT:

8. Personal Services Agreement with Karen Lerner to act as the Court Commissioner in Mental Health and Involuntary Commitment hearings for Skagit County Superior Court. Ms. Lerner will be compensated at the rate of \$2,000 per month, plus mileage at the rate of \$0.345 per mile. **(Contract No. 05252)**

PLANNING & PERMIT CENTER:

9. Development Agreement among the City of Mount Vernon, Skagit County, and Steven Wells – Mobile Merchandiser for property located within the City's Urban Growth Area and within Skagit County. The City and Mr. Wells have executed the Agreement. **(Contract No. 05253)**
10. Resolution Upholding the Hearing examiner's Findings of Fact, Conclusions of Law and Decision regarding Applications by Landex Associates, Inc. (PL000-0109, PL00-0110, PL00-0387, and PL00-0391). **(Resolution No. 18220)**

INFORMATION SERVICES:

11. Out-of-State Travel Request for Michael Almvig to travel to Carson City, Nevada, April 10-12, 2001, to review the proposed solution on the Prosecutor's Management Request for Proposals. Total cost is \$450. **(Approved)**

SHERIFF'S OFFICE:

12. Agreement for Work Crew Services with Skagit Transit wherein the County will provide an Offender Work Crew through the Jail Division to SKAT for various tasks. The County will be compensated \$16,000 for these services for calendar year 2001. **(Contract No. 05254)**

PUBLIC WORKS:

13. Call for Public Hearing for the Franchise Renewal of the Samish Farms Water Association. The public hearing will be held on Tuesday, May 1, at 9:00 a.m. **(Resolution No. 18221)**
14. Call for Bid for the Haul-Out and Dry Docking of the M/V Guemes. Bids will be opened on May 8, 2001, at 1:30 p.m. **(Resolution No. 18222)**
15. Right-of-Entry/Construction Agreement with Wilbert Wilson and Irene Wright for access across their property to perform brushcutting and spraying at Brickyard Creek as part of the Hydraulic Project Approval required mitigation in conjunction with the Cook Road Improvement Project ES6300-6. There is no compensation to the property owners. **(Contract No. 05255)**
16. Coastal Zone Management 310 Grant No. G0100145 with the Washington State Department of Ecology for a Skagit County marine Resources Committee project entitled "Citizen Inventory of Skagit County's Critical Shoreline Habitats. The total amount of this contract is \$30,000 with no local match required. The contract term is March 1, 2001 through October 31, 2001. **(Contract No. 05256)**

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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, April 9, 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 93697 through 93693 from Clearing Fund 696 in the total dollar amount of \$216,416.25 (Transmittal No. C-20-01);

Warrants numbered 93694 through 93694 from Clearing Fund 696 in the total dollar amount of \$3,610.33 (Transmittal No. C-21-01);

Warrants numbered 93965 through 94068 from Clearing Fund 696 in the total dollar amount of \$2,983,581.21 (Transmittal No. C-22-01);

Warrants numbered 94069 through 94134 from Clearing Fund 696 in the total dollar amount of \$333,268.83 (Transmittal No. C-23-01); and

Payroll warrants numbered 954853 through 954926 in the total dollar amount of \$74,092.29 (Transmittal No. P-13-01).

2. Gary Christensen, Assistant Director of the Planning & Permit Center, presented a letter addressed to the Boundary Review Board for the Board's consideration regarding the proposed partial merger of Fire Protection Districts #2 and #12. He also reviewed with the Board a copy of a letter from Fire Protection District No. 6 in this regard. The proposed letter from the Board would rescind the County's previous request to invoke the jurisdiction of the Washington State Boundary Review Board for Skagit County in file No. 01-01, Skagit County Fire Protection District #2 and #12 Partial Merger. After a brief discussion, the Board signed the letter submitted by Mr. Christensen.
3. Mr. Christensen presented a proposed second letter to the Boundary Review Board invoking their jurisdiction to consider the merits of amending the proposed City of Burlington annexation to include additional property (P62523) and that portion of Gardner Road abutting the subject annexation. After a brief discussion, the Board signed the letter as presented by Mr. Christensen.
4. Mr. Christensen presented for the Board's consideration an Interim Ordinance Relating to Findings of Noncompliance in Western Washington Growth Management Hearings Board Case No. 00-2-0050c, Adopting City Concurrency Ordinances for the Cities of Anacortes, Burlington, Sedro Woolley and Concrete, as discussed during an agenda item last week. Commissioner Dahlstedt moved to adopt the Interim Ordinance, and Commissioner Munks seconded the motion. The motion passed with a unanimous vote. **(Ordinance No. 18223)**
5. On behalf of the Public Works Department, Staff presented a Site Lease Agreement with Pinnacle Towers, Inc. for the lease of radio repeater equipment space and antenna space at Devil's Mountain. It was explained that Pinnacle Towers took over this lease from Motorola. The lease amount is \$375 per month, which is a preferred rate reduced from the standard rate of \$500 per month. Commissioner Dahlstedt moved to approve the Antenna Site Lease Agreement as presented, and Commissioner Munks seconded the motion. The motion passed unanimously. **(Contract No. 05257)**
6. On behalf of the Prosecuting Attorney's Office, Staff presented a resolution clarifying that defense billing statements tendered to the Skagit County Risk Manager by Phyllis Coole-McKeehen shall be

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reviewed according to the standards set forth in Resolution No. 18172 and those complying with that standard shall be promptly paid from Fund 503. Commissioner Dahlstedt made a motion to approve the Resolution as presented. Commissioner Munks seconded the motion, which passed unanimously. **(Resolution No. 18224)**

ADJOURNMENT.

Commissioner Dahlstedt 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