

**RECORD OF THE PROCEEDINGS  
SKAGIT COUNTY BOARD OF COMMISSIONERS  
MONDAY, SEPTEMBER 23, 2013**

The Skagit County Board of Commissioners met in regular session on Monday, September 23, 2013, with Chair Sharon D. Dillon, Commissioner Ron Wesen, and Commissioner 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. - 10:30 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)
- d) \*4:30 p.m. Jail Visioning Meeting with DLR Architects

IV. CONSENT AGENDA FOR MONDAY, SEPTEMBER 23, 2013 (items 1 through 11):

A motion was made by Commissioner Wesen to approve the Consent Agenda items 1 through 11, Ratification Agenda items 12 through 23, vouchers and warrants for Monday, September 23, 2013. Commissioner Dahlstedt seconded the motion.

The vote passed unanimously.

a) COMMISSIONERS:

- 1. Record of the Proceedings for Monday, September 16, 2013. **(Approved)**
- 2. Record of the Proceedings for Tuesday, September 17, 2013. **(Approved)**
- 3. Resolution to appoint Owen Peth to the Conservation Futures Program Advisory Board to fill the seat vacated by Alan Merritt. Mr. Peth's term shall commence on date of execution and expire on December 31, 2014. **(Resolution R20130267)**

b) COMMUNITY SERVICES:

- 4. Personal Services Agreement with Sea Mar Community Health to provide culturally competent, bilingual, English and Spanish, mental health treatment services by a Mental Health Professional as defined by Washington Administrative Code (WAC) 388-865-0150 for individuals detained in the Skagit County Jail. The Agreement shall commence on the date of execution and continue until June 30, 2014. Compensation shall not exceed \$18,000 and is funded by a grant from Washington State Department of Social and Human Services. **(Contract No. C20130397)**

c) FACILITIES MANAGEMENT:

- 5. Vendor Services with Great Floors Commercial Sales for the removal of existing carpet, installation of moisture barrier sealer and new carpet in two (2) areas, Fire Marshal's office, and Building Official's office, located at 1800 Continental Place in Mount Vernon. The Agreement shall commence on the date of execution and continue for one year. Compensation shall not exceed \$6,512.06, including applicable sales tax. **(Contract No. C20130398)**

6. Building Lease Agreement with Optimum Properties, LLC for the lease of property located at 116 South 11th Street in Mount Vernon for the sum of \$1,000 per month, with a 4% increase each year. The Agreement shall commence on October 1, 2013, and expire on September 30, 2016. **(Contract No. C20130399)**

d) HUMAN RESOURCES:

7. Amendment No. 1 to Personal Services Agreement No. C20120552 with Skagit Business & Staffing LLC to provide on-call general office, clerical, and/or accounting services. The original Agreement commenced on December 31, 2012, and the expiration date remains unchanged at December 31, 2013. The purpose of this Amendment is to increase compensation by an additional \$1,500 for a new compensation amount not to exceed \$6,500. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20130112)**

e) INFORMATION SERVICES:

8. Wave Broadband Customer Agreement for Small Business Internet Access Service for Skagit County Upriver Services, located at 45770 Main Street in Concrete to provide faster internet access services. The Agreement shall commence on the date of execution and shall continue for one year, then automatically renew for successive twelve (12) month terms. Initial yearly compensation shall not exceed \$8,000. **(Contract No. C20130400)**

f) PARKS, RECREATION, AND FAIRGROUNDS:

9. Amendment No. 1 to Personal Services Agreement No. C20130245 with Graham-Bunting & Associates to prepare a fish and wildlife site assessment update and shoreline permit application for proposed improvements at Clear Lake Park, located at 12925 Front Street in Clear Lake. The original Agreement commenced on June 17, 2013, and the expiration date remains as June 17, 2014. The purpose of this Agreement is to change the scope of work to include a wetlands reconnaissance of 1.5 to 3 acres of land on parcel numbers P25008 and P25006 at the northwest end of the Skagit Playfields, located at 2700 Martin Road in Mount Vernon. This Amendment increases compensation by \$5,000 for a new compensation amount not to exceed \$8,500. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20130113)**

g) PUBLIC WORKS:

10. Resolution to authorize the closure of Concrete Sauk Valley Road #08000 at milepost 12.50 for five (5) days beginning on October 7, 2013, to replace a culvert to improve fish passage. **(Resolution No. R20130268)**
11. Resolution to award the bid for Public Works landscaping maintenance to Mark Lawrence, Inc., dba Simply Yards Landscape and Design in the amount of \$16,147.54. **(Resolution No. R20130269)**

V. RATIFICATION AGENDA (items 12 through 23):

h) ADMINISTRATIVE SERVICES:

12. Resolution authorizing the ratification of an Interlocal Cooperative Agreement with Skagit 911 to facilitate the distribution of funds in the amount of \$46,500 through the Grant Agreement with the Washington State Military Department via Skagit County Contract No. C20130342. The Agreement was not received for consideration until after the commencement date of July 1, 2013. **(Resolution No. R20130270)**
13. Interlocal Cooperative Agreement with Skagit 911 to facilitate the distribution of funds in the amount of \$46,500 through the Grant Agreement with the Washington State Military Department via Skagit Contract No. C20130342. The Agreement commenced on July 1, 2013, and shall continue until August 15, 2014. **(Contract No. C20130401)**

i) COMMUNITY SERVICES:

14. Resolution authorizing the ratification of Amendment No. 1 to Personal Services Agreement No. C20130296 with Washington Vocational Services to provide Pathways to Employment and Community Access services to eligible individuals with developmental disabilities. Review of the contract's scope of work delayed finalization of the Amendment. **(Resolution No. R20130271)**
15. Amendment No. 1 to Personal Services Agreement No. C20130296 with Washington Vocational Services to provide Pathways to Employment and Community Access services to eligible individuals. The original Agreement commenced on July 1, 2013, and shall continue until June 30, 2014. The purpose of this Amendment to add additional services to the Scope of Work. Compensation remains unchanged at an amount not to exceed \$343,968 which is funded by the Department of Social and Health Services, Division of Development Disabilities (DSHS-DDD). All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20130114)**

j) HEALTH:

16. Resolution authorizing the ratification of a Services Agreement with Public Health Seattle & King County to provide medication services in the form of prepackaged medications per the specifications and conditions attached as Exhibit 1. Review of the contract terms delayed finalization of the Agreement. **(Resolution No. R20130272)**
17. Services Agreement with Public Health Seattle & King County to provide medication services in the form of prepackaged medications per the specifications and conditions attached as Exhibit 1. The Agreement commenced on August 30, 2013, and shall continue until February 28, 2014. Compensation shall not exceed \$2,500. **(Contract No. C20130402)**
18. Resolution authorizing the ratification of a Personal Services Agreement with Alison Zecha, Inc. Coach AZ to provide a day-long staff development session on September 20, 2013. Department did not forward the contract prior to the start of the service which delayed finalization of the Agreement. **(Resolution No. R20130273)**
19. Personal Services Agreement with Alison Zecha, Inc. Coach AZ to provide a day-long staff development session on September 20, 2013. The Agreement commenced on August 28, 2013, and shall continue until September 20, 2013. Compensation shall not exceed \$5,400, which includes \$3,600 for the one day staff development training, and \$40 per participant for The Birkman Method self-assessment. **(Contract No. C20130403)**

k) RISK MANAGEMENT:

20. Resolution authorizing the ratification of Amendment No. 1 to Personal Services Agreement No. C20120126 with Parker Corporation Services, Inc. dba Whatcom Security Agency for the provision of security officer services for buildings located at 600 South Third Street, and 205 W. Kincaid Street in Mount Vernon. It was necessary to provide additional security service prior to the finalization of an Agreement due to vandalism and theft. **(Resolution No. R20130274)**
21. Amendment No. 1 to Personal Services Agreement No. C20120126 with Parker Corporation Services, Inc. dba Whatcom Security Agency for the provision of security officer services for buildings located at 600 South Third Street, and 205 W. Kincaid Street in Mount Vernon. The purpose of this Amendment is to amend the scope of services to include security patrol in the employee designated parking areas for offices located at 1800 Continental Place in Mount Vernon. The original Agreement commenced on April 1, 2012, expiration date remains unchanged at December 31, 2014. This Amendment increases compensation by an additional \$2,500 for a new compensation amount not to exceed \$122,784 per calendar year. **(Amendment No. A20130115)**

l) SHERIFF:

22. Resolution authorizing the ratification of a Memorandum of Understanding (MOU) with

Pioneer Human Services Jail Transition for the provision of mental health care management services and protection of confidential client information. Negotiation of terms and conditions delayed finalization of the MOU. **(Resolution No. R20130275)**

23. Memorandum of Understanding (MOU) with Pioneer Human Services Jail Transition for the provision of mental health care management services and protection of confidential client information. The Agreement commenced on August 1, 2013, and shall continue until September 30, 2014. There is no compensation associated with this MOU. **(Contract No. C20130404)**

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 \$89,606.25 (Transmittal No. C-118-13); and
  - b) Warrants numbered 389681 through 390228 from Clearing Fund 696 in the total dollar amount of \$7,426, 834.83 (Transmittal No. C-119-13).

VII. ADJOURNMENT:

Chair Dillon adjourned the proceedings at 1:32 p.m. and announced that no executive session was scheduled for Monday, September 23, 2013.

**BOARD OF COMMISSIONERS  
SKAGIT COUNTY, WASHINGTON**

---

Sharon D. Dillon, Chair

---

Ron Wesen, Commissioner

---

Kenneth A. Dahlstedt, Commissioner

ATTEST:

---

Clerk of the Board