

**RECORD OF THE PROCEEDINGS
SKAGIT COUNTY BOARD OF COMMISSIONERS
MONDAY, OCTOBER 7, 2002**

8:30 a.m. – 9:30 a.m.	Work Session – County Administrator
10:00 a.m. – 10:45 a.m.	Department Head Meeting
10:45 a.m. – 11:00 a.m.	Discussion – Mental Health/Washington State University Experiment Station Project (Veg Trials)
11:00 a.m. – 11:30 a.m.	Consent Agenda and Miscellaneous Items
11:30 a.m. – 11:45 a.m.	Public Comment Period
2:00 p.m. – 4:00 p.m.	Executive Session – Personnel, Litigation, and Land Acquisition
*T 4:00 p.m. – 4:15 p.m.	Proclamation – “National 4-H Week in Skagit County” - October 6-12, 2002

The Skagit County Board of Commissioners met in regular session on Monday, October 7, 2002, with Commissioners Don Munks, Kenneth A. Dahlstedt, and Ted W. Anderson present.

DEPARTMENT HEAD MEETING.

Roy Atwood, County Administrator, spoke about the Request for Proposals for completion of a classification and compensation survey for positions in District Court, Courthouse employees and positions in other departments of Skagit County. He then introduced Shelly Holt of Holt Human Resources Consulting, who was awarded the bid. The objectives of the study are to review the current classification system and make recommendations; assure that job descriptions are accurate and up-to-date; determine appropriate classifications of positions; measure compensation levels of positions against equivalent positions in comparable jurisdictions in order to maintain fair and equitable pay; and to develop a system to assure that current and future employees are correctly classified.

Ms. Holt stated that she has been doing consulting work for the past eight years, in both the public and private sector. She intends to meet with the Classification and Compensation Committee on October 15, 2002. Approximately 430 employees will be included in the study and she will be looking at supervisory as well as non-supervisory, exempt and non-exempt employees.

A job analysis questionnaire will be given to Department Heads and Elected Officials within three weeks. These are to be distributed among staff for completion. Ms. Holt will be designing a salary survey and will be working closely with the salary committee. Staff interviews will be held in November and it is anticipated that the entire process will be completed in six months.

Nancy Brown, Youth & Family Services Director, asked what positions wouldn't be included in the survey.

Mr. Atwood indicated that AFSME, the Sheriff's Guild, Best PLACE, the Health Department and part of the Teamster's juvenile unit would not be reviewed. Elected officials will not be a part of the process, either.

Ms. Brown asked if there was a possibility of salaries actually being reduced, based on the analysis.

Commissioner Anderson said that is neither the intent nor the objective as the process is approached.

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Danny Weinberg, Chief Accountant in the Auditor's Office, said in past cases where the employee was being compensated above the threshold, their salary was redlined, or put on hold, until they caught up.

Ms. Holt said that practice has usually been her professional recommendation.

Chairman Munks stated that the primary emphasis is to not only look at salaries, but to look at job descriptions, as well. A uniform system needs to be implemented throughout the County.

Ms. Holt also added that Skagit County is seeking a tool to help them when assessing reclassification requests from various departments. Written guidelines and procedures need to be established.

Tim Holloran, Senior Services Director, said he would like to see Ms. Holt address technology and work group manager issues.

Mr. Atwood then announced that Gary Rowe of Jefferson County has been selected to be the new County Administrator. He will begin his duties on October 14, 2002. Mr. Atwood will begin transitioning to the Human Resources Director position at that time.

Chairman Munks announced to everyone that on Wednesday, October 23, 2002, the Board will be visiting different departments to introduce Mr. Rowe to staff. From 11:30 a.m. to 1:00 p.m., the Commissioners' office will host a social hour where all Skagit County employees are welcome to meet and visit with Mr. Rowe.

It was announced that last week a declaration was signed proclaiming October 21-25 as Flood Awareness Week in Skagit County. Dave Brookings and Don Dixon from the Public Works Department were chosen to be the Flood Fight Coordinators for the 2002-2003 flood season.

Mr. Holloran asked about the Department of Labor and Industries projection of a 40% increase in rates after the first of the year, due to a poor portfolio. He would like to make sure adjustments to departmental budgets can be made even though the budgets have already been submitted.

Billie Kadrmas, Risk Manager, indicated the DOL will be holding public hearings on that very subject. She will be attending one of them on October 29 and encouraged anyone that may have any input, to contact her before that date. Actual increases will not be known until November and will not take effect until January 1, 2003.

Chairman Munks reported on the tri-County conference that was held in Wenatchee last week. The associations represented were Washington Association of County Officials, Washington State Association of Counties and the Association of Washington Cities. He said each association came with a list of concerns, which were narrowed down to one list. It was put together so that all three associations would be able to go before the legislature cooperatively as one voice to work on issues they deemed important.

Commissioner Dahlstedt stated that it gives the Board an opportunity to talk with other counties to see exactly how they are addressing their concerns. The more you can work together, the more success you will have.

Ron Feld, Medication Services Director, announced that they now have a Community Advisory Board and have been obtaining representatives from throughout the County. The Department has been providing facilitation services for County departments, as well as for various service organizations. If anyone feels they are in need of their services, please give him a call.

Cori Russell, Records Management Director, reminded everyone that a public records training session will be held on Thursday, October 31 from 9:00 a.m. to noon in Hearing Room C. It is

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training for County employees who handle requests for public records and information pursuant to the Public Disclosure Act.

Nancy Brown also announced that on November 22, an Argus Fund Luncheon will be held at Trinity Lutheran Church.

Kathy Brown, Interim Human Resources Director, reported that effective August 30, 2002, a new Employee Benefit Advocate for the employees of Skagit County was chosen. The firm is Acordia, Inc. and they will be assisting Skagit County employees with benefit or claims questions, along with claims resolution and/or problems with the carrier or how to access your benefits. A confidential, voluntary Employee Benefits Survey was distributed late Friday afternoon. The survey must be completed and mailed back to Acordia via the self-addressed stamped envelope by Wednesday, October 16, 2002.

**DISCUSSION – MENTAL HEALTH/WASHINGTON STATE UNIVERSITY
EXPERIMENT STATION PROJECT (VEG TRIALS).**

Jere LaFollette of Community Mental Health spoke about a new partnership at the Skagit Veg Trials Washington State University garden, lying west of Mount Vernon. This program teams mentally ill clients from a community health agency with avid gardener volunteers who offer their time to test new varieties of vegetables. He said the project was originally brought before the Commissioners by JoAnn Angevine, Rob Martin and himself.

The volunteer staff meets on Mondays and Thursdays for several hours. It gives a chance for clients to be in a work environment and show the public that mental illness is something people deal with and cope with and have productive lives. It's community awareness.

There is hope that next year the clients will be able to grown their own vegetables to sell at places such as local farmers markets. Not only would this offer clients money, but it would help to break the public's stigma of mental illness, just as volunteering has done.

Dr. Andy Anderson stated that Skagit Veg Trials (SVT) identify the best available varieties and cultural practices for growing vegetables in the Puget Sound maritime climate. This means finding varieties that emerge and grow successfully in cool soils, and have a range of maturities. Each year, SVT intensively investigates three to five kinds of vegetables and evaluates a wide range of other vegetable varieties. Trial results are disseminated through field days, presentations and via the project's website.

He also noted that there were seven mental health clients that participated this year who recorded 350 hours of volunteer service.

CONSENT AGENDA.

Commissioner Dahlstedt motioned to approve the Consent Agenda for Monday, October 7, 2002, items 1 through 20. Commissioner Anderson seconded the motion, which passed unanimously.

COMMISSIONERS' OFFICE:

1. Record of the Proceedings for Monday, September 30, 2002.
2. Record of the Proceedings for Tuesday, October 1, 2002.
3. Re-Appointment of Randall Good to the Conservation Futures Program Advisory Committee for the term October 1, 2002 through September 30, 2006. **(Resolution No. R20020347)**

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4. Re-Appointment of Dave Hedlin to the Conservation Futures Program Advisory Committee for the term October 1, 2002 through September 30, 2006. **(Resolution No. R20020348)**
5. Re-Appointment of Helen Aamont to the Skagit County Northwest Senior Citizens Board for the term October 1, 2002 through September 30, 2005. **(Resolution No. R20020349)**
6. Re-Appointment of Emmet Owens to the Skagit County Northwest Senior Citizens Board for the term October 1, 2002 through September 30, 2005. **(Resolution No. R20020350)**
7. Request for Payment in the amount of \$180 annually, for membership in the International Institute of Municipal Clerks for JoAnne Giesbrecht, Clerk of the Board. The dues are based on the population of Skagit County. **(Approved)**

BUDGET/FINANCE DEPARTMENT:

8. Resolution authorizing an Interfund Loan in the maximum amount of \$10,000 from Current Expense Fund #001 to Veteran's Relief Fund #107. **(Resolution No. R20020351)**
9. Resolution authorizing the issuance of a Public Notice requesting that distressed County Public Facility applications be received by Thursday, October 31, 2002. **(Resolution No. R20020352)**

HEALTH DEPARTMENT:

10. Amendment No. 8 to Consolidated Contract **No. 05194** with the Washington State Department of Health to add an additional \$3,044 to the WIC/Local Agency Reimbursement Program, Federal Revenue Code 333.10.57, for the July through September 2002 time period. The Amendment revises the total maximum consideration to a not-to-exceed amount of \$995,038. **Amendment No. A20020122)**

PARKS & RECREATION DEPARTMENT:

11. Revised Grant Application to the USDA Forest Service (USFS) for assistance in the development of Pressentin Park. The original application of 1997 documented a \$300,000 grant from the State as part of the Skagit County match. As this grant was never secured, the USFS has recommended that the grant be decreased in scope from a planning and development grant to a planning grant only. **(Approved)**

PLANNING & PERMIT CENTER:

12. Term Deed of Natural Resource Land Easement (NRL-E) that will designate 77.2 acres of Ag-NRL located off of Cook/Dahlstedt/Gardner Roads in Burlington, owned by Douwe Dykstra, into Open Space Natural Resource in perpetuity. The NRL-E is a requirement of the Conservation and Reserve Development (CaRD), which the applicant has applied for with file PL02-0091. **(Contract No. 20020363)**

TREASURER'S OFFICE:

13. Resolution authorizing the update of the Skagit County Cash Collection Manual, which will become effective October 7, 2002. **(Resolution No. R20020353)**

SENIOR SERVICES:

14. Interlocal Cooperative Agreement with the City of Mount Vernon, per Resolution No. 18440, for the provision of senior services for calendar year 2003. The total amount of the Agreement shall be \$39,437. **(Contract No. C20020364)**
15. 2003 Grant Application to the Federal Corporation for National Service to continue funding the Skagit Retired Senior Volunteer Program (RSVP). The federal base level allocation is \$60,993, which is \$2,346 higher than the \$58,647 allocated last year. **(Approved)**

SHERIFF'S DEPARTMENT:

16. Vendor Services Agreement with Skagit Striping to paint stripe the Skagit County Sheriff's parking lot. The Agreement shall commence on September 5, 2002 and continue through December 31, 2002. Compensation shall be \$85 plus tax. **(Contract No. C20020365)**

PUBLIC WORKS DEPARTMENT:

17. Resolution awarding the bid for one new latest model motor grader to Pap'e Machinery of Mount Vernon, for a price of \$150,547.46. The low bid came from Clyde West of Seattle, however, they did not meet the minimum specifications for the steering and wheel lean. Also taken into consideration was the heavier weight of the John Deere, bid by Pap'e machinery, and the tighter turning radius of the same machine. Another factor was the location of the Pap'e repair and parts facility, which is located in Mount Vernon. **(Resolution No. R20020354)**
18. Resolution awarding the bid for the Morris Street Improvement Project, which includes the La Conner Whitney-Chilberg Roads Intersection Project, to SRV Construction, Inc. **(Resolution No. R20020355)**
19. Resolution awarding the Contract for the Morris Street Improvement Project to SRV Construction, Inc. in the amount of \$2,462,836.83. The award also includes the La Conner Whitney-Chilberg Roads Intersection Project in the amount of \$406,034.51. **(Resolution No. R20020356)**
20. Construction Contract with SRV Construction, Inc. for the Morris Street Improvement Project, including the La Conner Whitney-Chilberg Roads Intersection Project. **(Contract No. C20020366)**

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, October 7, 2002, the Board by majority vote, did approve for payment those vouchers included in the above-mentioned list and further described as follows:

Warrants numbered 129570 through 129936 from Clearing Fund 696 in the total dollar amount of \$647,707.41 (Transmittal No. C-84-02), and

Purchase Card Electronic Payment to JP MORGAN CHASE from Clearing Fund 696 in the total dollar amount of \$12,067.27 (Transmittal No. C-85-02).

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2. Kendra Smith, Planning & Permit Center, presented a Coastal Zone Management 306 Grant Agreement between the State of Washington Department of Ecology and Skagit County. Updates of our Shoreline Master Program are required. The work will be divided into three phases and the Department will make grant requests for all phases to help offset the costs involved. Phase I, which the \$40,000 grant award will be going toward, is for the purposes of doing the required inventory collection, data analysis and mapping of that inventory.

Commissioner Dahlstedt made a motion to approve the \$40,000 Coastal Zone Management Grant Agreement, as outlined by Ms. Smith. Commissioner Anderson seconded the motion, which was passed with a unanimous vote. **(Contract No. C20020367)**

3. Staff presented an Engagement Letter for Arbitrage Compliance Services for \$8M Limited Tax General Obligation Bonds, Series 2000. Commissioner Dahlstedt motioned to approve the engagement letter agreement. Commissioner Anderson seconded the motion, which passed unanimously. **(Contract No. C20020368)**

PUBLIC COMMENT PERIOD.

Jim Vogelsang, 1404 Second Street, Mount Vernon, spoke to the Board about the reconveyance of land for the proposed shooting range. He asked them to supply the citizens of Skagit County with any correspondence between the County and Doug Sutherland, Commissioner of Public Lands.

Mr. Vogelsang also asked if Commissioner Munks and Commissioner Dahlstedt had followed through with what was discussed during previous conversations. He said Commissioner Munks assured him that a letter would be sent to Mr. Sutherland within 90 days.

Commissioner Dahlstedt said he had spoken briefly with Mr. Sutherland about the issue and will be meeting with him on Friday of this week to discuss the shooting range, as well as other issues regarding Walker Valley and the ORV park in that area.

Commissioner Munks stated that a letter was sent to the Department of Natural Resources about the reconveyance of the land. He has also had a couple of conversations with Mr. Sutherland pertaining to the decision of the Hearing Examiner.

Mr. Vogelsang said that in lieu of the Hearing Examiner's decision, he spoke to the Board on August 26, 2002 and made a few comments about his opinions and the local Department of Natural Resources staff. Apparently, he also made some comments about County government employees that were omitted from the minutes.

The Clerk of the Board, JoAnne Giesbrecht, spoke up and stated that minutes merely represent an overview of what is actually said during open session. They are not taken verbatim. All sessions are tape recorded and those stand as the official record.

He understood that the minutes are only a synopsis of what happens, but feels when speaking about a specific issue, the minutes should reflect that.

Mr. Vogalsang then asked the Board again to share any correspondence they may have with the general public and to the groups that he is associated with that are in favor of County projects. He would appreciate it if he could have a copy for their records.

He stated that the Skagit County Parks Department has asked to appeal the Hearing Examiner's decision. He is hopeful that it can be done in a timely and expeditious manner. He has reviewed what seems to be the underlying case in point, which is King County vs. Puget Sound Central Growth Management Board decision. The decision basically speaks only of agricultural land and

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the difficulties that King County had in a land rezone in the Marymoor Park area in Redmond. No where in the document does it talk about secondary forest practices areas and natural resource uses. If this is the underlying case decision that the County Planning Department uses for rewrites of our County ordinances, his people think it cannot and should not stand. How the appeal process goes is entirely out of our hands because they are only advocates of the County.

Mr. Vogelsang said he was sure that the citizens who may have an interest in the project would be taking a long, hard look at the decisions and actions from this point forward.

PROCLAMATION – “NATIONAL 4-H WEEK IN SKAGIT COUNTY” – OCTOBER 6-12, 2002.

Commissioner Ted W. Anderson was not present for this item.

Director of Cooperative Extension Mike Hackett and 4H Program Assistant Arletta Gustafson, were present. Ms. Gustafson explained that the year begins October 1. They have just finished the previous year and there were over 1,000 kids enrolled in the program. She then turned the program over to the kids.

The following kids spoke: Sasha Marie Reisman, Ryan Mower, Alana Amelia Rose Haigh, Holly Bradley, Makayla Haigh, and Paul Thelen. They all expressed their enthusiasm for 4H and talked about the many benefits of participating in the 4H program.

Commissioner Munks then asked Commissioner Dahlstedt to read a proclamation declaring October 6 through October 12 National 4H Week. Commissioner Munks then motioned to approve the proclamation as stated. Commissioner Dahlstedt seconded the motion, which was carried.

Both Commissioner Munks and Commissioner Dahlstedt spoke about their experiences in 4H. Commissioner Munks said he and his wife were leaders in 4H for over 20 years. Commissioner Dahlstedt participated as a younger in the 4H program. They thanked the leaders and kids for being present and sharing.

Commissioner Munks congratulated the kids for getting up and speaking even though it is scary. He said that it is really important to do that.

ADJOURNMENT.

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

**BOARD OF COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Don Munks, Chairman

Kenneth A. Dahlstedt, Commissioner

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Ted W. Anderson, Commissioner

ATTEST:

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