

**RECORD OF THE PROCEEDINGS
SKAGIT COUNTY BOARD OF COMMISSIONERS
MONDAY, FEBRUARY 25, 2013**

The Skagit County Board of Commissioners met in regular session on Monday, February 25, 2013, with Commissioners Sharon D. Dillon, Ron Wesen, and Kenneth A. Dahlstedt present.

I. CALL TO ORDER:

Chair Dillon called the proceedings to order at 1:30 p.m.

II. PLEDGE OF ALLEGIANCE:

Chair Dillon led the gallery in the salute to the flag.

III. AGENDA:

- a) *8:30 a.m. - 9:30 a.m. Briefing - County Commissioners/County Administrator
- b) 1:30 p.m. - 2:00 p.m. Consent Agenda, Vouchers, Warrants, and Miscellaneous Items
- c) *2:00 p.m. - 4:00 p.m. Executive Session (None Scheduled as of the Date of this Notice)

IV. CONSENT AGENDA FOR MONDAY, FEBRUARY 25, 2013 (items 1 through 18):

A motion was made by Commissioner Dahlstedt to approve the Consent Agenda items 1 through 18, Ratification Agenda 19 through 28, vouchers and warrants for Monday, February 25, 2013. Commissioner Wesen seconded the motion. The vote passed unanimously.

a) COMMISSIONERS:

- 1. Record of the Proceedings for Tuesday, October 23, 2013. **(Approved)**
- 2. Resolution to appoint Brian Duquaine, District 1, and Tyler Clark, District 3, to the Skagit County Agricultural Advisory Board. Mr. Duquaine and Mr. Clark are appointed to complete the term ending on December 31, 2015. **(Resolution No. R20130035)**
- 3. Resolution to establish the Sedro-Woolley School District Rural Partial County Library District. **(Resolution No. R20130036)**
- 4. Resolution placing the question of the Town of Lyman annexation into Skagit County Fire Protection District No. 8 on the ballot for Special Election on Tuesday, April 23, 2013. **(Resolution No. R20130037)**

b) ADMINISTRATIVE SERVICES:

- 5. Resolution replacing Resolution No. R20070425 regarding the reimbursement for use of personal vehicles for County officials/elected officials. **(Resolution No. R2013038)**
- 6. Resolution revising Resolution No. R20120402 regarding the 2013 elected officials salary levels. **(Resolution No. R20130039)**

c) BUDGET AND FINANCE:

- 7. Funding Agreement with the Snohomish Artist Guild to award \$3,000 in Lodging Tax funds to

support marketing and advertising for two summer concert series, as authorized by Resolution No. R20130013. The Agreement commenced on January 28, 2013, and shall continue until December 31, 2013. **(Contract No. C20130072)**

d) COMMUNITY SERVICES:

8. Personal Services Agreement with Washington Initiative for Supported Employment (W.I.S.E.) to provide services to individuals with disabilities and their families, employment providers and Skagit County's Developmental Disabilities (DD) Program. The Agreement shall commence on the date of execution and continue until June 30, 2013. Compensation shall not exceed \$17,350 and is funded by Washington DD Program. **(Contract No. C20130073)**
9. Resolution authorizing submission of an application for Community Development Block Grant to the State of Washington to request funds in the amount of \$55,174 and any amended amounts to fund public service activities in coordination with Skagit County Community Action Agency. **(Resolution No. R20130040)**
10. Resolution to establish a grievance procedure concerning use of 2013 Community Development Block Grant (CDBG) funds. **(Resolution No. R20130041)**

e) FACILITIES MANAGEMENT:

11. Vendor Services Agreement with Pacific MicroRem, Inc. to provide maintenance of two (2) metal detectors and one (1) x-ray screener, located at the Skagit County Public Safety Building and Courthouse. The Agreement shall commence on the date of execution and continue for two years. Compensation shall not exceed \$4,200. **(Contract No. C20130074)**

f) HUMAN RESOURCES:

12. Memorandum of Agreement for 2013 between the Board of County Commissioners and the attorneys of County Public Defender's Office AFSCME Local 176-PD. **(Contract No. C20130075)**

g) INFORMATION SERVICES:

13. Personal Services Agreement with Ivoxy Consulting, LLC. to perform an assessment and best practices analysis and recommend changes to Skagit County VMWare virtual server, network and storage features and capabilities. The Agreement shall commence on the date of execution and continue until December 31, 2013. Compensation shall not exceed \$14,000, plus applicable taxes. **(Contract No. C20130076)**
14. Interlocal Public Safety Technology Service Agreement with the Swinomish Indian Tribal Community to provide access to Public Safety Services which include information derived from the Spillman Public Safety System. The Agreement shall commence on the date of execution and shall continue until January 1, 2014. Compensation to Skagit County shall not exceed \$27,000. **(Contract No. C20130077)**

h) PROSECUTING ATTORNEY:

15. Quit Claim Deed and Real Estate Excise Tax Affidavit granted by Skagit County to Jean R. Ferrier for the sole purpose of correcting inaccuracies in title to former public right-of-way to facilitate the issuance of title insurance and not for monetary consideration, for Parcel No. P71262 located in Bow, WA. **(Contract No. C20130078)**

i) PUBLIC WORKS:

16. Resolution to call for a public hearing regarding the 2013-2018 Six-Year Transportation Improvement Program (TIP) Revision No. 2. The public hearing is scheduled to place on

Tuesday, March 12, 2013, at 8:30 a.m., or shortly thereafter. **(Resolution No. R20130042)**

17. Vendor Services Agreement with Steve's Window Cleaning to clean windows, located at 201 E. Avon Avenue in Burlington. The Agreement shall commence on the date of execution and continue for one year. Compensation shall not exceed \$2,400. **(Contract No. C20130079)**
18. Amendment No. 1 to Vendor Services Agreement No. C20120071 with Pape Machinery Inc. to provide equipment rental for various projects. The original Agreement commenced on February 27, 2012, and the expiration date remains unchanged at March 31, 2013. The purpose of this Amendment is to cover unanticipated rental of additional equipment for larger excavators needed on the Minkler Road and Colony Mountain projects. This Amendment increases compensation by an additional \$15,000 for a new compensation amount not to exceed \$65,000. All other terms and conditions shall remain in effect. **(Amendment No. A20130018)**

V. RATIFICATION AGENDA (items 19 through 28):

j) ADMINISTRATIVE SERVICES:

19. Resolution authorizing the ratification of a Personal Services Agreement with Emergency Services Consulting International (ESCI) to provide placement services for an Interim Director of Central Valley Ambulance Authority to provide general consulting services to guide and direct the organization on a daily basis. A signed Agreement was not executed prior to the provision of services due to a misunderstanding that these services were covered under Personal Services Agreement No. C20120089. **(Resolution No. R20130043)**
20. Personal Services Agreement with Emergency Services Consulting International (ESCI) to provide placement services for an Interim Director of Central Valley Ambulance Authority to provide general consulting services to guide and direct the organization on a daily basis. The Agreement commenced on June 5, 2012, and shall continue for one year. Compensation shall not exceed \$4,400. **(Contract No. C20130080)**

k) BUDGET AND FINANCE:

21. Resolution authorizing the ratification of a Personal Services Agreement with Community Action of Skagit County to provide services to Veterans, low-income families, and residents of the Upper Skagit area. A signed Agreement was not executed prior to the commencement of services on January 1, 2013, due to administrative delays. **(Resolution No. R20130044)**
22. Personal Services Agreement with Community Action of Skagit County to provide services to Veterans, low-income families, and residents of the Upper Skagit area. The Agreement commenced on January 1, 2013, and shall continue until December 31, 2013. Compensation shall not exceed \$519,274. **(Contract No. C20130081)**

l) DEPARTMENT OF EMERGENCY MANAGEMENT:

23. Resolution authorizing the ratification of Snohomish County Homeland Security Grant Agreement No. E13-152 to provide U.S. Department of Homeland Security Grant Program (HSGP) funds to support the development and sustainment of core capabilities to fulfill the National Preparedness Goal (NPG). A signed contract was not received prior to the commencement date of September 1, 2012; no services have been or will be rendered prior to the Board of County Commissioners signing the contract. **(Resolution No. R20130045)**
24. Snohomish County Homeland Security Grant Agreement No. E13-152 to provide U.S. Department of Homeland Security Grant Program (HSGP) funds to support the development and sustainment of core capabilities to fulfill the National Preparedness Goal (NPG). HSGP funding shall be used for costs related to the planning, organization, equipment, training, and exercise needs that prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events. The Agreement commenced on September 1, 2012,

and shall continue until July 31, 2014. Compensation to Skagit County shall not exceed \$37,028. **(Contract No. C20130082)**

m) PUBLIC DEFENDER:

25. Resolution authorizing the execution of a Personal Services Agreement with Orland Freeman to provide process service and related services. A signed Agreement was not processed prior to the commencement of services on January 1, 2013. **(Resolution No. R20130046)**
26. Personal Services Agreement with Orland Freeman to provide process service and related services. The Agreement commenced on January 1, 2013, and shall continue until December 31, 2013. Compensation shall not exceed \$5,000. **(Contract No. C20130083)**

n) PUBLIC WORKS:

27. Resolution authorizing the ratification of a Personal Services Agreement with Skagit Conservation Education Alliance (SCEA) to allow the SCEA to perform work on a reimbursable basis to assist Skagit County in completing certain tasks related to the water quality tasks consistent with the Clean Water Program. In order to continue meeting the Clean Samish Initiative (CSI) Pollution Identification and Correction (PIC) project requirements, modifications were made to the annual contract which delayed the signing process. **(Resolution No. R0130047)**
28. Personal Services Agreement with Skagit Conservation Education Alliance (SCEA) to allow the SCEA to perform work on a reimbursable basis to assist Skagit County in completing certain tasks related to the water quality tasks consistent with the Clean Water Program. The Agreement commenced on January 1, 2013, and shall continue until December 31, 2013. Compensation shall not exceed \$18,224. **(Contract No. C20130084)**

VI. VOUCHERS AND WARRANTS:

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, the Board by majority vote, did approve for payment those vouchers included in the above-mentioned list and further described as follows:
 - a) ACH Transfer Request Form and Certification to Trusteed Plans Service Corporation from Clearing Fund 696 in the total dollar amount of \$140,921.42 (Transmittal No. C-25-13); and
 - b) Warrants numbered 377726 through 378265 from Clearing Fund 696 in the total dollar amount of \$1,865,843.05 (Transmittal No. C-26-13); and
 - c) ACH Transfer Request Form and Certification to Trusteed Plans Service Corporation from Clearing Fund 696 in the total dollar amount of \$64,858.87 (Transmittal No. C-27-13); and
 - d) Payroll warrants numbered 311294 through 311991 in the total dollar amount of \$1,118,249.61 (Transmittal No. P-07-13); and
 - e) Junior District Payroll warrants numbered 800182 through 800354 in the total dollar amount of \$260,948.43 (Transmittal No. P-8-13).

VII. ADJOURNMENT:

There were no executive sessions scheduled for Monday, February 25, 2013.

Chair Dillon adjourned the proceedings at 1:32 p.m.

**BOARD OF COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Sharon D. Dillon, Chair

Ron Wesen, Commissioner

Kenneth A. Dahlstedt, Commissioner

ATTEST:

Clerk of the Board