

**RECORD OF THE PROCEEDINGS
SKAGIT COUNTY BOARD OF COMMISSIONERS
Monday, April 23, 2001**

8:30 a.m. – 9:00 a.m.	Consent Agenda and Miscellaneous Items.
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. – 4:00 p.m.	Meeting with the Washington State Department of Fish & Wildlife (Mill Creek Office, 16018 Mill Creek Boulevard, Mill Creek).

The Skagit County Board of Commissioners met in regular session on Monday, April 23, 2001, with Commissioners Ted W. Anderson, Don Munks, and Kenneth A. Dahlstedt present.

CONSENT AGENDA.

Commissioner Munks moved to approve the Consent Agenda for Monday, April 23, 2001, items 1-32. Commissioner Dahlstedt seconded the motion, which was unanimously approved.

COMMISSIONERS' OFFICE:

1. Record of the Proceedings for Monday, April 16, 2001.
2. Record of the Proceedings for Tuesday, April 17, 2001.
3. Personal Services Agreement with Holt Human Resources Consulting to use existing written information prepared and/or presented by the Contract Task Force to write a Purchasing & Contracting Manual for Skagit County. The contract term is February 6, 2001 through July 30, 2001, with compensation not-to-exceed \$4,800 (at an hourly rate of \$60). **(Contract No. 05262)**
4. Agreement with the Economic Development Association of Skagit County wherein EDASC will proactively market Skagit County to potential business and industry and provide administrative and marketing services for special economic development or community development projects. The contract term is January 1, 2001 through December 31, 2001. The County agrees to pay EDASC the sum of \$38,000 for these services. **(Contract No. 05263)**
5. Memorandum of Agreement with the Upper Skagit Bald Eagle Festival to promote winter tourism activities on the Upper Skagit through advertising of the Bald Eagle Interpretive Center and the Fourteenth Annual Eagle Festival. The Agreement term is for calendar year 2001, and the County will provide \$2,600 in funding. **(Contract No. 05264)**
6. Memorandum of Agreement with the Museum of Northwest Art to promote tourism through their galleries and educational programs. The Agreement term is calendar year 2001, and the County will provide \$5,000 in funding. **(Contract No. 05265)**
7. Memorandum of Agreement with the Skagit Valley Tulip Festival to promote Skagit county's largest festival through the official 2001 Tulip Festival brochure. The Agreement term is calendar year 2001, and the County will provide \$8,000 in funding for the provision of festival advertisement. **(Contract No. 05266)**

RECORD OF THE PROCEEDINGS

Monday, April 23, 2001

Page #2

8. Memorandum of Agreement with the Skagit County Historical Society to promote Skagit County tourism, both locally and regionally, with Museum exhibits, programs and services through printing and distribution of various publications. The Agreement term is calendar year 2001, and the County will provide \$4,000 in funding. **(Contract No. 05267)**
9. Memorandum of Agreement with Anacortes Chamber of Commerce to continue to attract and serve visitors to Skagit County in 2001 with various forms of advertising. The Anacortes Chamber of Commerce continues to be the only Visitor Information Center in Skagit County approved by the State Tourism Division. The Agreement term is calendar year 2001, and the County will provide \$5,000 in funding. **(Contract No. 05268)**
10. Memorandum of Agreement with the Concrete Chamber of Commerce to promote tourism in the upper Skagit Valley of major upcoming and annual events through publications in several Tourism Guides and newspapers. The Agreement term is calendar year 2001, and the County will provide \$2,615 in funding. **(Contract No. 05269)**
11. Memorandum of Agreement with the Burlington Chamber of Commerce to promote "Berry Dairy Days" and other festivals the Chamber promotes. The Agreement term is calendar year 2001, and the County will provide \$2,500 in funding. **(Contract No. 05270)**
12. Memorandum of Agreement with The Cascade Loop Association to produce, print and distribute the Skagit County section of the Cascade Loop Travel Guide devoted to promoting tourism along the Cascade Loop Scenic Highway, which runs directly through Skagit County on Highway 20 from Marblemount to Anacortes. The Agreement term is calendar year 2001, and the County will provide \$500 in funding. **(Contract No. 05271)**
13. Memorandum of Agreement with North Cascades Chamber of Commerce to provide promotional materials in connection with events such as the Marblemount Eagle Fair, Highway Pass Opening, and Autumn in the Country, among other tourism efforts. The Agreement term is calendar year 2001, and the County will provide \$2,000 in funding. **(Contract No. 05272)**
14. Memorandum of Agreement with Sedro Woolley Loggerodeo for the promotion of tourism to the Sedro Woolley community with their annual Fourth of July festival through various publications. The Agreement term is calendar year 2001, and the County will provide \$5,000 in funding. **(Contract No. 05273)**
15. Amendment No. 1 to County and DSHS overall Agreement changing the language in the Indemnification and Hold Harmless Provision 13, with the amendment effective January 1, 2001 through June 30, 2005. **(Contract No. 05151)**

PROSECUTING ATTORNEY'S OFFICE:

16. Resolution Remanding Appeals of Hearing Examiner Decision in Matters AP-00-0114 and AP-00-0115 to the Hearing Examiner for Vacation of his Decision regarding Twin Bridge Marine Park LLC. **(Resolution No. 18233)**

CONSERVATION FUTURES:

17. Grant Deed of Conservation Easement with Case Lanting and Jane Lanting to protect 322.98 acres of predominantly open farmland for payment of \$304,027.96. The protect property will be retained forever for agricultural productivity and use. **(Contract No. 05274)**

RECORD OF THE PROCEEDINGS

Monday, April 23, 2001

Page #3

PARKS, RECREATION & FAIR:

18. Personal Services Agreement with Earth Systems Science, Inc. to provide wetland delineation, wetland site assessment, fish and wildlife identification and mitigation at the rate of \$75 per hour for a not-to-exceed amount of \$4,875. The contract term is November 1, 2000 through June 1, 2001. **(Contract No. 05275)**

BEST PLACE:

19. Amendment No. 3 to contract with Susan Montgomery extending the original term through October of 2001. Compensation is not-to-exceed \$30,000 at a rate of \$25 per hour. This adds \$10,000 to the original contract. **(Contract No. 04944)**

HEALTH DEPARTMENT:

20. Joint Service Agreement with Pioneer Center North to perform HIV testing, counseling and referral services; reporting public health infections such as Hepatitis and other Bloodborne pathogens, STD Diagnosis and treatment; and TB diagnosis and treatment to residents receiving involuntary chemical dependency treatment at Pioneer Center North in Sedro Woolley. There is no monetary consideration. **(Contract No. 05276)**

YOUTH & FAMILY SERVICES:

21. Personal Services Agreement with Western Washington University, Woodring College of Education, Applied Research and Development Center, to provide quantitative and qualitative evaluation of project services for the Swinomish After School/Evening Cultural Program. The contract amount shall not exceed \$2,500 and is dependent on the award of grant funding of the project by the Governor's Juvenile Justice Advisory Committee. The contract term is January 10, 2001 through July 30, 2001. **(Contract No. 05277)**
22. Personal Services Agreement with American Red Cross, Skagit Valley Chapter to provide babysitting classes for parents and youths, community CPR classes for parents and youths, and community first aid classes for parents and youths. The term of the contract is January 1, 2001 through December 31, 2002, with compensation ranging from \$10 per person per class to \$35 per person per class. **(Contract No. 05278)**
23. Personal Services Agreement with Debbie A. Johnson, M.Ed., to provide specialized child, adolescent, adult and family assessment, evaluation and treatment (group and/or individual). Compensation ranges from \$20 per hour for travel to \$70 per hour for group therapy. The contract term is March 1, 2001 through December 31, 2002. **(Contract No. 05279)**

HUMAN SERVICES:

24. Contract with DSHS/DASA/HIDTA (High Intensity Drug Trafficking Area) retroactive to 1/1/2001 and providing continuation of \$30,000 in federal funds that help support the Substance Abuse Prevention project known as Kulshan Creek Neighborhood Station, previously known as North 26th Street. **(Contract No. 05280)**

PLANNING & PERMIT CENTER:

25. Amendment No. 2 to Agreement with Skagit Business & Staffing, LLC, adding the change in in-house business services charges effective April 1, 2001. This amendment adds \$2,000 in compensation to the original contract for a total contract amount of \$3,500. **(Contract No. 04553)**

RECORD OF THE PROCEEDINGS

Monday, April 23, 2001

Page #4

MEDIATION SERVICES:

26. Personal Services Agreement with Volunteers of America Western Washington: The Dispute Resolution Center of Snohomish and Island County for the period May 1, 2001 through September 30, 2001 to present a basic mediation training program to participants registered by Skagit County Medication Services. The not-to-exceed amount of the contract is \$10,000 and is inclusive of all costs to conduct the training. **(Contract No. 05281)**

SHERIFF:

27. Personal Services Agreement with Personnel Consultation and Selection, PLLC, to provide psychological examinations for potential employees of the Skagit County Sheriff's Office at a not-to-exceed amount of \$275 per psychological examination. The contract begins April 1, 2001, and will continue until terminated. **(Contract No. 05282)**

911 CENTER:

28. Intergovernmental Agreement with the Washington State Military Department and Skagit County for funds to be used solely for expenses necessary to operate Enhanced 911 countywide. The contract effective date is January 1, 1999 through June 30, 2001. The total funds to be reimbursed to the County under this agreement shall not exceed \$91,703. **(Contract No. 05283)**

PUBLIC WORKS:

29. Resolution Authorizing Acquisition of Crushed Gravel from 3DH Aggregates, Inc. in the total amount of \$54,000. **(Resolution No. 18234)**
30. Resolution calling for a Public Hearing for Vacation of Unopened County Right-of-Way within the Plat of Cavanaugh Subdivision No. 1. This right-of-way is located east of North Shore Drive between Phipps Drive and Osborne Drive near Lake Cavanaugh. Mr. Robert Lakey owns adjacent property to the north and south. **(Resolution No. 18235)**
31. Vendor Services Agreement with M&M Road Recycle, Inc. for the pulverization of various roads in Districts 1, 2 and 3. They were chosen because they were the only vendor with the necessary equipment for the job. The amount of the contract is not-to-exceed \$25,000. **(Contract No. 05284)**
32. Supplement No. 1 to Professional Services Agreement with Earth Systems Science, Inc. extending the termination date of the contract to November 10, 2001. The maximum amount payable remains at \$12,000. **(Contract No. 05024)**

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 23, 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 94605 through 94605 from Clearing Fund 696 in the total dollar amount of \$3,428.69 (Transmittal No. C-25-01); and,

RECORD OF THE PROCEEDINGS

Monday, April 23, 2001

Page #5

Warrants numbered 94606 through 95190 from Clearing Fund 696 in the total dollar amount of \$962,864.09 (Transmittal No. C-26-01).

2. Staff presented a Memorandum of Agreement with the Sedro Woolley Chamber of Commerce wherein the County will provide funding to be used to cover the partial cost of two signs above Highway 20 advertising festivals in the community of Sedro Woolley for calendar year 2001. The County will pay a maximum of \$3,250 for these tourism services. Commissioner Munks moved to approve the Memorandum of Agreement as presented, and Commissioner Dahlstedt seconded the motion. The motion passed with a unanimous vote. **(Contract No. 05285)**

DEPARTMENT HEAD MEETING.

Cori Russell, Records Management, discussed the need for departments to recognize the need to review their correspondence files for potentially archival records. Such records would consist of policy-setting documents, general information, procedure development, and other items. She explained that such documents would be limited to general correspondence, and would not include personnel matters, litigation or land acquisition items. Ms. Russell stated that it would be prudent for departments to have someone in their department responsible for the care and archiving of such records. However, smaller departments need to examine and make such determinations on an individual level.

A discussion ensued regarding the role of e-mail in this regard. Ms. Russell indicated that records management is not only those items on paper, but any communication within the County. She stressed the need for awareness of the need to retain paper correspondence and electronic correspondence.

Ms. Russell offered the services of her department to those with questions on what should be retained and sent to archives.

Upon query from Mike Almvig, Information Services Director, Ms. Russell indicated that records can be sent to archives via electronic media, much the same as microfilm. She reiterated that most of the correspondence being requested is from department heads and elected officials.

Ms. Russell distributed a copy of a guide to her department and the services available. Mr. Almvig suggested posting this information on the internal website.

Alicia Huschka, Finance Director, discussed the proposed Performing Arts Center and Conference Facility as recently reported in the Skagit Valley Herald. She stated that she wanted to explain the County's involvement. She indicated that the project started in January of this year when individuals were hired by an anonymous donor to see if it was feasible to construct a performing arts center in Skagit Valley. She reported that in 1999 there was legislation added to allow the formation of a Public Facilities District wherein the County could utilize a shift of .033% of the sales tax collected locally back to the Public Facilities District. This would not generate an increase in the sales tax, but would shift the tax money back to the County and generate \$540,000 in sales tax for a 25-year period. Consequently, the Public Facilities District would be able to generate bonds for \$8 million for the construction of the facilities. The County became involved as it is the entity that could collect the most sales tax. Ms. Huschka reported that meetings have been held involving all of the stakeholders including representatives of the private donor, Skagit Valley College, Skagit County, and the Skagit Performing Arts Council.

Ms. Huschka stated that the donor has agreed to contribute \$6,000,000 towards this project. Skagit Valley Foundation has said that they can raise an additional \$3,000,000. It is expected that state grants can be tapped for another \$1,000,000. She explained the specifics of the law as to the formation of the Public Facilities Districts, and that 6 have been formed within the State, with another 30 in the process of formation. In order to be eligible, construction costs must be greater than \$10,000,000, and ground must be broken by January 1, 2003. In addition, the County must provide a one-third match, which in Skagit County's case would be provided by the private donor. The Skagit Performing Arts Council (SPAC) completed a feasibility

RECORD OF THE PROCEEDINGS

Monday, April 23, 2001

Page #6

study which determined the need for the facility and the best location. It was determined that the best location in Skagit County was at the college. Recently, the College's Board of Trustees endorsed moving forward with the Performing Arts Center. She advised that on May 1st a presentation would be made to the Board on the group's plans and ideas. The County is now in a due-diligence mode, making sure that the facility would be available community-wide and not just to the college.

Chal Martin, Public Works Director, asked who would be the lead agency for design and construction. Ms. Huschka responded that it would either be Skagit County or the College. She explained that the group of stakeholders has broken up into four subcommittees and one of those subcommittees is addressing this issue. She stated that time is of the essence due to the drop dead date of January 1, 2003 to break ground. Ms. Huschka reported that if groundbreaking does not occur by January 1, 2003, the money must be returned.

Upon query from the audience, Ms. Huschka indicated that the proposed location of the Performing Arts Center is where the College's tennis courts are now located.

A discussion ensued on the difficulties of such a facility in regards to bookings, fee structure, operating costs and other concerns, including increased traffic on College Way.

Chairman Anderson welcomed Bob Vaux as the new Parks & Recreation Director.

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