

**RECORD OF THE PROCEEDINGS
SKAGIT COUNTY BOARD OF COMMISSIONERS
MONDAY, OCTOBER 6, 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 |
| 10:00 a.m. – 10:45 a.m. | Department Head Meeting |
| *T 10:45 a.m. – 11:00 a.m. | Announcement – People First Legislative Reception |
| 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 1:30 p.m. – 2:00 p.m. | Public Hearing – Regarding a Proposed Amendment to Portions of the Skagit County Code Related to the Emergency Medical Services Commission |
| 2:00 p.m. – 4:00 p.m. | Executive Session – Personnel, Litigation and Land Acquisition |
| *T 4:00 p.m. – 4:14 p.m. | Proclamation – “National 4-H Week in Skagit County” – October 6-12, 2003 |

The Skagit County Board of Commissioners met in regular session on Monday, October 6, 2003, with Commissioners Kenneth A. Dahlstedt, Ted W. Anderson, and Don Munks present.

DEPARTMENT HEAD MEETING.

Mike Edwards, Budget Analyst, provided a Grant Monitoring and Oversight Departmental Monthly Report. He reviewed the document in detail and indicated that the Budget/Finance Department is interested in input regarding the format from those departments that deal with grants. He said they would be open to all options.

Brad Whaley, Finance Director, indicated that this document and the information it contains should be taken back to each department and shared with those staff members that have been delegated to perform grant monitoring. He said he is seeking communication and does not necessarily want to put more of a burden on departments.

Mr. Edwards added that the intent is to not to ask for anything beyond what is necessary and meaningful. The Department is also there to act as a resource in the event questions arise. The goal is to provide oversight, assistance and efficient information that can be supplied more quickly to the State Auditors as well as the County Auditor for the Schedule 16.

Chris Stamey, Financial System Administrator, reported that the Cayenta Financial System Upgrade will be taken out of production on Friday, November 14, 2003 at noon. The projected new system will go-live on Monday, November 17, 2003. User training classes for general navigation and general ledger will be held November 3-7, 2003. Users will receive their new accounts and access to the system as they attend this training session. Payroll and accounts payable data entry will take place November 10-14, 2003. There will be four sessions per day, which are expected to last one hour. Mr. Stamey indicated that first priority will be given to data entry users and additional training classes will be offered after the go-live date as needed to give all users the opportunity for training. Mr. Stamey and Susie Brown are the main contacts for the training classes.

Mark Watkinson, Emergency Management, announced that the Skagit County Hazard Mitigation Plan is now available for review. He said it would act as a guide for some of the things certain departments do

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particularly Public Works and the Planning & Permit Center. It also includes policies that will have an affect on what is done in the future. Corrections can be made to the document to facilitate any changes that may occur and it will be updated on a regular basis. He thanked everyone for their help and also thanked the Board for their support.

Chairman Dahlstedt remarked that this project has been a huge undertaking. He said he was surprised to learn when he was voted into office that Skagit County had no emergency plan. With that, Chairman Dahlstedt presented Mr. Watkinson with an award of recognition for his dedicated work in completing the County's Hazard Mitigation Plan.

Tom Sheahan, Emergency Services Director, next presented the Skagit County Emergency Management Plan. He said it is a generic plan which tells what roles and responsibilities people have in the event of an emergency. It also identifies who will respond if a disaster should occur. Mr. Sheahan indicated that there are sections in the basic plan that address particular departments and those departments will receive the information via email. He also said a plan for weapons of mass destruction is currently being worked on.

Commissioner Anderson asked about infrastructure that continues to be built in the flood plain. Mr. Sheahan agreed that it is an on-going problem and that flooding itself needs to be addressed.

Billie Kadrmas, Human Resources Director, provided an update as to what is happening with the salary survey. She said two contractors have shown an interest and must have their proposals to the County by Friday, October 10, 2003. She stressed that employees will not have to complete the questionnaires again. More information will be available after Friday's deadline. Ms. Kadrmas also announced that the yearly Health Fair will take place on November 6, 2003.

Dan Berentson, Communications Director, reported that the Skagit County Employee Recognition Committee (SCERC) has been meeting on a regular basis. He said they are still trying to bring structure to the Committee and will be looking at writing some bylaws for it. Members have been busy selling shirts and are currently looking in to providing vending machines for various locations, which will net them 10% of those funds collected. Mr. Berentson said SCERC is committed to recognizing Skagit County employees and it has been suggested that they look into using some of the proceeds from sales to provide a benevolent fund for County employees in the time of need.

Mike Hackett of Cooperative Extension announced his plans to take a new assignment in Snohomish County. He will be responsible for heading up their agriculture and extension programs. He thanked everyone for their support over the years.

Mr. Sheahan said that the week of October 28, 2003 is Flood Fight Awareness Week and that Incidence Command training would be taking place prior to that week.

County Administrator, Gary Rowe, reported that there will be a budget workshop taking place with Department Heads in October. He and Mr. Whaley will be scheduling that meeting in the near future.

Mike Almvig, Information Services Manager, reminded everyone to fully log off of their computers every night. The system has been under attack from viruses for the past six weeks.

ANNOUNCEMENT – PEOPLE FIRST LEGISLATIVE RECEPTION.

David Wilder, President of People 1st of Skagit County, extended an invitation to the 4th Annual People 1st Region 3 Legislative Reception scheduled for Wednesday, October 15, 2003. The reception will be held in the Skagit Valley College cafeteria from 4:00 p.m. to 7:00 p.m. The event is co-sponsored by People 1st and the Skagit County Board of Commissioners. Mr. Wilder stated that issues such as transportation, employment and housing will be covered.

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Commissioner Anderson said he is admirable of Mr. Wilder for all of his efforts. Chairman Dahlstedt encouraged all citizens to attend this special event.

CONSENT AGENDA.

Commissioner Anderson motioned to approve the Consent Agenda for Monday, October 6, 2003, items 1 through 14 and items 16 through 30. Commissioner Munks seconded the motion, which passed unanimously. Item 15 was removed from the agenda and will be presented at a later date.

COMMISSIONERS' OFFICE:

1. Record of the Proceedings for Thursday, September 18, 2003.
2. Record of the Proceedings for Monday, September 22, 2003.
3. Record of the Proceedings for Tuesday, September 23, 2003.

BUDGET & FINANCE:

4. Resolution requesting a draw of \$35,000 from the Line-of-Credit Revenue Bond for the Housing Authority of Skagit County, per Resolution No. 18256. **(Resolution No. R20030320)**
5. Resolution appointing membership to the Lodging Tax Advisory Committee. **(Resolution No. R20030321)**
6. Resolution authorizing the execution of an interlocal agreement regarding library services with the Town of Concrete. **(Resolution No. R20030322)**

FACILITIES MANAGEMENT:

7. Renewal of a Building Lease Agreement between Skagit County and Case Lanting for the Youth & Family Services Department located at 607 South Second Street, Mount Vernon. The agreement shall commence upon the date of signature and continue through December 31 2004. Compensation shall total \$1,735 per month. **(Contract No. C20030413)**
8. Amendment No. 1 to Vendor Services Agreement **No. C20020306** with U. S. Testing Equipment, which will increase the total compensation for periodic maintenance on scanners and x-ray security screening systems by \$3,000. All other terms and conditions shall remain in effect. **(Amendment No. A20030140)**
9. Amendment No. 1 to Vendor Services Agreement **No. C20020371** with Fire Extinguisher Service, which will add annual fire extinguisher maintenance inspections on 13 extinguishers at 1800 Continental Place in Mount Vernon. Additional compensation shall total \$1,000 for a new contract total of \$9,000. All other terms and conditions shall remain in effect. **(Amendment No. A20030141)**
10. Standard Form of Agreement with Carletti Architects to provide the following services: 1) New HVAC system for Superior Courtroom 2 and HVAC system upgrade for Courtroom 1; 2) Courtroom 1 & 2 corridor door replacement; 3) Roof replacement for the Courthouse, Public Defender Building, and the Mount Vernon Family Resource Center; 4) HVAC system upgrade to Administration Building Hearing Rooms and IS Computer Equipment Room; 5) Repair and alterations to 108 Broadway and 208 Kincaid Street buildings; 6) New Licensing Department work stations in the Auditor's office. The agreement shall commence on the date of signature and continue for 60 day after the final acceptance. Compensation will total \$96,195. **(Contract No. C20030414)**

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HEALTH DEPARTMENT:

11. Amendment No. 1 to Interagency Agreement **No. C20020447** between the Skagit County Health Department and Skagit County Public Hospital District #2, which extends the termination date to September 30, 2004. It also changes the compensation amount to \$41 per hour for County Public Health Nurses working at Island Hospital's Anacortes Teen Clinic. All other terms and conditions shall remain in effect. **(Amendment No. A20030142)**
12. Amendment No. 1 to Interlocal Cooperative Agreement **No. C20030346** between Skagit County and Affiliated Health Services, which will extend the contract termination date to December 31, 2003. This contract provides funding through Regence Blue Shield for the "Skagit County Physical Activity for Health" project. All other terms and conditions shall remain in effect. **(Amendment No. A20030143)**

HUMAN RESOURCES:

13. Resolution approving a sick leave transfer for Theresa Kelly of the Skagit County Sheriff's Office. **(Resolution No. R20030323)**

HUMAN SERVICES:

14. County Program Agreement between Skagit County, through its Human Services Department, and the Department of Social and Health Services, Division of Finance, which will provide cash advance funds in the amount of \$53,000 for Fund 115 (Division of Alcohol & Substance Abuse) and \$52,345 for Fund 116-02 (Division of Developmental Disabilities) for the period July 1, 2003 through June 30, 2004. **(Contract No. C20030415)**

INFORMATION SERVICES:

15. Amendment No. 1 to Personal Services Agreement **No. C20020325** with ImageSource, Inc. to include a two day on-site Optika software training for a total of \$6,000. **(This item has been removed and will be presented at a later date)**
16. Amendment No. 2 to Personal Services Agreement **No. C20020325** with ImageSource, Inc., which will increase compensation in the amount of \$30,001.10 for software and hardware maintenance from September 30, 2003 through September 29, 2004 for a new contract total of \$268,871.10. This contract is for the County Clerk's Imaging System. **(Amendment No. A20030144)**

PARKS AND RECREATION:

17. Interlocal Cooperative Agreement between Skagit County and Anacortes School District #103 to provide partial funding in the amount of \$102,000 from Real Estate Excise Tax funds for infrastructure projects, per Resolution No. R20030190. **(Contract No. C20030416)**
18. Vendor Services Agreement with Greenshield Systems for the mechanized installation of 11,000 feet of drainage pipe and irrigation system on Custer Field at Skagit Valley Playfields. Compensation shall total \$89,500 and the agreement shall commence on August 25, 2003 and continue until December 31, 2004. **(Contract No. C20030417)**

PLANNING & PERMIT CENTER:

19. Amendment No. 1 to Contract for Professional Engineering Services **No. 05155** with Gray & Osborne, Inc., which will augment the compensation amount from \$106,265 to \$128,000. This is necessary for the construction and oversight of the Edison Clean Water Subarea Drain Field Phase 3. All other terms and conditions shall remain in effect. **(Amendment No. A20030145)**

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SENIOR SERVICES:

20. Skagit County Retired Senior Volunteer Program (RSVP) 2004 Grant Application to the Corporation for National Service in the amount of \$63,433. **(Contract No. C20030418)**

SHERIFF'S DEPARTMENT:

21. Personal Services Agreement with Glacier Aviation, Inc., d/b/a Glacier Helicopters for the provision of helicopter services for the transportation of personnel, drugs and/or other drug related materials on an as needed basis. The agreement shall commence on August 15, 2003 and continue until August 14, 2005. Compensation shall be billed at the rate of \$195 per hour. **(Contract No. C20030419)**

PUBLIC WORKS DEPARTMENT:

22. Final Order of Vacation of a portion of unopened County right-of-way known as First Street in La Conner. **(Resolution No. R20030324)**
23. Order of Establishment of Buchanan Lane #78250 as a County Road from Mile Post 0.0 to 0.26. **(Resolution No. R20030325)**
24. Local Agency Standard Consultant Agreement with Shearer Design LLC to provide design and geotechnical engineering construction support for the Burlington Alger Bridge Replacement #40112. The contract shall commence on September 2, 2003 and continue through December 31, 2005. Compensation shall total \$70,000. **(Contract No. C20030420)**
25. Supplement No. 1 to Local Agency Standard Consultant Agreement **No. C20030251** with Leonard, Boudinot & Skodje, Inc., which will provide for continued surveying and engineering services to the Morris Street Improvement Project and the La Conner Whitney/Chilberg Roads Intersection Project for Skagit County. Additional compensation shall total \$75,555 for a new grand total of \$146,755. All other terms and conditions shall remain in effect. **(Amendment No. A20030146)**
26. Street Light Authorization Letter and a Custom Street Lighting Order Agreement between Skagit County and Puget Sound Energy (Intolight) for the La Conner Whitney/Chilberg Roads Intersection Project. This agreement will provide for street area lighting services at the intersection of La Conner Whitney and Chilberg Roads. Work will be completed in conjunction with the La Conner Morris Street Improvement Project. The agreement shall commence on the date of signature and continue through December 31, 2003. Compensation is expected to total \$23,367.31. **(Contract No. C20030421)**
27. U. S. Department of the Interior U. S. Geological Survey Joint Funding Agreement for the operation and maintenance of the Skagit River Basin gaging station network. The County's share of compensation is \$39,290 to be paid over a two year period, with the U. S. Geological Survey share totaling \$18,425. The agreement shall commence on October 1, 2003 and continue until September 30, 2005. **(Contract No. C20030422)**
28. Personal Services Agreement with Western Washington Agriculture Association to create a framework for the Skagit County Board of Commissioners to establish a primary link to the agricultural community to receive direct feedback when working on matters that may impact local agriculture. The agreement shall commence on July 31, 2003 and continue until July 31, 2005. Maximum compensation is not to exceed a total of \$60,000. **(Contract No. C20030423)**

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29. Personal Services Agreement with Leonard, Boudinot & Skodje, Inc. to provide engineering and surveying services for the Britt Slough trunk storm sewer improvements. The agreement shall commence on September 29, 2003 and continue until October 31, 2003. Compensation shall not exceed \$10,000. **(Contract No. C20030424)**
30. Personal Services Agreement with Peratrovich, Nottingham & Drage, Inc. to provide engineering consulting services related to replacing the dolphins at the Guemes Island Ferry Terminal (Guemes side). The agreement shall commence on October 13, 2003 and continue through December 31, 2004. Total compensation is not to exceed \$45,000. **(Contract No. C20030425)**

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 6, 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 153160 through 153413 from Clearing Fund 696 in the total dollar amount of \$432,250.67 (Transmittal No. C-112-03); and

ACH Transfer Request Form and Certification to Premera Blue Cross from Clearing Fund 696 in the total dollar amount of \$70,536.07 (Transmittal No. C-113-03); and

Warrants numbered 153414 through 153591 from Clearing Fund 696 in the total dollar amount of \$365,004.47 (Transmittal No. C-114-03); and

ACH Transfer Request Form and Certification to Premera Blue Cross from Clearing Fund 696 in the total dollar amount of \$44,507.41 (Transmittal No. C-115-03); and

ACH Transfer Request Form and Certification to Premera Blue Cross from Clearing Fund 696 in the total dollar amount of \$40,007.97 (Transmittal No. C-116-03); and

Warrants numbered 153592 through 153894 from Clearing Fund 696 in the total dollar amount of \$483,919.98 (Transmittal No. C-117-03); and

Payroll warrants numbered 960562 through 960714 in the total dollar amount of \$169,820.54 (Transmittal No. P-35-03); and

Payroll warrants numbered 131768 through 132655 in the total dollar amount of \$1,001,902.39 (Transmittal No. P-36-03).

2. Staff presented a Quit Claim Deed and a Real Estate Excise Tax Affidavit between Skagit County and Mr. and Mrs. Kantor to facilitate the vacation of a County right-of-way. Commissioner Anderson motioned to approve the documents as outlined. Commissioner Munks seconded the motion, which passed. **(Approved)**
3. Steve Flude, Public Works, presented a resolution and a contract awarding the bid to Fidalgo Paving and Construction for the MacTaggart Avenue Et Al 2003 Asphalt Overlay Project ES20020-3 for the low bid of \$170,714. He explained that on September 8, 2003, Resolution No. R20030307 was executed accepting the bid of Fidalgo Paving & Construction. Commissioner Anderson moved to approve the resolution and contract as presented by Mr. Flude. Commissioner Munks seconded the motion, which passed unanimously. **(Resolution No. R20030326 and Contract No. C20030426)**

PUBLIC COMMENT PERIOD.

Jim Vogelsang, 1404 2nd Street, Mount Vernon, thanked the Board for their diligence in following up on the reconveyance issue related to Frailey Mountain that he raised concerns about during last week's public comment period. He is hopeful that the Board will move forward with it quickly.

PUBLIC HEARING – REGARDING A PROPOSED AMENDMENT TO PORTIONS OF THE SKAGIT COUNTY CODE RELATED TO EMERGENCY MEDICAL SERVICES COMMISSION.

Mr. Rowe reviewed a proposed ordinance that would amend portions of Chapter 2.48 of the Skagit County Code as it relates to the Emergency Medical Services (EMS) Commission. He stated that the language in Section 3 has been changed from "Within one hundred eighty (180 days of adoption of the ordinance codified in this Chapter" to say "Prior to December 31, 2003". Also, Section 2.48.160 Year 2004 Transition has been added. It reads as follows: The budget for 2004 shall be developed and based on the following provisions: (a) Allocation of EMS levy funds shall be not less than the amount allocated for 2003 plus four percent (4%). (b) Provision for the replacement of three ambulances shall be made with priority for replacement in accordance with the Year 2001-2006 Ambulance Replacement Schedule in Attachment A, which was approved on August 10, 2000.

Chairman Dahlstedt opened the public hearing.

Jody Monroe, Executive Director for EMS, made several clarifications regarding the Year 2001 thru 2006 Ambulance Replacement Schedule, which was submitted at Attachment A to the proposed ordinance.

Mr. Rowe stated that this would be the schedule that would be followed until the management plan is completed.

Dr. Ron Richeson, Medical Program Director, expressed concerns about whether ambulances should be replaced based on the fact that it is their turn or based on the fact of wear and tear. He said there are different ways to calculate who gets the new ambulances.

There being no further public testimony, Commissioner Anderson motioned to close the public hearing. Commissioner Munks seconded and the motion carried. The public hearing was closed.

Commissioner Anderson moved to approve the ordinance as outlined by Mr. Rowe. Commissioner Munks seconded the motion, which passed unanimously. **(Ordinance No. O20030029)**

Mr. Rowe commended the EMS Commission for getting the management plan where it is today and acknowledged that with that milestone behind them, he looks forward to seeing it completed.

PROCLAMATION – "NATIONAL 4-H WEEK IN SKAGIT COUNTY" – OCTOBER 6-12, 2003.

Will Taygan, 4-H Program Director, stated that there are approximately fifty 4-H clubs in Skagit County, which serve over 700 kids. There are the traditional clubs a new technology clubs are being formed as well. In addition, 4-H also is responsible for an after-school program at Madison School that serves 200-300 at-risk children.

Several 4-H members then introduced themselves. Mr. Taygan also introduced leaders Delores Lang, Jean Swift and Bonita Elfstrom, who have 100 years of service between them.

Commissioner Munks read the proclamation and motioned to approve October 6-12, 2003 as National 4-H Week in Skagit County. Commissioner Anderson seconded the motion, which carried unanimously.

Commissioner Munks said 4-H is very important to him as he and his wife were leaders for 22 years and their daughters and grandchildren are heavily involved in it. He thinks it's a great opportunity to

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establish a work ethic and to teach children to become responsible citizens. Chairman Dahlstedt and Commissioner Anderson echoed his sentiments.

ADJOURNMENT.

Commissioner Anderson made a motion to adjourn the proceedings. Commissioner Munks 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