

**RECORD OF THE PROCEEDINGS
SKAGIT COUNTY BOARD OF COMMISSIONERS
MONDAY, JUNE 13, 2005**

8:00 a.m. – 8:45 a.m.	Work Session – County Commissioners
8:45 a.m. – 9:30 a.m.	Work Session – County Administrator
*T 10:00 a.m. – 10:45 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.	Bid Opening – Casino Drive Reconstruction Project
*T 1:00 p.m. – 1:30 p.m.	Recognition – Larry and Josef Kunzler
*T 1:30 p.m. – 2:30 p.m.	<u>Planning and Development Services – Gary Christensen, Director</u> <ol style="list-style-type: none">1. Code Compliance Update.2. Discussion – Lot Certification Ordinance Implementation.3. Miscellaneous.
2:30 p.m. – 2:45 p.m.	Discussion – Search & Rescue Building
2:45 p.m. – 4:30 p.m.	Executive Session – Personnel, Litigation and Land Acquisition

The Skagit County Board of Commissioners met in regular session on Monday, June 13, 2005, with Commissioners Don Munks, Kenneth A. Dahlstedt and Ted W. Anderson present.

DEPARTMENT HEAD MEETING.

Skagit County Administrator Gary Rowe gave a PowerPoint presentation regarding the 2006 – 2010 revenue forecast. He indicated that both property tax and sales tax are the largest contributors to the tax base for the County’s General Fund, with approximately 62% of the revenue coming from these two sources. Mr. Rowe explained that a revenue forecast has been prepared showing the status of the budget, including forecasting for the future.

Tom Karsh, Special Projects, discussed a contract between Skagit County and Washington State University’s Division of Governmental Studies and Services. WSU will conduct and analyze an Organizational Assessment Survey for Skagit County employees, including selected citizens residing in the County. The purpose of the survey is to provide feedback and guidance to the elected and appointed County Officials on matters related to County personnel practices and management principles. A local Advisory Committee will meet on June 24, 2005, to provide an overview and make suggested recommendations to the Board of County Commissioners.

It was announced that Skagit County Geographical Information Services Director Geoff Almvig received the “GIS Person of the Year” award from the Washington Chapter of the Urban and Regional Information Systems Association (URISA) at their spring conference, which was held in Tukwila last week. URISA is a non-profit association of professionals using GIS and other information technologies to solve challenges in state and local government agencies. Mr. Almvig thanked his staff for nominating him for this award and also gave thanks to the County Commissioners, Administration and Department Heads for their support.

Dan Berentson, Communications Director, updated the Board regarding Channel 21 cable service from COMCAST. Mr. Berentson said viewers can now watch the Skagit County Government

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access channel 24 hours a day, seven days a week. The Skagit County Commissioners meetings will be broadcast daily at 12 noon and again at 7:00 p.m. According to Mr. Berentson, departments will also be able to submit information to Rich Monroe, Government Access Coordinator, to put on the air as needed.

Commissioner Munks introduced the audience to two new employees of the County Commissioner's office. Melissa Collins has been hired as the Assistant Clerk of the Board and Gail Tolentino will provide support for the Commissioner's Office.

Mr. Rowe also mentioned that a new Leadership Skagit class will begin in the fall and he encouraged County employees to participate.

CONSENT AGENDA.

The County Commissioners agreed to remove item #4 from the Consent Agenda for further clarification.

Commissioner Dahlstedt motioned to approve the Consent Agenda for Monday June 13, 2005, items 1-3 and 5-28. Commissioner Anderson seconded the motion, which passed unanimously.

COMMISSIONERS' OFFICE:

1. Record of the Proceedings for Tuesday, May 31, 2005.

ADMINISTRATIVE SERVICES:

2. Resolution approving the waiver of development fees for the replacement and upgrade to existing buildings used by the Alger Food Bank. **(Resolution No. R20050203)**
3. Personal Services Agreement with Timothy R. Kiehl, LLC to perform a review of the Emergency Medical Services Commission Management Plan with a primary emphasis placed on operating efficiencies, independent or fire-based services, financing of services and governing structure. This agreement shall commence May 01, 2005 and continue through December 31, 2005. Total compensation is expected to total \$23,225. **(Contract No. C20050239)**

AUDITOR'S OFFICE:

4. Contract with Hart Intercivic for a new elections ballot tabulation system entitled the "eSlate Electronic Voting System." The effective date of the Agreement is June 13, 2005. The anticipated acceptance date for the product is July 22, 2005. The total purchase price is a total of \$247,894.86. **(This item was approved under the miscellaneous agenda)**

BUDGET/FINANACE:

5. Resolution to set statutory dates for the FY 2006 Budget Schedule. **(Resolution No. R20050204)**

FACILITY MANAGEMENT:

6. Purchase and Sale Agreement between Skagit County and Shepherd's Staff for property located at 201 Lila Lane in Burlington in the amount of \$570,000. The agreement shall commence upon the date of signature. **(Contract No. C20050240)**

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7. Contract Amendment No. A to Standard Form of Agreement **No. C20030414**, which will provide for additional projects including: roof replacement for the County's Senior Center located at 1401 Cleveland Avenue, Mount Vernon; alterations to a portion of the second floor of the County Courthouse for the Court Commissioner's Hearing Room; a new warehouse building to be located at 108 Broadway Street, Mount Vernon; and alterations to portions of the County parking lots for change of use and security. This will add an additional \$138,900 to the original contract amount of \$123,695 for a new total of \$262,595. The contract amendment shall become effective upon the date of signature and continue for 60 days after the projects are completed. All other terms and conditions of the original contract shall remain in effect. **(Amendment No. A20050107)**

FAIRGROUNDS:

8. Rental agreement between Skagit County and Stanley L. Wells, the new Fairgrounds caretaker. The Agreement shall commence on April 01, 2005, and continue through December 31, 2005. **(Contract No. C20050241)**
9. Personal Services Agreement with Whatcom Security Agency to provide security at the Skagit County Fairgrounds commencing August 8, 2005, through August 15, 2005. Compensation will be in the amount of \$6,725.20. **(Contract No. C20050242)**

HUMAN RESOURCES:

10. Resolution approving the transfer of sick leave for an employee of the Skagit County Health Department. **(Resolution No. R20050205)**
11. Resolution approving the transfer of sick leave for an employee of the Skagit County Auditor's office. **(Resolution No. R20050206)**

HUMAN SERVICES:

12. Amendment No. 4 to County Program Agreement **No. C20030441** with the Department of Social and Health Services, Division of Developmental Disabilities, which decreases the agreement by \$9,760. These funds will be transferred to other counties to cover the cost of services during the period of May 01, 2005, through June 30, 2005, for clients who have moved out of Skagit County. The original contract amount is decreased to \$1,576,604. All other terms and conditions of the original agreements shall remain in effect. **(Amendment No. A20050108)**
13. Personal Services Agreement with Sharon M. Robinson Holmes to provide annual on-site contract monitoring visits to sub-contractors providing Substance Abuse Treatment and Developmental Disabilities services. The agreement shall commence on July 01, 2005, and continue through June 30, 2007. Compensation is not to exceed a total of \$25,000. **(Contract No. C20050243)**

PLANNING AND DEVELOPMENT SERVICES:

14. Ordinance adopting new Master Planned Resort Regulations and related supporting amendments to Title 14 – Skagit County Unified Development Code, which were approved by the Board on April 19, 2005. **(Ordinance No. O20050009)**
15. Resolution by the Board of County Commissioner' finding the Hearing Examiner's decision clearly erroneous and adopting its own Findings of Fact, Conclusions of Law and Decision regarding Special Use Permit Application #PL04-0176 by Cimarron Transfer and Recycling Company. **(Resolution No. R20050207)**

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PROSECUTOR'S OFFICE:

16. Partial Satisfaction and Release of Judgment in the Halvorson, et al. v. Skagit County case as it relates to Jack and Carole Straathof, who shall pay \$1,310.19 for said release. **(Approved)**

YOUTH AND FAMILY SERVICES:

17. Resolution AND Interlocal Agreement between Skagit County and the Mount Vernon School District supporting an application to the Office of Superintendent of Public Instruction for a Readiness to Learn grant. The agreement also designates the Skagit County Department of Youth and Family Services as the lead agency for the Skagit County Readiness to Learn Consortium. The agreement shall commence on July 1, 2005, and continue through June 30, 2007. **(Resolution No. R20050208 AND Contract No. C20050244)**
18. Personal Services Agreement with Constance M. Bonnor-Britt, M.A., to provide specialized child, adolescent, adult and family assessment evaluations and treatment, consultation, education classes, written reports as required, and training as referred to by the County. This agreement shall commence on June 01, 2005, and continue through May 30, 2007. Compensation is not to exceed a total of \$10,000. **(Contract No. C20050245)**

PUBLIC WORKS:

19. Resolution authorizing a call for bids to purchase diesel fuel for the Guemes Island Ferry for the period of July 01, 2005, through June 30, 2007. The bid opening is scheduled for Tuesday, June 28, 2005, at 11:00 a.m. **(Resolution No. R20050209)**
20. Resolution authorizing a call for bids for one new latest model tractor with a brush cutter/mower attachment. The bid opening will be held on June 28, 2005, at 11:00 a.m. **(Resolution No. R20050210)**
21. Resolution to call for a public hearing regarding modifications to the M/V Guemes Island Ferry rates. The public hearing is scheduled for Wednesday, July 06, 2005, at 9:00 a.m. **(Resolution No. R20050211)**
22. Vendor Services Agreement with Overall Laundry Services Inc. to provide linen rental and laundry services for Solid Waste Transfer Site, Mechanic and Road Maintenance Shops and the Guemes Island Ferry. This agreement shall commence on December 16, 2004, and continue through December 15, 2006. Compensation is not to exceed a total of \$24,500. **(Contract No. C20050246)**
23. Personal Services Agreement with Cascade Drilling, Inc. to provide direct-push drilling services as part of landfill gas investigations at the closed Sauk and Gibraltar landfills, as required by the Department of Ecology. This agreement shall commence on March 01, 2005, and continue through December 31, 2005. Total compensation is not to exceed a total of \$10,000. **(Contract No. C20050247)**
24. Amendment No. 1 to Interagency Agreement **No. C20030280** between the Skagit County Public Works Department and the Washington Traffic Safety Commission. The amendment revises the project budget to reflect an increase of \$9,000 in the funds allocated for the 2004-2005 biennium, for a new contract total of \$64,740. All other terms and conditions of the original contract shall remain in effect. **(Amendment No. A20050109)**

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25. Local Agency Standard Consultant Agreement with Reid Middleton, Inc. to provide intersection design for the Helmick Road Improvement Project. The contract shall commence upon the date of signature and continue through October 31, 2006. Compensation is not to exceed a total of \$95,424. **(Contract No. C20050248)**
26. Supplemental Agreement No. 1 to Standard Consultant Agreement **No. C20040068** with Certified Land Services, Corp., which adds the term "State-owned properties" to the Scope of Work for the for the Helmick Road Improvement Project. All other terms and conditions shall remain in effect. **(Amendment No. A20050110)**
27. Vendor Services Agreement with Bayview Land Maintenance, for the low bid of \$35,000, to provide landscape services for the Skagit County Recycling and Transfer Facility, the Road Maintenance Shop in Burlington, and the Public Works Building located on Continental Place in Mount Vernon. This contract shall commence May 01, 2005, and continue through April 30, 2007. **(Contract No. C20050249)**
28. Supplemental Agreement No. 1 to Local Agency Standard Consultant Agreement **No. C20040207** with Leonard, Boudinot & Skodje, Inc., which adds additional language to the Scope of Work to include attendance at pre-construction and weekly construction meetings, engineering technical support, engineering and drawings for any necessary design revisions and survey control and design information to facilitate construction staking. This amendment also extends the expiration date from June 30, 2005, to October 30, 2005, and adds an additional \$15,222.49 to the original contract for a new contract total of \$79,432.32 for the Casino Drive Reconstruction Project. **(Amendment No. A20050111)**

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, June 13, 2005, the Board by majority vote, did approve for payment those vouchers included in the above-mentioned list and further described as follows:

Warrants numbered 167058 through 167883 from Clearing Fund 695 in the total dollar amount of \$1,082,647.68 (Transmittal No. P21-05); and

Warrants numbered 966748 through 966892 from Clearing Fund 696 in the total dollar amount of \$193,878.41 (Transmittal No. P22-05); and

ACH Transfer Request Form and Certification to Premera Blue Cross from Clearing Fund 696 in the total dollar amount of \$68,458.01 (Transmittal No. C-72-05); and

ACH Transfer Request Form and Certification to Premera Blue Cross from Clearing Fund 696 in the total dollar amount of \$54,239.05 (Transmittal No. C-73-05); and

Payroll warrants numbered 198389 through 198735 from Clearing Fund 696 in the total dollar amount of \$579,390.40 (Transmittal No. C-74-05); and

ACH Transfer Request Form and Certification to Premera Blue Cross from Clearing Fund 696 in the total dollar amount of \$123,897.96 (Transmittal No. C-75-05); and

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Payroll warrants numbered 198736 through 199234 in the total dollar amount of \$4,614,068.22 (Transmittal No. C-76-05).

PUBLIC COMMENT PERIOD.

Maurice Robinson, 10789 Potts Road of Day Creek in Sedro-Woolley spoke to the Board about his concerns regarding the Flowmotion Summer Meltdown Festival that is scheduled to be held in the Day Creek area. Mr. Robinson provided information about the sponsors of the event and urged the Commissioners to deny a permit for the festival.

Glen Veal of the Guemes Island Ferry Committee advised the Board that he has been attending meetings with Public Works regarding the cost of operating the Guemes Island Ferry. Mr. Veal pointed out that revenue problems may not be due to ridership, but perhaps from decisions made within the Public Works Department. Mr. Veal asked the Board to have patience with the way things currently exist until a final resolution can be worked out.

MISCELLANEOUS.

David Cunningham, Chief Deputy of the Auditor's Office was present to explain item # 4 of the Consent Agenda that was removed pending further clarification. Mr. Cunningham indicated that funds for the contract with Hart Intercivic are being provided for by the HAVA (Help America Vote Act) grant.

Commissioner Dahlstedt motioned to approve the contract as outlined by Mr. Cunningham. The motion was seconded by Commissioner Anderson and passed unanimously. **(Contract No. C20050250)**

BID OPENING – CASINO DRIVE RECONSTRUCTION PROJECT.

Chris Hagedorn and Kelly Kendrick from the Public Works Department opened the following bids for the Casino Drive Reconstruction Project:

Colacurcio Brothers Construction
3287 H. Street Road
Blaine, WA 98230
Bid Bond Enclosed
Total Bid Amount: \$494,372.00

Schwetz Construction, Inc.
2310 Butler Creek Road
Sedro-Woolley, WA 98284
Bid Bond Enclosed
Total Bid Amount: \$495,626.60

Interwest Construction, Inc.
651 N. Hill Blvd.
Burlington, WA 98233
Bid Bond Enclosed
Total Bid Amount: \$498,462.00

G.G. Excavation, Inc.
9669 Padilla Heights Road
Anacortes, WA 98221
Bid Bond Enclosed
Total Bid Amount: \$500,239.30

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Soto & Sons Construction LLC
7730 Goodwin Road
Everson, WA 98247
Bid Bond Enclosed
Total Bid Amount: \$515,515.00

SRV Construction, Inc.
P.O. Box 481
Oak Harbor, WA 98277
Bid Bond Enclosed
Total Bid Amount: \$517,549.25

Island Construction Site & Utilities, Inc.
P.O. Box 1467
Oak Harbor, WA 98277
Bid Bond Enclosed
Total Bid Amount: \$522,990.00

Snelson Companies, Inc.
601 W. State St.
Sedro-Woolley, WA 98284
Bid Bond Enclosed
Total Bid Amount: \$536,504.00

Strider Construction Co., Inc.
4721 Northwest Drive
Bellingham, WA 98226
Bid Bond Enclosed
Total Bid Amount: \$538,576.00

Chris Hagedorn indicated that he would check the bids for accuracy and content and bring forth a recommendation.

RECOGNITION – LARRY AND JOSEF KUNZLER.

The Skagit County Board of Commissioners recognized Larry and Josef Kunzler for their research and community activism on the history of flooding on the Skagit River. Mr. Kunzler received a plaque for “Outstanding Public Service” and his son Josef was awarded a plaque for “Outstanding Performance.”

Skagit County recently received a “Project of the Year” award for “Project of Historical Significance” from the Washington Branch of the American Public Works Association, for a historical newspaper archive on Skagit River floods. The Kunzler’s worked closely with Skagit County Communications Director Dan Berentson on the project.

In addition, the Commissioners thanked Mr. Kunzler for providing more than 30 years of research and community activism on issues pertaining to Skagit River Floods. Commissioner Dahlstedt said that many generations of people will benefit from their research.

PLANNING AND DEVELOPMENT SERVICES – GARY CHRISTENSEN, DIRECTOR

1. Code Compliance Update.

Oscar Graham, Deputy Director, stated that for the past 15 years, there has been only one Code Compliance Officer. He said it is a difficult job that is largely based on citizen complaints. Mr. Graham said it would be ideal to achieve voluntary compliance through a permit.

Mr. Graham said the Code Compliance program was recently divided into territories based on an analysis of active cases on file. The division resulted in the establishment of eastern and western territories. Not long ago, Barbara Graf was reclassified to become a Code Compliance Officer, along with Carolyn Spies. According to Mr. Graham, the additional position will ensure that the job is being thoroughly accomplished.

Mr. Graham also indicated that the Code Enforcement Officers review cases with the Management Team on a weekly basis for final approval prior to issuing liens, pre-lien letters or a Notice and Order to Abate. Statistics were provided on the number of cases that are currently open, including those with active liens.

2. Discussion – Lot Certification Ordinance Implementation.

Mr. Graham stated that the Growth Management Hearings Board recently upheld the County's ordinance addressing lot certification and development on substandard lots. The ordinance will provide relief for a number of the County's citizens by providing clarification on the ability of the property owner to develop certain lots, particularly substandard lots of record. Mr. Graham pointed out that many details of the ordinance still need to be worked out. Chief among them is how Planning and Development Services will provide the necessary staff support to effectively administer the ordinance.

Mr. Graham provided a summarization of the actions taken to identify tasks required by the ordinance and actions needed to staff tasks that are required. He also noted that the ordinance became effective on May 19, 2005. The action taken by the Hearings Board may be appealed to Superior Court by a party of record until June 17, 2005.

3. Miscellaneous.

Director Gary Christensen informed the Board that the County will be entering into a contract with The Latimore Company, Inc., which will allow the firm to take action on the recommendations that were made for the Department of Planning and Development Services.

Mr. Christensen also stated that a resolution will be forthcoming under a future Consent Agenda regarding a closed record appeal that was submitted by Larry and Leo Clark in 2004.

Mr. Christensen noted that on Monday, June 20, 2005, at 10:00 a.m., a work session is scheduled for the Bayview Ridge Subarea Plan.

Dave McLaughlin and Louie Requa of Skagit Surveyors and Engineers commented on lot certifications and the proposals made by The Latimore Company.

DISCUSSION – SEARCH & RESCUE BUILDING.

Tom Sheahan, Department of Emergency Management, discussed the future of Skagit County Search and Rescue (SAR). Mr. Sheahan stated that SAR training and operations are the responsibility of local law enforcement. Currently the organization is comprised of 531 volunteers who belong to 13 separate SAR groups that train and respond under the authority and direction of the Skagit County Sheriff.

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Mr. Sheahan said Skagit County owns approximately 22 vehicles that are used by SAR. Some of them have historically been stored in County-owned buildings, most currently the Atkins Building in south Mount Vernon. The building is in need of many repairs and; therefore, totally inadequate for the requirements of SAR personnel. For the past several years, local SAR groups have had to make arrangements to use other facilities within the County to conduct their meetings and trainings.

According to Mr. Sheahan, storage space for approximately 22 County-owned SAR vehicles and associated equipment is needed in addition to approximately 3,600 square feet of space for training and meeting use. He asked the Commissioners to make a financial commitment to building a functional and safe SAR building that is not tied to the future sale of the Atkins Building.

After s brief discussion, Chairman Munks asked Roger Howard, Facility Management Director, to conduct an analysis of what the costs would be associated with providing a building for training, including space for vehicles that are sensitive to security and environmental controls.

ADJOURNMENT.

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

**BOARD OF COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Don Munks, Chairman

Kenneth A. Dahlstedt, Commissioner

Ted W. Anderson, Commissioner

ATTEST:

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