

**RECORD OF THE PROCEEDINGS
SKAGIT COUNTY BOARD OF COMMISSIONERS
MONDAY, APRIL 7, 2003**

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| 8:00 a.m. – 8:45 a.m. | Work Session – Commissioners |
| 8:45 a.m. – 9:30 a.m. | Work Session – County Administrator |
| *T 9:45 a.m. – 10:00 a.m. | Proclamation – “Arbor Day in Skagit County” |
| 10:00 a.m. – 10:45 a.m. | Department Head Meeting |
| *T 10:45 a.m. – 11:00 a.m. | Proclamation – “Week of the Young Child” |
| 11:00 a.m. – 11:30 a.m. | Consent Agenda and Miscellaneous Items |
| 11:30 a.m. – 11:45 a.m. | Public Comment Period |
| *T 11:45 a.m. – 12:00 p.m. | Announcement – Career Fair at Skagit Valley College, April 22, 2003 |
| 2:00 p.m. – 4:00 p.m. | Executive Session – Personnel, Litigation, and Land Acquisition |

The Skagit County Board of Commissioners met in regular session on Monday, April 7, 2003, with Commissioners Kenneth A. Dahlstedt, and Don Munks present. Commissioner Ted Anderson was excused to attend a Highway 20 Corridor Safety meeting.

PROCLAMATION – “ARBOR DAY IN SKAGIT COUNTY”.

Kristi Carpenter, Skagit Conservation District, reported on the history of the observance of Arbor Day, which is a special holiday set aside for planting trees. Wednesday, April 9, is the 131st anniversary of this holiday that is now celebrated in all 50 states. Al Craney, Skagit Conservation District forester, talked about the value of trees to the community.

Commissioner Munks read the proclamation and then moved to approve the proclamation, designating April 9, as “Arbor Day in Skagit County;” Chairman Dahlstedt seconded. The motion carried unanimously.

DEPARTMENT HEAD MEETING.

Chairman Dahlstedt opened the Department Head meeting with the Pledge of Allegiance.

Tom Sheehan, Director of Emergency Management, spoke about the recent “drop, cover, and hold” earthquake drill. He emphasized the importance of having earthquake kits in homes and vehicles. Mr. Sheehan provided a handout defining the contents of earthquake kits, and a survey about department disaster plans. The survey is being conducted so that Emergency Management is aware to what extent the plans exist and the locations that are designated for meeting areas.

Commissioner Munks reported on the Washington State Association of Counties meeting in Olympia last week. The three Commissioners and Gary Rowe attended meetings all day Thursday. The topics that were discussed included growth management, Charter forms of government. water rights, finance issues, and bills that affect Skagit County.

Chairman Dahlstedt commented on the possibility of a gas tax for funding highway maintenance. The proposals vary from 3-5cents, and implementation of the tax will be voted on by public.

County Administrator Gary Rowe gave an update on the hiring process for the Planning & Permit Center Director. Six candidates were interviewed last week and three finalists were selected. They are David Blane, Gary Christenson, and Oscar Graham. This Wednesday, April 9, there will be an afternoon forum for

RECORD OF THE PROCEEDINGS

MONDAY, APRIL 7, 2003

PAGE NO. 2

employees at 3 p.m. and an evening forum at 7 p.m. for members of the public. Ron Feld and Dee Raudebaugh will moderate the evening forum. Mr. Rowe also announced that Chris Stamey has been temporarily assigned to the Auditor's office to assist with the Cayanta financial system upgrade.

Brad Whaley, Budget/Finance Director, introduced Mike Edwards who is now responsible for grant management. Mr. Edwards outlined a flow chart to expedite processing County grant reimbursements.

Roger Howard, Facilities Director, spoke about the County's plan to purchase a building on College Way and the employee parking situation. The purchase of the property is being negotiated, and it will be presented to the Commissioner's next Monday. If the new building is purchased, it will relieve some of parking pressure from downtown. The parking lot at Masonic building will be paved later this week. All County lots will be changed to a security gating system. The City of Mount Vernon is moving forward with multi-modal that will initiate the parking lot trades.

Peter Browning, Board of Health Director, reported on an Economic Development Association of Skagit County meeting, which addressed the financial impacts of Homeland Security on the County. Topics of discussion included increased training for fire and police, safety of the food supply, and immigrant testing for disease at the point of immigration. Mr. Browning added that the physical activity coalition has just finished a bicycle map for the County.

Sheriff Grimstead asked staff to provide more information when calls are made for deputy assistance. He announced that Deputy Brad Holmes received the Award of Merit from State Patrol for a water rescue.

Dan Berentson, Community Liaison reported on the Employee Recognition Committee. The purpose of the group is to recognize longevity, and to hold 2-3 County events per year. The group is planning to raise funds by participating in the World's Largest Garage Sale and holding one or two raffles. There will be more information in County newsletter.

PROCLAMATION – "WEEK OF THE YOUNG CHILD".

Maggie Thompson, Director of Best PLACE, reported on the variety of activities planned in recognition of "April 6-12 Week of the Young Child." Tisha Goodman, Best PLACE Early Learning Site Supervisor, presented posters to each of the three Commissioners in commemoration of the week.

Commissioner Munks read the proclamation, and motioned approval to declare April 6-12 the "Week of the Young Child;" Chairman Dahlstedt seconded. The motion carried unanimously.

CONSENT AGENDA.

Commissioner Anderson motioned to approve items 1-6 and 9-57 of the Consent Agenda for Monday, April 7, 2003. Commissioner Munks seconded the motion, which passed with a unanimous vote.

Item #7 - Interlocal Cooperative Agreement between Skagit County and the City of Anacortes to provide funding for the "Jerry Smith Industrial Park Sewer Line Extension" was pulled because the Commissioners wished to have a conversation with Ian Munce, Anacortes City Attorney, to confirm if company is still committed.

Item #8 - Interlocal Cooperative Agreement between Skagit County and the City of Mount Vernon to provide funding for the "Fiber Optic Network Expansion" project was pulled because the Commissioners want supporting evidence that the project is generating jobs. Brad Whaley, Director of Budget/Finance will collect the appropriate information. The item will be addressed at a work session next week.

RECORD OF THE PROCEEDINGS
MONDAY, APRIL 7, 2003
PAGE NO. 3

COMMISSIONERS' OFFICE:

1. Record of the Proceedings for Monday, March 24, 2003.
2. Record of the Proceedings for Tuesday, March 25, 2003.
3. Resolution re-appointing Tom Stowe to the Boundary Review Board for the term May 16, 2003 through May 15, 2007. **(Resolution No. R2003011)**

ASSIGNED COUNCIL:

4. Personal Services Agreement with Lynn Miner, Attorney at Law, to provide defense/legal services for indigent defendants in cases that have been deemed conflicts of interest for the Public Defender's office. The agreement shall begin on March 15, 2003 and continue until March 30, 2005. Compensation shall vary depending on the services being rendered. **(Contract No. C20030131)**

BUDGET & FINANCE:

5. Amendment No. 1 to Contract **No. C20020036** with the Humane Society of Skagit County, which will extend the term of the agreement to March 31, 2003. It is further agreed to continue compensation in consideration for the shelter services for the initial 72-hour period for \$6,000 per month, not to exceed \$18,000. All other terms and conditions of the original contract shall remain in effect. **(Amendment No. A20030030)**
6. Memorandum of Agreement with the Sedro-Woolley Loggerodeo to continue to promote tourism to the Sedro-Woolley community with their annual Fourth of July festival through various publications. The agreement shall commence on January 1, 2003 and continue through December 31, 2003. Compensation shall be a total of \$5,000. **(Contract No. C20030132)**
7. Interlocal Cooperative Agreement between Skagit County and the City of Anacortes to provide funding for the "Jerry Smith Industrial Park Sewer Line Extension" project in the amount of \$77,500 from rural distressed funds. The effective date of the agreement shall be upon the date of signing and will continue for six months after that date. **(Removed)**
8. Interlocal Cooperative Agreement between Skagit County and the City of Mount Vernon to provide funding for the "Fiber Optic Network Expansion" project in the amount of \$750,000 from rural distressed funds. The effective date of the agreement shall be upon the date of signing and will continue for two years after that date. **(Removed)**
9. Personal Services Agreement with Skagit County Community Action Agency, which appropriates \$114,083, and a \$50,000 cash flow advance to improve services to the low-income residents of the County. This agreement also commits the County to pay the current Executive Director's salary and benefits as an existing County employee. The agreement shall commence on January 1, 2003 and continue through December 31, 2003. **(Contract No C20030133)**

DISTRICT COURT PROBATION:

10. Interlocal Cooperative Agreement between Skagit County and the City of Mount Vernon, per Resolution No. R20020210, to provide probation services for 2003. The term of the agreement shall be from January 1, 2003 through December 31, 2003. Compensation is expected to be approximately \$19,000. **(Contract No. C20030134)**

RECORD OF THE PROCEEDINGS
MONDAY, APRIL 7, 2003
PAGE NO. 4

GEOGRAPHICAL INFORMATION SERVICES:

11. Out-of-State Travel Request for Kari Secrest, GIS Analyst, to attend the 23rd Annual ESRI International User Conference being held in San Diego, California from July 7 -11, 2003. The cost is expected to be approximately \$1,725. **(Approved)**

HEALTH DEPARTMENT:

12. Interlocal Agreement between the Skagit County Health Department and the Snohomish Health District on behalf of Region 3 Aids Service Network to provide HIV/AIDS services, which include high-risk intervention, counseling, testing and care. The agreement shall commence on January 1, 2003 and continue until December 31, 2003. Compensation shall total \$54,212. **(Contract No. C20030135)**
13. Amendment No. 1 to Personal Services Agreement **No. C20020040** with SmileSavers, which will extend the duration of the contract through June 20, 2003; change the scope of work to exclude cleanings and fluoride varnish applications; and increase the compensation amount by \$5,000 for a new total of \$10,000. All other terms and conditions of the original contract shall remain in effect. **(Amendment No. A20030031)**

HUMAN SERVICES:

14. Small/Rural County Grant Application in the amount of \$65,000 per state fiscal year to the Division of Alcohol and Substance Abuse, Criminal Justice Treatment Account for the 2003-2005 biennium for treatment programming for offenders in the Skagit County Jail. The County will contract with Skagit Recovery Center to provide intensive outpatient services. **(Approved)**
15. Application of funds for the Criminal Justice Treatment Account Best Practices/Innovation Proposal, which would create intensive outpatient drug and alcohol treatment programming for in-custody adult offenders on Electric Home Monitoring. \$54,750 will be provided by the Division of Alcohol and Substance Abuse for these services. **(Approved)**
16. Personal Services Agreement with Volunteers of America (VOA) Western Washington. The Skagit County Mental Health Advisory Board awarded 2003 millage funds in the amount of \$2,665 to assist in the cost of providing a toll-free information and referral services telephone line that enables residents of Skagit County to obtain community resources assistance from VOA staff. The contract shall commence on January 1, 2003 and continue through December 31, 2003. **(Contract No C20030136)**
17. Personal Services Agreement with Skagit Adult Day Center. The Skagit County Developmental Disabilities Advisory Board awarded 2003 millage funds in the amount of \$8,000 to continue day activity services to adults with developmental disabilities. The contract shall commence on January 1, 2003 and continue through December 31, 2003. **(Contract No. C20030137)**
18. Personal Services Agreement with Compass Health to continue to provide substance abuse treatment and mental health services to clients with co-occurring disorders. The agreement shall commence on January 1, 2003 and continue until June 30, 2003. Compensation shall total \$25,000. **(Contract No. C20030138)**

LAW LIBRARY:

19. Personal Services Agreement with Code Publishing, Inc. to provide codification services in addition to releasing the Skagit County Code and subsequent changes to the code to the Skagit County Information Services so that it may be place on Skagit County's public website. The agreement shall commence upon the date of signature and continue through March 31, 2005. The expense is expected to reach approximately \$5,000 for the first year. **(Contract No. C20030139)**

RECORD OF THE PROCEEDINGS
MONDAY, APRIL 7, 2003
PAGE NO. 5

PARKS, RECREATION & FAIR:

20. Resolution calling for bids for road improvements at the Skagit County Fairgrounds. The bid opening will be held on Tuesday, April 29, 2003 at 1:30 p.m. **(Resolution No. R20030112)**
21. Resolution authorizing the Summer Best SELF Billing and Cancellation Policy to incorporate increased tuition rates and a modified cancellation policy, consistent with the Parks Department policies. **(Resolution No. R20030113)**
22. Amendment No. 1 to Cooperative Collection Agreement **No. C20020402** with the Washington State Parks and Recreation Commission, which will increase the amount of money the County receives through the Winter Recreation Program grant by an additional \$2,455.07 for a new total of \$38,312.07. The money will be used to pay for unexpected repairs that were made to the snow-cat. All other provisions remain the same as in the original contract. **(Amendment No. A20030032)**
23. Personal Services Agreement with Leonard, Boudinot, and Skodje to provide engineering, land surveying, and planning services for the Skagit County Fairgrounds Asphalt Project. The agreement shall commence on March 10, 2003 and continue until December 31, 2003. Compensation shall not exceed \$8,000. **(Contract No. C20030140)**

PLANNING & PERMIT CENTER:

24. Amendment No. 1 to Personal Services Agreement **No. C20020403** with Lisser and Associates for the Edison Wastewater Facilities Drainfield Land Survey. The amendment extends the timeline from December 31, 2002 to September 30, 2003. Compensation shall be increased from \$5,000 to \$7,000 and the scope of work is changed to reflect requests from the Burlington-Edison School District. All other terms and conditions of the original contract shall remain in effect. **(Amendment No. A20030033)**
25. Amendment No. 2 to Personal Services Agreement **No. C20020053** with Berryman & Henigar to expand the scope of work for this phase of establishing population and employment allocations to the year 2025 for growth management planning purposes. Compensation shall not exceed \$15,000 for a new total of \$35,000. **(Amendment No. A20030034)**

PROSECUTOR'S OFFICE:

26. Personal Services Agreement with Summit Law Group to provide assistance on matters related to employment law, labor relations/negotiations and litigation. The agreement shall commence on March 17, 2003 and continue until December 31, 2005. Compensation varies from \$110 to \$235 per hour and includes mileage reimbursement. **(Contract No. C20030141)**
27. Partial Satisfaction and Release of Judgment in the Halverson, et al. v. Skagit County case as it relates to Ray Bramlett, which will pay \$966.89 for said Release. **(Approved)**
28. Memorandum of Understanding between the Skagit County Prosecuting Attorney and the Swinomish Indian Tribal Community. This would allocate a portion of the net win from Class III gaming at the Swinomish Northern Lights Casino to the Prosecuting Attorney to offset direct impacts of the casino. The amount of the allocation for 2003 will be \$5,000. **(Contract No. C20030142)**

RECORD OF THE PROCEEDINGS
MONDAY, APRIL 7, 2003
PAGE NO. 6

SHERIFF'S DEPARTMENT:

29. Out-of-State Travel Request for Gary Shand to attend a Court Security Seminar on Advanced Law Enforcement Readiness Training in Reno, Nevada on May 13-16, 2003 for a total approximate cost of \$909. **(Approved)**

YOUTH & FAMILY SERVICES:

30. Extension of Memorandum of Agreement **No. C20020092** with Skagit County Community Action Agency AmeriCorps* VISTA Volunteer Program. This will allow Steven Shetterly's VISTA assignment with Youth & Family Services to be extended for a period of five months, ending June 13, 2003. The County's contribution in the amount of \$1,250 is completely billable to grant funding. The extension shall become effective February 1, 2003. **(Amendment No. A20030035)**
31. Personal Services Agreement with Comprehensive Toxicology Services to provide urinalysis for drug and alcohol testing. This testing will verify and encourage offender compliance with court orders. The agreement shall commence on January 1, 2003 and continue through December 31, 2004. Compensation is not to exceed \$10,000 annually. **(Contract No. C20030143)**

PUBLIC WORKS:

32. Proclamation for Walk-N-Roll Month 2003 in Skagit County May 12 – June 8, 2003. **(Approved)**
33. Resolution calling for bids for the Baker River Bridge Rehabilitation Project. The bid opening will be held on Monday, April 28, 2003 at 9:45 a.m. **(Resolution No. R20030114)**
34. Resolution amending Resolution **No. R20030070** to include Chevron Products Company of Seattle, Washington as a vendor for Liquid Asphalt Products. **(Resolution No. R20030115)**
35. Out-of-State Travel Request for Don McKeehen to attend the 3rd National Congress of Pedestrian Advocates in Portland, Oregon, May 1– 5, 2003. Because the Washington Traffic Safety Commission is inviting Mr. McKeehen, they are also picking up all of the costs. **(Approved)**
36. Temporary Right-of-Entry Construction Easement Agreement between Skagit County and Stephen A. and Charlene E. Burks, owners of Parcel Nos. P22972 and P74187. This agreement will give the County and its assigns the right to enter upon the land for the purpose of performing road construction improvements for Morris Street in La Conner. No compensation is being paid. **(Contract No. C20030144)**
37. Resolution authorizing the execution of an Interlocal Cooperative Agreement with Dike District #8. **(Resolution No. R20030116)**
38. Interlocal Cooperative Agreement between Skagit County and Dike District #8, which will allow the County to assist the District with permitting projects on a reimbursable basis. The agreement shall become effective on March 10, 2003 and continue until March 10, 2007. The District will reimburse the County for costs incurred plus nine percent for overhead costs. **(Contract No. C20030145)**
39. Task Assignments Nos. 6 and 7 to Personal Services Agreement **No. 05481** with EnviroIssues. Task Assignment No. 6 is to update the Skagit Risk Video with a cost expected not to exceed \$10,004.11. Task Assignment No. 7 will revise the existing strategic communications and public involvement plan for the Skagit River Flood Protection and Salmon Protection Project to reflect recent changes in project approach. Under the new strategy, there will be an increased focus on the Three-Bridge Corridor alternative. Compensation will not exceed \$4,180.76 for this task.

RECORD OF THE PROCEEDINGS

MONDAY, APRIL 7, 2003

PAGE NO. 7

- Compensation for the original agreement shall remain at \$150,000. **(Amendment No. A20030036)**
40. Out-of-State Travel Request for Gary Stoyka to attend the "3D Groundwater Flow and Solute Transport Modeling using Visual MODELFLOW Pro" in Vancouver, BC on May 25-27, 2003 for a total approximate cost of \$1,495.13. **(Approved)**
 41. Letters of Appreciation for Public Works employees for emergency work completed on the Skagit County Transfer Station. **(Approved)**
 42. Letters of Appreciation for support received from various agencies and municipalities regarding the Three-Bridge Corridor NEXTEA federal transportation funding request. **(Approved)**
 43. Letters of Appreciation to acknowledge calendar year 2002 accomplishments of several Public Works Department employees. **(Approved)**
 44. Storm Drainage Agreement and Right-of-Entry with Burrell J. Cook dba Baker Lake Shell Mini-Mart. The Public Works Department will construct a storm drain on the property owner's land to intercept roadway runoff. **(Contract No. C20030146)**
 45. Temporary Right-of-Entry Construction Agreement between Skagit County and Lois Coonc and Kirby W. and Pamela A. Johnson, owners of Parcel No. P74106. This will allow the County and its assigns the right to enter upon the land for the purpose of performing road construction improvements for Morris Street in La Conner. No compensation is being paid. **(Contract No. C20030147)**
 46. Temporary Right-of-Entry Construction Agreement between Skagit County and the Jack Wilkins Estate, owner of Parcel Nos. P74117 and P74120. This will allow the County and its assigns the right to enter upon the land for the purpose of performing road construction improvements for Morris Street in La Conner. No compensation is being paid. **(Contract No. C20030148)**
 47. Personal Services Agreement with Leonard, Boudinot & Skodje, Inc. to provide engineering and surveying services to determine the required culvert improvements or replacements in the stream channel between Lake Campbell and Highway 20. The agreement shall commence on March 10, 2003 and continue until March 10, 2004. Compensation will not exceed \$23,000. **(Contract No. C20030149)**
 48. Vendor Services Agreement with Chinook Enterprises to provide grounds maintenance at the Skagit County Recycling & Transfer Station and at the Skagit County Road Maintenance Shop in Burlington. The agreement shall commence on April 7, 2003 and continue until November 10, 2003. Compensation will total \$9,297.86 plus tax. **(Contract No. C2003 150)**
 49. Resolution authorizing the execution of an Interlocal Cooperative Agreement with the Town of La Conner, which would allow the Public Works Department to provide materials, equipment rental, and perform work on a reimbursable basis. **(Resolution No. R20030117)**
 50. Interlocal Cooperative Agreement with the Town of La Conner, which will make it possible for the Skagit County Public Works Department to perform work, provide materials and equipment rental, when available, for road maintenance activities on a reimbursable basis. The agreement shall commence on March 17, 2003 and continue until December 31, 2007. **(Contract No. C20030151)**
 51. Vendor Services Agreement with Pape Machinery, Inc. to provide equipment rental for various projects. The agreement shall commence on April 1, 2003 and continue until March 31, 2004. Compensation shall vary depending on the equipment being used. **(Contract No. C20030152)**

RECORD OF THE PROCEEDINGS

MONDAY, APRIL 7, 2003

PAGE NO. 8

52. Vendor Services Agreement with Jet City Equipment to provide equipment rental for various projects. The agreement shall commence on April 1, 2003 and continue until March 31, 2004. Compensation shall vary depending on the equipment being used. **(Contract No. C20030153)**
53. Schedule 74 Underground Conversion Project Design Agreement between Skagit County and Puget Sound Energy for the La Conner-Whitney/Chilberg Roads Intersection Project, ES 42410-3. This agreement will provide design services for the underground conversion of three power poles located within the project area and will be completed in conjunction with the La Conner Morris Street Improvement Project. The agreement shall commence upon the date of signing and continue through December 31, 2003. The cost will not be known until PSE performs the design work. **(Contract No. C20030154)**
54. Amendment No. 1 to Vendor Services Agreement **No. C20020380** with CMI, which amends the scope of work to include an additional flood awareness mailing to floodplain residents only. The effective date of the amendment is February 1, 2003. Compensation is increased by \$325 for a new total of \$7,986.37. **(Amendment No. A20030037)**
55. Personal Services Agreement with Rupert Engineering, Inc. to provide structural engineering services, specifically for utility vaults, for the Morris Street Improvement Project. The agreement shall commence on February 6, 2003 and continue until December 21, 2003. Compensation shall not exceed \$5,000. **(Contract No. C20030155)**
56. Aquatic Weeds Management Fund Grant Agreement between Skagit County and the State of Washington Department of Ecology. This grant will fund a portion of the costs to update the Integrated Aquatic Vegetation Management Plan for Big Lake Management District No. 3. The agreement shall commence upon the date of signing and continue until December 31, 2004. The 25% match (\$10,625) will come from Big Lake Management District No. 3 assessments. **(Contract No. C20030156)**
57. Ordinance to amend Skagit County Code 10.04.030 to reflect a speed limit change on a portion of Best Road #44010. **(Ordinance No. O20030008)**

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 7, 2003, the Board by majority vote, did approve for payment those vouchers included in the above-mentioned list and further described as follows:

Warrants numbered 141026 through 141456 from Clearing Fund 696 in the total dollar amount of \$860,721.19 (Transmittal No. C-34-03); and

ACH Transfer Request Form and Certification to Premera Blue Cross from Clearing Fund 696 in the total dollar amount of \$71,981.52 (Transmittal No. C-35-03); and

ACH Transfer Request Form and Certification to Premera Blue Cross from Clearing Fund 696 in the total dollar amount of \$40,747.91 (Transmittal No. C-36-03); and

ACH Transfer Request Form and Certification to Premera Blue Cross from Clearing Fund 696 in the total dollar amount of \$51,777.97 (Transmittal No. C-37-03); and

Warrants numbered 141457 through 142052 from Clearing Fund 696 in the total dollar amount of \$4,589,844.64 (Transmittal No. C-38-03).

**RECORD OF THE PROCEEDINGS
MONDAY, APRIL 7, 2003
PAGE NO. 9**

2. Alison Mohns, Planning Department, reported on the status of a land purchase in Edison. Federal law requires that the Commissioner's be advised that the Department of Ecology is requiring bids for drain field installation on this project.

PUBLIC COMMENT PERIOD.

No one was present for the public comment period.

ANNOUNCEMENT – CAREER FAIR AT SKAGIT VALLEY COLLEGE, APRIL 22, 2003.

David Wilder, a member of the Career Services Committee, announced the Career Expo on April 22, 2003, from 9 a.m. -2 p.m. at the Skagit Valley College gymnasium. Workshops will be given on writing resumes, and conducting interviews. Several employers will be represented at the event.

ADJOURNMENT.

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

**BOARD OF COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Kenneth A. Dahlstedt, Chairman

Ted W. Anderson, Commissioner

Don Munks, Commissioner

ATTEST:

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