

**RECORD OF THE PROCEEDINGS  
SKAGIT COUNTY BOARD OF COMMISSIONERS  
MONDAY, DECEMBER 16, 2013**

The Skagit County Board of Commissioners met in regular session on Monday, December 16, 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. - 10:00 a.m. Briefing - County Commissioners/County Administrator

b) 1:30 p.m. - 2:00 p.m. Consent Agenda, Vouchers, Warrants and Miscellaneous Items

A motion was made by Commissioner Dahlstedt to approve consent agenda items 1 through 33, ratification agenda items 34 through 53, vouchers and warrants for Monday, December 16, 2013. Commissioner Wesen seconded the motion.  
The vote passed unanimously.

The vote passed unanimously.

c) \*2:00 p.m. - 3:00 p.m. Executive Session (Litigation - RCW 42.30.110(1)(i))

The Commissioners attended an executive session Monday, December 16, 2013, from 2:09 p.m. to 2:48 p.m. the topic was Litigation - RCW 42.30.110(1)(i). (Matters relating to County enforcement actions, actual litigation, or potential litigation.) The following attorney was present at the executive session and gave legal advice to the Board of County Commissioners; Chief Civil Deputy Prosecuting Attorney Will Honea. Other Attendees: County Administrator Tim Holloran, and Interim Public Works Director Dan Berentson. No action was taken.

d) \*3:00 p.m. - 4:00 p.m. Executive Session (None Scheduled as of the Date of this Notice)

IV. CONSENT AGENDA (items 1 through 33):

a) COMMISSIONERS:

1. Record of the Proceedings for Monday, December 9, 2013. **(Approved)**

2. Record of the Proceedings for Tuesday, December 10, 2013. **(Approved)**

b) ADMINISTRATIVE SERVICES:

3. Amendment No. 1 to Personal Services Agreement No. C20130320 with DLR Group to determine the requirements for expansion of the existing County Jail facility, as well as provide cost estimates and capital and operational costs for the renovation/expansion of the existing County Jail facility and compare those costs to a new facility of comparable scope. This Amendment increases compensation by \$5,000 for an additional two renderings, one for each potential jail site. The original Agreement commenced on January 1, 2013, and the term remains the same, ending December 31, 2014. Compensation shall not exceed \$60,005. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20130147)**

c) BUDGET AND FINANCE:

4. Resolution authorizing the creation of County Jail Fund #403 to account for the design, construction, operation and maintenance of the County Jail. **(Resolution No. R20130379)**

d) COMMUNITY SERVICES:

5. Resolution authorizing the allocation of Millage Mental Health Funds for 2014. **(Resolution No. R20130380)**
6. Personal Services Agreement with Skagit Council Housing to distribute low-income housing funds pursuant to House Bill 2060. The Agreement shall commence on January 1, 2014, and continue until December 31, 2014. Compensation shall not exceed \$10,000. **(Contract No. C20130515)**
7. Personal Services Agreement with Compass Health to provide mental health services with primary goals of stabilization of problematic symptoms and/or behaviors and the promotion of ongoing recovery. The Agreement shall commence on January 1, 2014, and continues until December 31, 2014. Compensation shall not exceed \$20,000. **(Contract No. C20130516)**
8. Personal Services Agreement with Sunrise Services to provide mental health assessment and treatment services to individuals in the upper east Skagit County area who are not currently eligible to receive Medicaid-funded treatment services. The Agreement shall commence on January 1, 2014, and continue until December 31, 2014. Compensation shall not exceed \$25,000. **(Contract No. C20130517)**
9. Personal Services Agreement with The Language Exchange, Inc. to provide interpretation and translation (spoken and/or written) services for Community Services. The Agreement shall commence on January 1, 2014, and continue until December 31, 2014. Compensation shall not exceed \$7,500. **(Contract No. C20130518)**
10. Personal Services Agreement with Sharon M. Robinson Holmes to provide performance reviews of sub-contract agencies in the program areas of Substance Abuse/Chemical Dependency and Developmental Disabilities utilizing monitoring and evaluation tools approved by Community Services. The Agreement shall commence on January 1, 2014, and continue until December 31, 2014. Compensation shall not exceed \$10,000. **(Contract No. C20130519)**

e) EMERGENCY MANAGEMENT:

11. Amendment A to Snohomish County Grant Agreement No. E12-186 (Skagit County Contract No. C20120151) to provide U.S. Department of Homeland Security (DHS) FFY 2011 Homeland Security Grant Program (HSGP) funds to enhance the ability of state, local, and tribal governments to prevent, protect against, respond to, and recover from terrorist attacks and other disasters. This Amendment increases compensation by \$4,972 for interoperable equipment, extends the term by thirty days to end June 30, 2014, and replaces Exhibit C Budget Sheet to reflect changes to the increased compensation. Compensation to Skagit County shall not exceed \$97,936. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20130148)**

f) FACILITIES MANAGEMENT:

12. Amendment No. 1 to Vendor Services Agreement No. C20110513 with Electric West, Inc. to provide electrical services, including the troubleshooting, repair and replacement of electrical components that include, but may not be limited to: power resources, lighting switches and relays; electrical motors; generators, and building lights and electrical infrastructure in general at any and all Skagit County facilities. The Amendment increases compensation by \$4,500. The term remains the same, ending November 20, 2014. Compensation shall not exceed \$14,000. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20130149)**
13. Amendment No. 3 to Personal Services Agreement No. C20090042 with Graham-Bunting

Associates to provide the complete 10-year monitoring for wetland mitigation associated with the Skagit County Commissioners' Administrative Building, located at 1800 Continental Place. This Amendment increases compensation by \$3,500 for a new total amount not to exceed \$22,300 in order to pay for additional services provided and outlined in task seven: working with the City of Mount Vernon to remove hazardous trees near Kulshan Creek. The term of the Agreement remains the same, ending December 31, 2018. All other terms and conditions of the original Agreement and subsequent Amendments shall remain in effect. **(Amendment No. A20130150)**

g) INFORMATION SERVICES:

14. Business Class Service Order Agreement with Comcast to provide internet, TV, and phone service to 116 South 11th Street in Mount Vernon, the new location for the County Coroner. This Contract will supersede Skagit County Contract No. C20130422 which was signed on October 17, 2013, as this contract will bundle all three services together. The Agreement shall commence on the date of execution and continue until October 17, 2016. Compensation shall not exceed \$5,927.40. **(Contract C20130520)**
15. Resolution authorizing the sole source procurement for Spillman Technology Public Safety System Software upgrade to purchase additional Hiplink and mobile licenses. **(Resolution No. R20130381)**
16. Addendum No. 13 to Contract No. 00484 with Spillman Technologies, Inc. authorizing the procurement of the Spillman HipLink Interface to support Skagit 911 with alphanumeric paging capability. The HipLink interface was part of the bulk purchase negotiation done with Spillman Technologies. The original Agreement commenced on July 31, 1989, and shall continue indefinitely. This Amendment increases compensation by \$36,848 for a new compensation amount not to exceed \$805,311 for the procurement of an additional 750 Hiplink receiver licenses, 1 additional fire mobile license, and training for jail staff on the new Spillman Syntryx software that will be implemented in 2014. Skagit County will be reimbursed \$18,454 from Skagit 911. All other terms and conditions of the original Agreement and subsequent Amendments shall remain in effect. **(Amendment No. A20130151)**

h) PARKS AND RECREATION:

17. Amendment No. 1 to Funding Agreement No. C20120423 with Skagit Land Trust for the purpose of providing funding for the acquisition and permanent protection of lands in Skagit County that will contribute to a corridor for Skagit County's planned Centennial Trail. This Amendment extends the term for one year, ending December 31, 2014. Compensation remains the same and shall not exceed \$50,000. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20130152)**
18. Amendment No. 3 to Funding Agreement No. C20100594 with Skagit Land Trust to provide reimbursement for securing public trail access and protecting an open corridor on South Fidalgo Island from Donnell Road to Deception Pass State Park. The purpose of this Amendment is to extend the expiration date of the Funding Agreement from December 31, 2013, to December 31, 2014. Compensation remains the same and shall not exceed \$150,000. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20130153)**

i) PROSECUTING ATTORNEY:

19. Resolution adopting new standard Vendor Services Agreement, Personal Services Agreement, and Contract Routing Form. **(Resolution No. R20130382)**
20. Personal Services Agreement with Sue Fox-Golombek, doing business as Express Legal Transcription to provide transcription services for victim, witness, and/or defendant interviews and depositions. The Agreement shall commence on January 1, 2014, and continue until December 31, 2014. Compensation shall not exceed \$3,000. **(Contract No. C20130521)**
21. Personal Services Agreement with The Language Exchange, Inc. to provide interpretation and

translation services for the Prosecuting Attorney's Office. The Agreement shall commence on January 1, 2014, and continue until December 31, 2014. Compensation shall not exceed \$5,000. **(Contract No. C20130522)**

22. Personal Services Agreement with John A. Strait to provide legal services related to the Washington State Bar Association grievance filed under their File No. 13-02055 against Richard Weyrich, Skagit County Prosecuting Attorney. The Agreement shall commence upon the date of execution and continue until December 31, 2014. Compensation shall not exceed 10,000. **(Contract No. C20130523)**

23. Lease Agreement with Pitney Bowes to provide a postage meter for use by the Family Support Division of the Prosecuting Attorney's Office. The Agreement shall commence upon the date of execution and continue for 60 months. Compensation shall not exceed \$5,794.80. **(Contract No. C20130524)**

j) PUBLIC DEFENDER:

24. Personal Services Agreement with Felix Moran, dba Camano-Stanwood Investigations, to provide investigation services as requested by the Skagit County Public Defender. The Agreement shall commence on January 1, 2014, and shall continue until December 31, 2014. Compensation shall not exceed \$70,000. **(Contract No. C20130525)**

k) PUBLIC WORKS:

25. Resolution calling for bids for Maintenance Materials with Annual Purchases Expected to Exceed \$25,000. The bid opening is scheduled to take place on Monday, January 13, 2014, at 2:00 p.m. or as soon as possible thereafter. **(Resolution No. R20130383)**

26. Resolution calling for bids for Rental Equipment with Expected Annual Expenditures to Exceed \$25,000. The bid opening is scheduled to take place on Monday, January 13, 2014, at 2:30 p.m. or as soon as possible thereafter. **(Resolution No. R20130384)**

27. Supplemental Agreement No. 1 to Local Agency Standard Consultant Agreement No. C20110425 with GeoEngineers, Inc. to provide on-call geotechnical and environmental services. This Supplemental Agreement extends the term for one year, from December 31, 2013, to December 31, 2014, and amends Exhibit E-2 Schedule of Charges to 2014 rates. Compensation remains the same and shall not exceed \$150,000. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20130154)**

28. Supplemental Agreement No. 1 to Local Agency Standard Consultant Agreement No. C20110426 with DKG, Inc. dba Widener & Associates, for on-call environmental and construction support services. This Supplemental Agreement extends the term for one year, from December 31, 2013, to December 31, 2014. Compensation remains the same and shall not exceed \$150,000. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20130155)**

29. Agreement for Grant Sub-Award with the Skagit Land Trust to perform Task 6: marine shoreline protection assessment, as part of the Department of Ecology (DOE) Grant Agreement No. G1400105, Skagit County Contract No. C20130412. The Agreement shall commence on the date of execution and continue until September 30, 2014. Compensation shall not exceed \$7,500 and is reimbursable by the DOE Grant Agreement. **(Contract No. C20130526)**

30. Agreement for Grant Sub-Award with the Northwest Straits Foundation to perform Task 4: Shannon Point riprap removal feasibility and project design, and Task 5: Bowman Bay riprap removal feasibility and project design, as part of the Department of Ecology (DOE) Grant Agreement No. G1400105, Skagit County Contract No. C20130412. The Agreement shall commence on the date of execution and continue until September 30, 2014. Compensation shall not exceed \$26,000 and is reimbursable by the DOE Grant Agreement. **(Contract No. C20130527)**

31. Interlocal Cooperative Agreement with Central Valley Ambulance Authority (CVAA) to allow the

Equipment Division of Skagit County Public Works to perform vehicle maintenance and provide parts, upon request, for CVAA. The Agreement shall commence on the date of execution, and continue until December 31, 2014. CVAA will reimburse Skagit County for all costs and expenses incurred for such services, as well as an additional 9% for administrative costs, and an annual fee of \$340 to cover additional electricity costs for the charging of two (2) spare ambulances. **(Contract No. C20130528)**

32. Construction Contract Agreement with Pacific Pile & Marine, L.P. for the Guemes Ferry Dolphin Replacement Project #FEMP-5, Federal Aid #FBD-6240(002). The Agreement shall commence upon the date of execution and continue until project completion. Compensation shall not exceed \$1,085,880. **(Contract No. C20130529)**
33. Approval of Supplemental Agreement No. 3 to Local Agency Agreement No. C20120053 with Exceltech Consulting, Inc. to provide construction management and inspection services for the Anderson/LaVenture Road Extension Projects Cedardale to Blodgett Skagit County #ES71000-1, Federal Aid #STPUS-7337(005), TIB #9-W-029(002)-1, Blodgett to Blackburn Skagit County #ES71000-1B, Federal Aid #STPUS-7337(004), TIB #9-W-029(002)-1, and South LaVenture Sanitary Sewer System City of Mount Vernon #ES97-72. The purpose of this Supplemental Agreement is to extend the completion date from December 31, 2013, to September 30, 2014 in order to accommodate additional time needed for Washington State Department of Transportation to perform an audit and a Project Management Review as part of the close out process. Compensation remains the same and will not exceed \$1,393,660.87. All other terms and conditions of the original Agreement and subsequent Amendments shall remain in effect. **(Amendment No. A20130156)**

V. RATIFICATION AGENDA (items 34 through 53):

l) ADMINISTRATIVE SERVICES:

34. Resolution authorizing the ratification of a Personal Services Agreement with Materials Testing & Consulting, Inc. to provide Phase II Environmental Evaluation Services associated with two potential sites for the new Skagit County Jail. A signed Agreement was not executed prior to November 15, 2013, due to the time it took to finalize the Agreement and receive the Certificate of Insurance. **(Resolution No. R20130385)**
35. Personal Services Agreement with Materials Testing & Consulting, Inc. to provide Phase II Environmental Evaluation Services associated with two potential sites for the new Skagit County Jail. The Agreement commenced on November 15, 2013, and shall continue until December 31, 2015. Compensation shall not exceed \$30,715. **(Contract No. C20130530)**
36. Resolution authorizing the ratification of a Personal Services Agreement with Argus Pacific Inc. to provide survey for asbestos and lead paint evaluation services associated with two potential sites for the new Skagit County Jail. A signed Agreement was not executed prior to November 15, 2013, due to the time it took to finalize the Agreement and receive the Certificate of Insurance. **(Resolution No. R20130386)**
37. Personal Services Agreement with Argus Pacific Inc. to provide survey for asbestos and lead paint evaluation services associated with two potential sites for the new Skagit County Jail. The Agreement commenced on November 15, 2013, and shall continue until December 31, 2015. Compensation shall not exceed \$11,850. **(Contract No. C20130531)**
38. Resolution authorizing the ratification of a Personal Services Agreement with DLR Group to provide space programming and pre-design services associated with two potential sites for the new Skagit County Jail. A signed Agreement was not executed prior to November 15, 2013, due to the time it took to finalize the Agreement. **(Resolution No. R20130387)**
39. Personal Services Agreement with DLR Group to provide space programming and pre-design services associated with two potential sites for the new Skagit County Jail. The Agreement commenced on November 15, 2013, and shall continue until December 31, 2015. Compensation shall not exceed \$152,955. **(Contract No. C20130532)**

m) COMMUNITY SERVICES:

40. Resolution authorizing the ratification of County Program Agreement No. 1363-90042 with State of Washington Department of Social and Health Services (DSHS) to provide enhanced funding from the Partnership for Success grant award for substance abuse prevention programs and services to high-need communities currently receiving funding from DSHS to implement the Community Prevention and Wellness Initiative. Receipt of the Contract was delayed. **(Resolution No. R20130388)**
41. County Program Agreement No. 1363-90042 with State of Washington Department of Social and Health Services (DSHS) to provide enhanced funding from the Partnership for Success grant award for substance abuse prevention programs and services to high-need communities currently receiving funding from DSHS to implement the Community Prevention and Wellness Initiative. The Agreement commenced on November 1, 2013, and shall continue until September 30, 2014. Compensation to Skagit County shall not exceed \$29,662. **(Contract No. C20130533)**

n) EMERGENCY MANAGEMENT:

42. Resolution authorizing the ratification of Snohomish County Homeland Security Grant Agreement No. E14-075 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 was not received prior to the start date. **(Resolution No. R20130389)**
43. Snohomish County Homeland Security Grant Agreement No. E14-075 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, 2013, and shall continue until July 31, 2015. Compensation to Skagit County shall not exceed \$51,099. **(Contract No. C20130534)**

o) FACILITIES MANAGEMENT:

44. Resolution authorizing the ratification of a Vendor Services Agreement with DS Waters of America, Inc. dba Crystal Springs to provide 13 hot/cold water dispensers and weekly water delivery at various Courthouse locations. A signed contract was not received prior to the commencement. **(Resolution No. R20130390)**
45. Vendor Services Agreement with DS Waters of America, Inc. dba Crystal Springs to provide 13 hot/cold water dispensers and weekly water delivery at various Courthouse locations. The Agreement commenced on November 1, 2013, and shall continue until March 31, 2014. Compensation shall not exceed \$2,400. **(Contract No. C20130535)**

p) HEALTH DEPARTMENT:

46. Resolution authorizing the ratification of a Personal Services Agreement with Sandra Higman to provide mental health consultation services related to the Nurse Family Partnership program. Review of terms delayed the finalization of the Agreement before its commencement. **(Resolution No. R20130391)**
47. Personal Services Agreement with Sandra Higman to provide mental health consultation services related to the Nurse Family Partnership program. The Agreement commenced on October 1, 2013, and shall continue until September 30, 2014. Compensation shall not exceed \$6,000. **(Contract No. C20130536)**
48. Resolution authorizing the ratification of a Contract with Northwest Educational Service

District 189 for the Infant Toddler Consultation program, for nurses to continue providing evaluation, consultation, coordination, and services to licensed school districts within Skagit County, for the purposes of increasing Kindergarten readiness and success. Skagit County did not receive the documents until after the start date. **(Resolution No. R20130392)**

49. Contract with Northwest Educational Service District 189 for the Infant Toddler Consultation program, for nurses to continue providing evaluation, consultation, coordination, and services to licensed school districts within Skagit County, for the purposes of increasing Kindergarten readiness and success. The Contract commenced on September 1, 2013, and continues through June 30, 2014. Compensation to Skagit County shall not exceed \$26,934. **(Contract No. C20130537)**

q) SHERIFF:

50. Resolution authorizing the ratification of a Memorandum of Understanding (MOU) between Skagit County Sheriff's Office and United General Hospital-Community Health Outreach Programs for the purpose of executing the Law Enforcement Partnership grant. The Memorandum was only recently received from United General Hospital after funding was allocated. **(Resolution No. R2013393)**
51. Memorandum of Understanding (MOU) between Skagit County Sheriff's Office and United General Hospital-Community Health Outreach Programs for the purpose of executing the Law Enforcement Partnership grant. The Agreement commenced on October 1, 2013, and shall continue until March 1, 2014. Compensation shall not exceed \$4,000. **(Contract No. C20130538)**
52. Resolution authorizing the ratification of an Agreement between Organized Crime Drug Enforcement Task Forces (OCDETF) and Skagit County Interlocal Drug Enforcement Unit (SCIDEU) for the purpose of receiving reimbursable costs incurred by SCIDEU in providing resources to joint operations/task forces. The Agreement was only recently received by OCDETF due to funding. **(Resolution No. R20130394)**
53. Agreement between Organized Crime Drug Enforcement Task Forces (OCDETF) and Skagit County Interlocal Drug Enforcement Unit (SCIDEU) for the purpose of receiving reimbursable costs incurred by SCIDEU in providing resources to joint operations/task forces. The Agreement commenced on October 1, 2013, and shall continue until September 30, 2014. Reimbursement to Skagit County shall not exceed \$2,500. **Contract No. C20130539)**

VI. MISCELLANEOUS:

Jessica Neill Hoyson, Director of Human Resources presented a resolution authorizing six (6) unpaid closure days in 2014 for regular full-time and regular part-time non-represented employees.

A motion was made by Commissioner Wesen to approve authorizing six (6) unpaid closure days in 2014 for regular full-time and regular part-time non-represented employees. **(Resolution No. R20130395)**

Commissioner Dahlstedt seconded the motion.

The vote passed unanimously.

Michele Long, Sheriff's Office Accountant, was present to present an Interlocal Cooperative Agreement with Whatcom County Parks and Recreation to provide use of the Plantation Rifle Range to Sheriff's Patrol and Correctional staff. The Agreement will commence on January 1, 2014, and continue through December 31, 2014. Compensation shall not exceed a total of \$5,974 for eight (8) sessions. Additional days, if any, will be mutually agreed upon.

A motion was made by Commissioner Dahlstedt to approve Michele Long, Sheriff's Office Accountant, was present to present an Interlocal Cooperative Agreement with Whatcom County Parks and Recreation to provide use of the Plantation Rifle Range to Sheriff's Patrol and Correctional staff. The Agreement will commence on January 1, 2014, and continue through December 31, 2014. Compensation shall not exceed a total of \$5,974 for eight (8) sessions. Additional days, if any, will be mutually agreed upon. **(Contract No. C20130540)** Commissioner Wesen seconded the motion.

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 \$164,404.12 (Transmittal No. C-154-13); and
  - b) Warrants numbered 394703 through 395082 from Clearing Fund 696 in the total dollar amount of \$2,091,598.52 (Transmittal No. C-155-13).

VII. ADJOURNMENT:

Chair Dillon adjourned the proceedings at 1:36 p.m.

**BOARD OF COMMISSIONERS  
SKAGIT COUNTY, WASHINGTON**

\_\_\_\_\_  
Sharon D. Dillon, Chair

\_\_\_\_\_  
Ron Wesen, Commissioner

\_\_\_\_\_  
Kenneth A. Dahlstedt, Commissioner

ATTEST:

\_\_\_\_\_  
Clerk of the Board