

**SKAGIT COUNTY COMMISSIONERS
RECORD OF THE PROCEEDINGS
MONDAY, DECEMBER 31, 2001**

8:30 a.m. – 9:30 a.m.	Work Session – County Administrator
9:30 a.m. – 10:00 a.m.	Commissioners' Work Break
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. – 11:45 a.m.	Public Comment Period
11:45 a.m. – 12:00 p.m.	Commissioners' Work Break
1:30 p.m. – 2:30 p.m.	Commissioners' Work Break
2:30 p.m. – 3:30 p.m.	Work Session – Employee Health Coverage

The Skagit County Board of Commissioners met in regular session on Monday, December 31, 2001, with Commissioners Don Munks and Kenneth A. Dahlstedt present. Commissioner Ted W. Anderson's absence was excused.

DEPARTMENT HEAD MEETING:

Cori Russell, Records Department, gave a brief presentation of the new imaging system that is now in place for all Skagit County contracts and resolutions. They can now be viewed on-line and will be available for preview by the third day after the documents are signed. The documents can be viewed by the date, number, department or subject matter. The numbering system will be new in 2002 as well. Contracts will begin with a "C" followed by the year, month, date and actual contract number. Resolutions will begin with an "R" and amendments shall begin with an "A". Ms. Russell said the database for the documents is very user-friendly. She also encouraged departments to refrain from using colored paper in the contracts. The scanner being used is a color scanner so it will be able to scan a map or a graph in color.

Brad Whaley, Finance Director, reported that the 2002 Skagit County budget document is complete. He said the process has been very challenging and the vision for 2003 will be to reduce the work force without having layoffs. The Board is not interested in scaring employees but the County needs to plan on paring back as part of attrition with existing bodies and not filling vacant positions. Mr. Whaley also spoke about forming a "Classification/Compensation Committee", which would be comprised of five members. It would include the Human Resources Director, the Finance Director, the County Administrator, one manager and one union representative. The purpose would be to eventually evaluate classification requests, job descriptions, etc.. and classify them in an equitable manner. Mr. Whaley said the County will be conducting a reclassification study in 2002, however, a Human Resources Director must be hired first. A personal consultant will be hired to come in and do complete job descriptions. He would like to see our current salary ranges be condensed and compared to similar counties. Mr. Whaley said it would be ideal to put the committee together soon to take a look at the current vacancies.

Ron Feld, Mediation Services, asked if there were any kind of initiatives regarding regional responsibility such as accomplishing projects jointly with the cities. He general feeling is that the County is inefficient in what is currently being handled with other departments. Mr. Feld wondered if there could be a way of putting everything under one roof instead of several.

Commissioner Munks said if you look at the annexations being done and the shrinking tax base as a result of them, it is all a real challenge. The Growth Management Act has really hurt Skagit County. There has been talk among the cities to try and reach some kind of finality to the problem.

**RECORD OF THE PROCEEDINGS
MONDAY, DECEMBER 31, 2001
PAGE NO. 2**

Commissioner Dahlstedt said the County cannot continue the duplication of services. One of the ideas being tossed around is to have the Board partner with the department heads and elected officials and open the lines of communication. Employees want to know that their job is secure and that they will be paid fairly. Salary guidelines will be established next year and he reminded everyone that health insurance issues continue to be extremely important. He encouraged everyone to feel free to come before the Board with any ideas and/or concerns.

Rich Doenges, Conservation Futures, asked if there was a particular goal in mind as far as layoffs.

Mr. Whaley said the number is projected to be 35 to 50 employees. He will be visiting the various departments in the near future to learn more about their staffing levels.

Commissioner Munks said that was a key aspect of the County. Because Skagit County is a service entity and are employees are paid from public taxes, it is imperative to look at how the departments are running and to keep savings in mind.

Commissioner Munks thanked all of the department heads that participated in the retreat at Baker Lake Lodge. He thought it was very worthwhile. There will be an elected officials retreat in the near future and hoping that all departments will partner with each other.

CONSENT AGENDA:

Commissioner Dahlstedt motioned to approve the Consent Agenda as listed, with the exception of Item No. 34, which will be brought before the Board at a later date. Commissioner Munks seconded the motion, which carried.

COMMISSIONERS' OFFICE:

1. Record of the Proceedings for Monday, December 17, 2001.
2. Record of the Proceedings for Wednesday, December 19, 2001.
3. Resolution Re-Appointing Allen Bush to the Noxious Weed Control Board. **(Resolution No. 18523)**
4. Resolution Appointing Cheri Cook-Blodget to the newly established Rural Partial County Library District in Eastern Skagit County. **(Resolution No. 18524)**
5. Resolution Appointing Cheryl Holmquist to the newly established Rural Partial County Library District in Eastern Skagit County. **(Resolution No. 18525)**
6. Resolution Appointing John A. (Jack) McCormick to the newly established Rural Partial County Library District in Eastern Skagit County. **(Resolution No. 18526)**
7. Resolution Appointing Larry Larsen to the newly established Rural Partial County Library District in Eastern Skagit County. **(Resolution No. 18527)**
8. Resolution Appointing Robert Hodgson Van Wagoner to the newly established Rural Partial County Library District in Eastern Skagit. **(Resolution No. 18528)**
9. Personal Services Agreement with Robert K. Weidner to serve as Washington, D.C. government relations advisor to Skagit County and other counties of the Rural Lands County Council. The term of the Agreement shall commence on January 1, 2002 and continue until December 31, 2002. Compensation shall be a not-to-exceed amount of \$15,000. **(Contract o. 05551)**

RECORD OF THE PROCEEDINGS
MONDAY, DECEMBER 31, 2001
PAGE NO. 3

10. Resolution authorizing, ratifying and confirming the execution and delivery of Interlocal Agreements with Incorporated Cities and Towns within the County with respect to the Skagit Regional Public Facilities District. **(Resolution No. 18529)**
11. Interlocal Agreement with the City of Anacortes for the purposes of providing for the creation of a Public Facilities District, the construction and equipping of a performing arts and conference center; stimulating economic development by creating jobs, realizing additional sales tax revenues and attracting commercial business and tourism; and providing facilities for performing arts events and conferences. The Agreement shall become effective as of the date of execution by both Parties, for the purposes and under the terms contained herein. **(Contract No. 05552)**
12. Interlocal Agreement with the City of Burlington for the purposes of providing for the creation of a Public Facilities District, the construction and equipping of a performing arts and conference center, stimulating economic development by creating jobs, realizing additional sales tax revenues and attracting commercial business and tourism; and providing facilities for performing arts events and conferences. The Agreement shall become effective as of the date of execution by both Parties, for the purposes and under the terms contained herein. **(Contract No. 05553)**
13. Interlocal Agreement with the City of Sedro Woolley for the purposes of providing for the creation of a Public Facilities District, the construction and equipping of a performing arts and conference center, stimulating economic development by creating jobs, realizing additional sales tax revenues and attracting commercial business and tourism; and providing facilities for performing arts events and conferences. The Agreement shall become effective as of the date of execution by both Parties, for the purposes and under the terms contained herein. **(Contract No. 05554)**
14. Interlocal Agreement with the Town of La Conner for the purposes of providing for the creation of a Public Facilities District, the construction and equipping of a performing arts and conference center, stimulating economic development by creating jobs, realizing additional sales tax revenues and attracting commercial business and tourism; and providing facilities for performing arts events and conferences. The Agreement shall become effective as of the date of execution by both Parties, for the purposes and under the terms contained herein. **(Contract No. 05555)**
15. Interlocal Agreement with the City of Mount Vernon for the purposes of providing for the creation of a Public Facilities District, the construction and equipping of a performing arts and conference center, stimulating economic development by creating jobs, realizing additional sales tax revenues and attracting commercial business and tourism; and providing facilities for performing arts events and conferences. The Agreement shall become effective as of the date of execution by both Parties, for the purposes and under the terms contained herein. **(Contract no. 05556)**

BUDGET & FINANCE:

16. Memorandum of Agreement with Skagit County Community Action Agency to provide services to the low-income residents of Skagit County, provide necessary services pertaining to the administration of the Veteran's Relief Program and to provide a Case Management Specialist for the provision of family services. The effective date of the Agreement shall be January 1, 2002 and continue through December 31, 2002. Compensation shall total \$210,094. **(Contract No. 05557)**

CONSERVATION FUTURES:

17. Grant Deed of Conservation Easement with Daralene Youngquist extinguishing two development rights and permanently protecting approximately 80.1 acres of farmland along West Kamb Road for payment of \$82,308.62. **(Contract No. 05558)**

**RECORD OF THE PROCEEDINGS
MONDAY, DECEMBER 31, 2001
PAGE NO. 4**

HUMAN SERVICES:

18. Amendment No. 1 to Personal Services Agreement with Skagit Recovery Center. Additional money has been granted from the Public Safety Education Account (PSEA) of State funds for SSI outpatient services and for Drug Court. Additional compensation shall be \$265,000 for a total Contract amount of \$1,500,000. **(Contract No. 05375)**

PARKS DEPARTMENT:

19. Amendment No. 3 to Personal Services Agreement with Reid Middleton to provide additional consultant fees for construction administration of the Swinomish Channel Boat Launch. Additional compensation shall be \$13,000 for a total Contract amount of \$81,000. **(Contract No. 04352)**

PLANNING & PERMIT CENTER:

20. Amendment No. 5 to Personal Services Agreement with Wheeler Consulting Group, Inc. to provide an air quality analysis for the Belleville Sand and Gravel mines draft EIS. Additional compensation shall be \$5,484 for a total Contract amount of \$194,446. **(Contract No. 04446)**
21. Amendment No. 6 to Personal Services Agreement with Wheeler Consulting Group, Inc. to provide preparation work of the FEIS for Belleville Sand and Gravel mines. Additional compensation shall be \$42,344 for a total Contract amount of \$236,790. **(Contract No. 04446)**

PROSECUTOR'S OFFICE:

22. Personal Services Agreement with Bart Freedman and Preston Gates & Ellis to provide legal counsel, representation and negotiation services in connection with the following matters, including the services of David Lenci, Bart Freedman, and Theodore Angelis, as special deputies for the Skagit County Prosecuting Attorney's Office relating to the following two appeals: A) Proposed acquisition by the Bureau of Indian Affairs of approximately 350 acres in trust for the Swinomish Indian Tribal Community on the Swinomish Slough; and B) Proposed acquisition by the Bureau of Indian Affairs of 76.9 acres (more or less) in trust for the Samish Indian Tribe, near Lake Campbell. The term of the Agreement shall commence on August 20, 2001 and continue until terminated. Compensation shall vary up to \$265 per hour. **(Contract No. 05559)**

SENIOR SERVICES:

23. Interlocal Agreement with the City of Anacortes to provide program services for senior citizens for the year 2002. The Agreement shall commence on January 1, 2002 and continue through December 31, 2002. Compensation shall be in the amount of \$23,871. **(Contract No. 05560)**
24. Interlocal Agreement with the Town of Concrete to provide program services for senior citizens for the year 2002. The Agreement shall commence on January 1, 2002 and continue through December 31, 2002. Compensation shall be in the amount of \$6,093. **(Contract No. 05561)**
25. Amendment No. 3 to the Northwest Regional Council Contract, which provides senior congregate and home-delivered meals and senior employment services in Skagit County. An additional \$1,500 is being added to the Contract for the purchase of produce from local farmers or farmers markets to distribute to low income home-delivered meal participants and to allow for pick up at congregate meal sites by low income seniors. **(Contract No. 05167)**
26. Contract with Northwest Regional Council to provide congregate/home-delivered meals and senior employment for the period of January 1, 2002 through December 31, 2002. Compensation shall total \$211,711. **(Contract No. 05562)**

**RECORD OF THE PROCEEDINGS
MONDAY, DECEMBER 31, 2001
PAGE NO. 5**

SUPERIOR COURT:

27. Personal Services Agreement with Northwest Family and Children's Services to provide guardian ad litem services, including legal representation in juvenile dependency proceedings that qualify for such representation at public expense. The term of the Agreement shall commence on January 1, 2002 and continue until December 31, 2002. The total amount of the Agreement shall not exceed \$60,000. **(Contract 05563)**

YOUTH & FAMILY SERVICES:

28. Personal Services Agreement with David V. McNeill, McNeill Polygraph, to give polygraph examinations. The term of the Agreement shall commence on September 1, 2001 and continue until June 30, 2002. Compensation shall range from \$150 to \$200 per examination. **(Contract No. 05564)**
29. Personal Services Agreement with C.O.R.E. to provide seminars that focus on self-esteem, anger management, problem solving, personal safety, conflict management and other social skills for youth, ages 13-18 years. The Contractor will also provide a workshop entitled "Courage-Ownership-Respect-Empower": The Core Experience for Teens on November 30, 2001. In addition, the Contractor will conduct Core Teen Seminars, which will be four consecutive days of Adventure Based Learning to encourage personal growth and accountability for incarcerated juveniles and/or referred by the Juvenile Probation Department. The term of the Agreement shall commence on November 1, 2001 and continue until October 31, 2003. Compensation shall vary, depending on the services. **(Contract No. 05565)**

PUBLIC WORKS DEPARTMENT:

30. Out-of-State Travel Request for David Brookings, Public Works Administrator, to attend a presentation of the Flood Protection/Salmon Restoration Project during the meeting of an international commerce working group, by the name of IMTC, in Vancouver, B.C. on January 10, 2002. Total cost shall be the per diem allowance. **(Approved)**
31. Resolution to Call for a Public Hearing for the Vacation of Unopened County Right-of-Way known as Fox Road #06490. The Public Hearing will be held on January 22, 2002 at 9:00 a.m. **(Resolution No. 18529)**
32. Vendor Services Agreement with Chinook Enterprises to provide litter control/patrol services along various County roads and at the Skagit County Recycling and Transfer Station. The Agreement represents a continuation of the contract work that has been provided by Chinook Enterprises for a number of years. The contract shall commence on January 1, 2002 and continue until December 31, 2002. The maximum amount payable under the Agreement shall be \$38,000 unless specifically modified by a supplement to the Agreement. **(Contract No. 05566)**
33. Vendor Services Agreement with Larry's Auto & Truck Parts, Inc. to process recyclable rubber products collected at various Skagit County solid waste sites. The Agreement shall commence on January 1, 2002 and continue through December 31, 2002. Compensation shall total a not-to-exceed amount of \$15,000. **(Contract No. 05567)**
34. Amendment No. 1 to the Interlocal Cooperation Agreement with the Skagit Conservation District, which extends the deadline for the County-funded CREP signing bonus from November 7, 2001 to the new deadline for eligible landowners to select a buffer option by May 24, 2002. It also reduces the total County-funded CREP signing bonus not-to-exceed amount from \$2 million to a \$1 million not-to-exceed amount for the entire Agreement. It extends the termination date of the Agreement from November 30, 2002 to September 30, 2003. It also includes a clause whereby prior-enrolled CREP participants are eligible for County compensation in exchange for participating in a County-conducted CREP Monitoring Program. Those participants must qualify

**RECORD OF THE PROCEEDINGS
MONDAY, DECEMBER 31, 2001
PAGE NO. 6**

for the buffer options under SCC 14.24.120 and have signed a CREP contract prior to September 24, 2001, the effective date of the County-funded CREP signing bonus. **(Contract No. 05457) – (This item was removed from the Agenda and will be brought forward at a later date)**

35. Right-of-Entry Agreement at Colony Creek between Allan Countryman and Skagit County. Beaver activity in the area has contributed to elevated water levels. The Right-of-Entry allows staff to install pipes to manage pond water levels in conjunction with the Skagit Conservation District. The Agreement shall commence on January 1, 2002 and expire at such time as the pipe installation has been completed. The cost of the project is being split three ways (Drainage utility, Conservation District and private property owners, with the pipe installation being considered the Drainage utility's share, which is expected to be less than \$2,500. **(Contract No. 05568)**

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, December 31, 2001, the Board, by majority vote, did approve for payment those vouchers included in the above-mentioned list and further described as follows:

Warrants numbered 111140 through 111670 from Clearing Fund 696 in the total dollar amount of \$1,328,369.77 (Transmittal No. C-88-01);

Warrants numbered 111671 through 111874 from Clearing Fund 696 in the total dollar amount of \$467,075.79 (Transmittal No. C-89-01);

Warrants numbered 111875 through 111877 from Clearing Fund 696 in the total dollar amount of \$233,442.72 (Transmittal No. C-90-01);

Warrants numbered 111878 through 112269 from Clearing Fund 696 in the total dollar amount of \$900,085.81 (Transmittal No. C-91-01).

Payroll warrants numbered 90100 through 91054 in the total dollar amount of \$888,894.41 (Transmittal No. P-51-01);

Payroll warrants numbered 956285 through 956387 in the total dollar amount of \$88,219.98 (Transmittal No. P-52-01).

2. Staff presented a Resolution to amend Resolution No. 18460, granting an extension of time for the Similk Beach Citizen's Advisory Committee to complete its work; and revising the membership information of the Citizen's Advisory Committee. Commissioner Dahlstedt motioned to approve the Resolution and Commissioner Munks seconded, which carried. **(Resolution No.18530)**
3. Staff presented a Resolution for approval of transfer of sick leave transfer for Public Works employee Gary Casperson. Commissioner Dahlstedt moved to approve the Resolution and Commissioner Munks seconded the motion, which carried. **(Resolution No.18531)**
4. Staff presented a Resolution authorizing the establishment of the Summer Best SELF Financial Policy and Collection Policy. The financial policy for programs beginning January 1, 2002 is necessary to establish payment requirements for collection of tuition to fund the program and to establish parameters to collect outstanding accounts receivable for the program period prior to December 21, 2001 for billing and revenue collection procedures. Commissioner Dahlstedt

**RECORD OF THE PROCEEDINGS
MONDAY, DECEMBER 31, 2001
PAGE NO. 7**

moved to approve the Resolution and Commissioner Munks second the motion, which carried.
(Resolution No. 18532)

PUBLIC COMMENT PERIOD:

No one was present for the public comment period.

ADJOURNMENT:

Commissioner Munks made a motion to adjourn the proceedings. Commissioner Dahlstedt seconded the motion, which passed unanimously.

**BOARD OF COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Ted W. Anderson, Chairman

Kenneth A. Dahlstedt, Commissioner

Don Munks, Commissioner

ATTEST:

JoAnne Giesbrecht, Clerk of the Board
Skagit County Board of Commissioners