

**RECORD OF THE PROCEEDINGS  
SKAGIT COUNTY BOARD OF COMMISSIONERS  
MONDAY, MARCH 2, 2015**

The Skagit County Board of Commissioners met in regular session on Monday, March 2, 2015, with Chair Kenneth A. Dahlstedt, Commissioner Lisa Janicki, and Commissioner Ron Wesen present.

I. CALL TO ORDER:

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

II. PLEDGE OF ALLEGIANCE:

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

III. AGENDA

a) \*9:00 a.m. - 10:00 a.m. Briefing - County Commissioners/County Administrator with Public Works; Planning and Development Services; Public Health and Community Services; and Emergency Medical Services Departments

b) 1:30 p.m. - 2:15 p.m. Consent Agenda, Vouchers, Warrants and Miscellaneous Items

c) 2:15 p.m. - 2:30 p.m. Certification of 2014 Fixed Asset Inventory

Chair Dahlstedt reconvened the proceedings at 2:15 p.m.

Chris Stamey, Financial System Administrator, presented the 2014 Fixed Asset Inventory and explained the yearly process.

A motion was made by Commissioner Wesen to approve Certification of 2014 Fixed Asset Inventory Commissioner Janicki seconded the motion.

The vote passed unanimously.

d) \*3:00 p.m. -4:00 p.m. Executive Session (Litigation -RCW 42.30.110(1)(i))

The Commissioners attended an executive session on Monday, March 2, 2015, from 3:05 p.m. to 3:57 p.m., the purpose of the executive session was Litigation - RCW 42.30.110(1)(i). (Matters relating to County enforcement actions, actual litigation, or potential litigation.) The following attorneys were present at the executive session and gave legal advice to the Board of County Commissioners: Prosecutor Rich Weyrich; Chief Civil Deputy Prosecuting Attorney Melinda Miller; Civil Deputy Prosecuting Attorney Will Honea; Civil Deputy Prosecuting Attorney Arne Denny. Other attendees: County Administrator Tim Holloran; Budget and Finance Director Trisha Logue; and Human Resources/Risk Manager Jessica Neill Hoyson.

IV. CONSENT AGENDA FOR MONDAY, MARCH 2, 2015 (items 1 through 28):

Jan Flagan, Public Works Surface Water Manager, provided information about Consent Agenda Item #23, Local Agency Professional Services Agreement with Watershed Science & Engineering, Inc.; and #26, Local Agency Professional Services Agreement with Osborn Consulting, Inc. Ms. Flagan said that these were on-call consulting contracts to provide services that were not currently available in-house.

Mike Elde, Public Works Equipment Rental and Revolving Loan Fund Manager, explained the

process involved in managing the Fund.

Jennifer Johnson, Public Health and Community Services Director, explained that the purpose of Consent Agenda item #5; Memorandum of Understanding (MOU) with Leadership Skagit was to have Leadership Skagit utilize an existing computer lab at the Mount Vernon Senior Center to establish a support computer center for Mount Vernon School District students residing in South Mount Vernon. Ms. Johnson explained the goals of program.

Brian Adams, Parks, Recreation, and Fairgrounds Director, provided information on Consent Agenda item #9, Vendor Services Agreement with Tyler Smith, dba Smitty Built Custom Homes; Consent Agenda item #13, Resolution calling for bids for the Skagit County Clear Lake Beach Restroom project; Consent Agenda item #14, Vendor Services Agreement with Sam Stakkeland, dba C & S Construction. Mr. Adams explained that Smitty Built Custom Homes would build three kiosks which would allow information to be consolidated in one location at various Skagit County Parks. He went on to explain the bidding process for the Clear Lake Beach Restroom project; and that the contract with Sam Stakkeland, dba C & S Construction would allow Parks to finish the cleanup project on County-owned property on Jameson Street, across from the Sedro-Woolley High School.

A motion was made by Commissioner Janicki to approve the Consent Agenda items 1 through 28; Ratification Agenda items 29 through 42, vouchers and warrants for Monday, March 2, 2015. Commissioner Wesen seconded the motion.

The vote passed unanimously.

a) COMMISSIONERS:

1. Resolution to appoint Kerri L. Cook to the Skagit County Parks and Recreation Advisory Board. Her term shall commence on March 1, 2015, and ends on December 31, 2018. **(Resolution No. R20150079)**

b) ADMINISTRATIVE SERVICES:

2. Amendment No. 3 to Interlocal Cooperative Agreement No. C20140237 with Washington State University (WSU) for the provision of Cooperative Extension Services. The purpose of this Amendment is to amend Exhibit "B" Services Provided by WSU - WSU Cooperative Extension shall operate a Shore Stewards program which includes education and outreach to Skagit County residents. All other terms and conditions of the original Agreement and subsequent Amendments shall remain effect including the termination date of December 31, 2015, and the compensation amount remains at an amount not to exceed \$596,000. **(Amendment No. A20150024)**

c) COMMUNITY SERVICES:

3. Resolution calling for two public hearings to consider testimony regarding the 2015 HOME Investment Partnerships Program (HOME Program) funding. The public hearings are scheduled for Tuesday, March 24, 2015, at 8:30 a.m., or as soon thereafter as possible; and May 5, 2015, at 8:30 a.m., or as soon thereafter as possible. **(Resolution No. R20150080)**
4. Resolution to establish a grievance procedure for the use of the Community Development Block Grant (CDBG) funds. **(Resolution No. R20150081)**
5. Memorandum of Understanding (MOU) with Leadership Skagit to provide a detailed work plan to prepare a computer room and storage areas at Mount Vernon Senior Center for use by Mount Vernon School District's Cleveland Support Center. The Agreement shall commence on the date of execution and continue until April 30, 2015. **(Contract No. C20150093)**

d) GEOGRAPHIC INFORMATION SERVICES:

6. Interlocal Technology Service Agreement with Skagit County Dike District 17 for the provision of geographic information professional services. The Agreement shall commence on the date of execution and continue for two years. The County shall invoice Dike District 17 on a quarterly basis based on a service for compensation fee schedule. **(Contract No. C20150094)**

e) INFORMATION SERVICES:

7. Resolution authorizing the sole source purchase for additional Laserfiche Electronic Content Management Licenses and software maintenance distributed by Cities Digital, Inc. **(Resolution No. R20150082)**
8. Vendor Services Agreement with Cities Digital, Inc. to provide up to 168 Laserfiche Electronic Content Management Licenses and software maintenance. The Agreement shall commence on the date of execution and continues for one year. Compensation shall not exceed \$42,501.56. **(Contract No. C20150095)**

f) PARKS, RECREATION, AND FAIRGROUNDS:

9. Vendor Services Agreement with Tyler Smith, dba Smitty Built Custom Homes to build and install three informational kiosks at County Park trailheads. The Agreement shall commence on the date of execution and continue for one year. Compensation shall not exceed \$9,500 plus applicable taxes. **(Contract No. C20150096)**
10. Personal Services Agreement with Azimuth Northwest, Inc. to research existing deeds, Records of Survey, Short Plats, property lines, and any other available documents needed to determine the location of a new trail through Parcel Nos. P19316, and P19377 in connection with the new Tursi Trail. Contractor will work with a team of trail experts to mark, map and verify the proposed trail location in the field by flagging or marking any existing property corners along the proposed route; prepare a legal description of the proposed new trail; prepare an exhibit drawing to be included with the easement document; and conduct additional related survey services, if required. The Agreement shall commence on the date of execution and continue until December 31, 2015. Compensation shall not exceed \$9,000 and is based on a fee schedule. **(Contract No. C20150097)**
11. Amendment #A to Vendor Services Agreement No. C20140085 with Gateway Septic Service, LLC to provide annual inspection and subsequent pumping of up to seven septic systems in up to three park locations in Skagit County. The purpose of this Amendment is to extend the term of Agreement from March 5, 2015, to March 5, 2016. This Amendment increases compensation by an additional \$8,000 for a new compensation amount not to exceed \$16,000. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20150025)**
12. Amendment #A to Vendor Services Agreement No. C20140086 with United Site Services of Nevada, Inc. to provide delivery, rental, pumping, cleaning and removal of portable chemical toilets, which shall be Americans with Disabilities Act (ADA) accessible units, standard units, event units, and deluxe units located in and around County Parks and at the Skagit County Fairgrounds. The purpose of this Amendment is to extend the term of the Agreement from March 5, 2015, to March 5, 2016. This Amendment increases compensation by an additional \$21,920 for a new compensation amount not to exceed \$43,840. **(Amendment No. A20150026)**
13. Resolution calling for bids for the Skagit County Clear Lake Beach Restroom project. The bid opening is scheduled to take place on Monday, March 23, 2015,

at 2:30 p.m., or as soon thereafter as possible. **(Resolution No. R20150083)**

14. Vendor Services Agreement with Sam Stakkeland, dba C & S Construction to remove the existing train rails and railroad ties on County-owned property located on Jameson Street, Parcel No. P37594, in Sedro-Woolley. The Agreement shall commence on the date of execution and continues until March 2, 2016. Compensation shall not exceed \$3,800. **(Contract No. C20150098)**

15. Personal Services Agreement with Eccos Design, LLC to provide services related to the planning and development of Parks in order to fulfill the objectives of the Skagit County Parks and Recreation Comprehensive Plan. The Agreement shall commence on the date of execution and continue until March 31, 2016. Compensation shall not exceed \$10,000 and is based on a fee schedule. **(Contract No. C20150099)**

g) PLANNING AND DEVELOPMENT SERVICES:

16. Personal Services Agreement with Brown and Caldwell for technical review of the County's stormwater code update. The Agreement shall commence on the date of execution and continue until December 31, 2015. Compensation shall not exceed \$23,934. **(Contract No. C20150100)**

h) PROSECUTING ATTORNEY:

17. Amendment No. 2 to Agreement No. C20140089 with Northwest Regional Council to provide services to the State of Washington Boundary Review Board for Skagit County. The purpose of this Amendment is to amend Exhibit "B" Compensation to reflect that compensation shall not exceed \$50,000 for the term of the contract, unless amended. All other terms and conditions of the original Agreement and subsequent Amendment shall remain the same including the termination date of December 31, 2018. **(Amendment No. A20150027)**

i) PUBLIC HEALTH:

18. Contract with Washington State Health Care Authority (HCA), HCA Contract No. K1416 to support Medicaid related outreach and linkage activities performed by Local Health Jurisdictions (LHJ) to Washington State residents who live within its jurisdiction. The Agreement shall commence on April 1, 2015, and continues until March 31, 2017. Annual compensation to Skagit County is estimated not to exceed \$200,000. **(Contract No. C20150101)**

j) PUBLIC WORKS:

19. Resolution to award the bid for the purchase of three (3) new four-axle dump trucks to Valley Freightliner in the amount of \$566,951.58. The bid opening took place on February 9, 2015. **(Resolution No. R20150084)**

20. Resolution amending Resolution No. R20140313 appointing new members and alternates to the Skagit County Marine Resources Committee and updating the membership roster. Tim Manns shall be appointed as Kari Odden's alternate; representing the Skagit Land Trust; Nathan (Nate) Biletnikoff of the Shall Puget Sound Refinery shall be appointed to fill the "Local Industry" vacancy; and all other current members shall be reappointed by their current capabilities. **(Resolution No. R20150085)**

21. Resolution writing off Solid Waste, Ferry and reimbursable tractions which have been deemed uncollectable, in the amount of \$1,870.18 from fund #401 and #117. **(Resolution No. R20150086)**

22. Resolution to approve of maps, plans, and specifications and call for bids for the

Eagle Pit Crushing Contract #RF20-EAG-D. The bid opening is scheduled to take place on Monday, March 23, 2015, at 2:45 p.m. **(Resolution No. R20150087)**

23. Local Agency Professional Services Agreement with Watershed Science & Engineering, Inc. to provide support with the management and administration of flood, stormwater, and drainage projects, and coordination of activities necessary for compliance with Skagit County's National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Stormwater Permit issued by the Washington State Department of Ecology. The Agreement shall commence on the date of execution and continue until December 31, 2016. Compensation shall not exceed \$200,000. **(Contract No. C20150102)**
  24. Local Agency A&E Professional Services Consultant Agreement with CivilTech Engineering, Inc. to prepare preliminary design for a new Hansen Creek Bridge to replace an existing two-culvert crossing at Minkler Road Project #WA120328-8. Work includes the collection of survey and geographical data, determination of hydraulic opening and scour depth, and preparation of preliminary design and site layout. The Agreement shall commence on the date of execution and continue until December 31, 2015. Compensation shall not exceed \$96,000. **(Contract No. C20150103)**
  25. Amendment No. 1 to Rural Arterial Program (RAP) Agreement No. C20130206 with the County Road Administration Board (CRAB) to authorize funds for the Bow Hill Road, RAP #2913-01. The purpose of this Amendment is to reduce the scope of the project to allow for a reduced roadway pavement width of 28 feet; due to design issues, soil conditions, and stormwater treatment, the design of the project was altered to meet project requirements. The funding for the project will not change; the County will receive \$1,500,000 as per the original Agreement, with additional funding in the amount of \$806,700 scheduled to be allocated in March of 2015. The estimated project cost is \$2,246,609. There is a 10% match on the Rural Arterial Trust Account (RATA) funds and the County has received \$460,000 in Federal Surface Transportation Project (STP) funds. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20150028)**
  26. Local Agency Professional Services Agreement with Osborn Consulting, Inc. to support with the management and administration of flood, stormwater, and drainage projects and coordination of activities necessary for compliance with Skagit County's National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Stormwater Permit issued by the Washington State Department of Ecology. The Agreement shall commence on the date of execution and continue until December 31, 2016. Compensation shall not exceed \$200,000. **(Contract No. C20150104)**
  27. Vendor Services Agreement with Mark Lawrence, Inc. dba Simply Yards Landscape and Design to provide landscaping maintenance for the Guemes Island parking lots, located at 500 I Avenue in Anacortes; the Road Operations facility, located at 201 East Avon Avenue in Burlington; the Conway Roundabout, located at the intersection of Pioneer Highway and Fir Island Road in Conway; South LaVenture Road; and the transfer station, located at 14104 Ovenell Road in Mount Vernon. The Agreement shall commence on the date of execution and continues for one year with the option to extend for one additional year. Compensation shall not exceed \$25,675 plus applicable sales tax. **(Contract No. C20150105)**
- k) SUPERIOR COURT:
28. Supplemental Agreement to Personal Services Agreement No. C20140120 with the Language Exchange for court-certified, court-registered, or qualified interpreters in all languages for hearings and trials as requested by Skagit

County Superior Court and Skagit County District Court. This Supplemental Agreement shall commence on the date of execution and terminates on April 2, 2015. Compensation shall not exceed \$7,700. **(Contract No. C20150106)**

V. RATIFICATION AGENDA (items 29 through 42):

l) COMMUNITY SERVICES:

29. Resolution authorizing the ratification of a Funding Agreement with Northwest Youth Services to distribute low-income housing funds pursuant to Substitute House Bill 2163. Community Services experienced administrative delays in finalizing the Agreement. **(Resolution No. R20150088)**
30. Funding Agreement with Northwest Youth Services to distribute low-income housing funds pursuant to Substitute House Bill 2163 in the amount of \$29,409. The Agreement commenced on January 1, 2015 and continues until December 31, 2015. **(Contract No. C20150107)**

m) PUBLIC DEFENDER:

31. Resolution authorizing the ratification of a Personal Services Agreement with Shauna L. Bean, Attorney at Law, to provide consultation and representation for a maximum of 33 District Court cases per month for the Skagit County Public Defender's office. Changes and the need to update information caused a delay in finalizing the Agreement. **(Resolution No. R20150089)**
32. Personal Services Agreement with Shauna L. Bean, Attorney at Law, to provide consultation and representation for a maximum of 33 District Court cases per month for the Skagit County Public Defender's office. The Agreement commenced on January 1, 2015, and continues until December 31, 2015. Compensation shall not exceed \$65,000 and is based on a fee schedule. **(Contract No. C20150108)**
33. Resolution authorizing the ratification of a Preliminary Appearance Agreement with Mountain Law to provide legal representation to arrestees at the 8:30 a.m. preliminary appearance calendar in Skagit County District Court. Changes and the need to update information caused a delay in finalizing the Agreement. **(Resolution No. R20150090)**
34. Preliminary Appearance Agreement with Mountain Law to provide legal representation to arrestees at the 8:30 a.m. preliminary appearance calendar in Skagit County District Court. The Agreement commenced on January 1, 2015, and continues until December 31, 2015. There is no monetary compensation associated with this Agreement. **(Contract No. C20150109)**

n) PUBLIC WORKS:

35. Resolution authorizing the ratification of an Agreement for Grant Sub-Award with the Northwest Straits Foundation for services related to Skagit County Marine Resources Committee (MRC) operations and projects including; shoreline landowner workshops, Bowman Bay nearshore restoration, and nearshore restoration monitoring to allow for the Northwest Straits Foundation, on behalf of Skagit MRC, to perform Tasks 4, 5, and 6 as identified in the Department of Ecology (DOE) Grant Agreement No. SEANWS-2014-SkCoPW-00003, Skagit County Contract No. C20140521. Several issues delayed finalization of the Agreement including; negotiations between Skagit County, Washington State DOE and the Northwest Straits Commission; technical issues with Washington State DOE's new program for the administration of grants and loans (EAGL). **(Resolution No. R20150091)**
36. Agreement for Grant Sub-Award with Northwest Straits Foundation for services

related to Skagit County Marine Resources Committee (MRC) operations and projects including; shoreline landowner workshops, Bowman Bay nearshore restoration, and nearshore restoration monitoring to allow for the Northwest Straits Foundation, on behalf of Skagit MRC, to perform Tasks 4, 5, and 6 as identified in the DOE Grant Agreement No. SEANWS-2014-SkCoPW-00003, Skagit County Contract No. C20140521. The Agreement commenced on October 1, 2014, and continues until September 30, 2015. Compensation shall not exceed \$23,400 and is reimbursable by the DOE Grant Agreement No. SEANWS-2014-SKCoPW-00003, Skagit County Contract No. C20140521. **(Contract No. C20150110)**

37. Resolution authorizing the ratification of Washington State Recreation and Conservation Office (RCO) Agreement with the Salmon Recovery Funding Board (SRFB), Project No. 14-1263R, to continue the restoration of 26 acres of riparian buffer adjacent to an established Conservation Reserve Enhancement Project (CREP) along the Skagit River and Bow and Martin Sloughs near Rockport, on the left bank of the Skagit River, just upstream of SR530. Skagit County owns the property and will oversee restoration on the site. Finalization of the Agreement was delayed due to the funding reimbursement period to cover any project expenses that incurred as part of project implementation only recently became available. **(Resolution No. R20150092)**
  38. Washington State Recreation and Conservation Office (RCO) Agreement with the Salmon Recovery Funding Board (SRFB), Project No. 14-1263R, to continue the restoration of 26 acres of riparian buffer adjacent to an established Conservation Reserve Enhancement Project (CREP) along the Skagit River and Bow and Martin Sloughs near Rockport, on the left bank of the Skagit River, just upstream of SR530. Skagit County owns the property and will oversee restoration on the site. The Agreement commenced on September 18, 2014, and continues until March 15, 2019. The total project cost is \$183,000; RCO will contribute 85% (\$155,550) with Skagit County's Clean Water Fund contributing 15% (\$27,450). **(Contract No. C20150111)**
  39. Resolution authorizing the ratification of a Personal Services Agreement with Skagit Fisheries Enhancement Group (SFEG) to perform work, on a reimbursable basis, to assist Skagit County in completing certain tasks related to the implementation of agricultural and other best management practices consistent with Skagit County's Critical Areas Ordinance and Clean Water Program in 2015. Review of the contract terms delayed finalization of the Agreement. **(Resolution No. R20150093)**
  40. Personal Services Agreement with Skagit Fisheries Enhancement Group (SFEG) to perform work, on a reimbursable basis, to assist Skagit County in completing certain tasks related to the implementation of agricultural and other best management practices consistent with Skagit County's Critical Areas Ordinance and Clean Water Program in 2015. The Agreement commenced on January 1, 2015, and continues until December 31, 2015. Compensation shall not exceed \$30,000. **(Contract No. C20150112)**
- o) SUPERIOR COURT:
41. Resolution authorizing the ratification of a Personal Services Agreement with Northwest Children & Family Services to provide guardian ad litem services for Skagit County, including legal representation in juvenile dependency proceedings. Obtaining the updated Proof of Liability insurance certificate delayed finalization of the Agreement. **(Resolution No. R20150094)**
  42. Personal Services Agreement with Northwest Children & Family Services to provide guardian ad litem services for Skagit County, including legal representation in juvenile dependency proceedings. The Agreement commenced on January 1, 2015, and continues until December 31, 2015. Compensation shall

not exceed \$156,000. **(Contract No. C20150113)**

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 \$97,296.84 (Transmittal No. C-3-15); and
  - b) ACH Transfer Request Form and Certification to Trusteed Plans Service Corporation from Clearing Fund 696 in the total dollar amount of \$19,760.12 (Transmittal No. C-4-15); and
  - c) ACH Transfer Request Form and Certification to Trusteed Plans Service Corporation from Clearing Fund 696 in the total dollar amount of \$1,417.09 (Transmittal No. C-5-15); and
  - d) Warrants numbered 415594 through 415594 from Clearing Fund 696 in the total dollar amount of \$27,417 (Transmittal No. C-6-15); and
  - e) Warrants numbered 415595 through 415832 from Clearing Fund 696 in the total dollar amount of \$1,159,094.19 (Transmittal No. C-7-15); and
  - f) ACH Transfer Request Form and Certification to Trusteed Plans Service Corporation from Clearing Fund 696 in the total dollar amount of \$48,307.57 (Transmittal No. C-8-15); and
  - g) ACH Transfer Request Form and Certification to Trusteed Plans Service Corporation from Clearing Fund 696 in the total dollar amount of \$166,682.43 (Transmittal No. C-9-15).

VII. **MISCELLANEOUS**

1. Mark Raaka, Emergency Medical Services Director, presented a Resolution authorizing the ratification of a Personal Services Agreement with EMS Financial Services to provide training for ambulance documentation to ALS and BLS provided in Skagit County.

A motion was made by Commissioner Janicki to approve a Resolution authorizing the ratification of a Personal Services Agreement with EMS Financial Services to provided training for ambulance documentation to ALS and BLS provide in Skagit County. **(Resolution No. R20150095)** Commissioner Wesen seconded the motion.

The vote passed unanimously.

2. Personal Services Agreement with EMS Financial Services to provide training to ALS and BLS providers for ambulance documentation including educating providers on regulatory requirements of documentation for both emergent and non-emergent ambulance transportation. Contractor will also provide onsite training which is available for reproduction to use at a later date for internal use only and agrees to provide a handout of materials utilized for the training that can be copied and used at a further date. The Agreement commenced on March 1, 2015, and continue until March 30, 2015.

A motion was made by Commissioner Janicki to approve a Personal Services Agreement with EMS Financial Services to provide training to ALS and BLS providers for ambulance



documentation including educating providers on regulatory requirements of documentation for both emergent and non-emergent ambulance transportation. Contractor will also provide onsite training which is available for reproduction to use at a later date for internal use only and agrees to provide a handout of materials utilized for the training that can be copied and used at a further date. The Agreement commenced on March 1, 2015, and continue until March 30, 2015. **(Contract No. C20150114)** Commissioner Wesen seconded the motion.

The vote passed unanimously.

VII. ADJOURNMENT:

Chair Dahlstedt adjourned the proceedings at 2:21 p.m.

**BOARD OF COMMISSIONERS  
SKAGIT COUNTY, WASHINGTON**

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Kenneth A. Dahlstedt, Chair

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Lisa Janicki, Commissioner

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Ron Wesen, Commissioner

ATTEST:

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Clerk of the Board