

**RECORD OF THE PROCEEDINGS  
SKAGIT COUNTY BOARD OF COMMISSIONERS  
MONDAY, MARCH 16, 2015**

The Skagit County Board of Commissioners met in regular session on Monday, March 16, 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. - 2:30 p.m. Consent Agenda, Vouchers, Warrants and Miscellaneous Items

Mike Almvig, Director of Information Services, provided information on Consent Agenda Item #8, Amendment No. 7 to Financial Services Agreement with Cayenta, a division of Harris Computer Software Systems Corporation. Mr. Almvig said that the contract started in 2002 and that the amount shown was for the total for the work performed and licenses provided over the last 13 years. He said that Amendment No. 7 was to add additional infrastructure within the financial system which would give employees access to a self-service portal. Jessica Neill-Hoyson, Director of Human Services, informed the Commissioners that this Amendment also added additional functionality in Cayenta which would give Human Resources better access to data, track position history, position lifecycles, perform specific queries, and streamline reporting.

Planning and Development Services Senior Planner Kirk Johnson provided information on Consent Agenda Item #10, Amendment No. 3 to Personal Services Agreement with Forterra. Mr. Johnson said that the Transfer of Development Rights (TDR) Advisory Committee had been working with Forterra to explore various TDR options to implement in Skagit County. Mr. Johnson said that Forterra was a land trust advocacy organization and provided technical assistance to many entities across the nation. He said that the Amendment provided funding through the end of the grant and that their services were paid for by the grant.

Jan Flagan, Public Works Surface Water Manager, provided information on Consent Agenda Item #11, Local Agency Professional Services Agreement with Brown and Caldwell, Inc. She said that Public Works often retained consultants for work needing to be performed which Public Works did not have the expertise to execute. Ms. Flagan said that work was provided as-needed and as-requested.

Lisa Tremblay, Director of the Office of Juvenile Court, provided information on Consent Agenda Item #16, Personal Services Agreement with Volunteers of America. Ms. Tremblay said that Skagit County provided funds to Volunteers of America through the Edward Byrne Memorial Grant (who was a police officer killed in the line of duty) to administer the Victim Offender Meeting Program. Ms. Tremblay briefed the Commissioners on the unique services provided by the Victim Offender Meeting Program.

A motion was made by Commissioner Janicki to approve Consent Agenda items 1 through 14, ratification agenda items 15 through 18, vouchers and warrants for Monday, March 16, 2015.

Commissioner Wesen seconded the motion.

The vote passed unanimously.

c) \*2:30 p.m. - 4:00 p.m. Executive Session (None Scheduled as of the Date of this Notice)

IV. CONSENT AGENDA FOR MONDAY, MARCH 16, 2015 (items 1 through 14):

a) COMMISSIONERS:

1. Record of the proceedings for Monday, March 9, 2015. **(Approved)**
2. Record of the proceedings for Tuesday, March 10, 2015. **(Approved)**

b) COMMUNITY SERVICES:

3. Interlocal Cooperative Agreement with the Western Washington University (WWU), Recreation Program, Department of Physical Education, Health and Recreation to provide support of an integrated camp experience for up to twenty (20) teens and adults with developmental disabilities through the WWU Camp Team (Together Everyone Achieves More) program. The Agreement shall commence on April 1, 2015, and continue until August 31, 2015. Compensation shall not exceed \$1,000 and is funded by the Developmental Disabilities Millage funds. **(Contract No. C20150129)**
4. Personal Services Agreement with Compass Health to provide time limited financial assistance to individuals and families who are homeless and in need of short term assistance to either acquire and/or sustain housing. The Agreement shall commence on the date of execution and continue until December 31, 2015. Compensation shall not exceed \$10,500 and is funded through Interagency Agreement No. C20150044 with North Sound Mental Health Administration (NSMHA) #NSMHA-SKAGIT-ADMIN-15. **(Contract No. C20150130)**
5. Personal Services Agreement with Catholic Community Services to provide time limited financial assistance to individuals and families who are homeless and in need of short term assistance to either acquire and/or sustain housing. The Agreement shall commence on the date of execution and continue until December 31, 2015. Compensation shall not exceed \$10,500 and is funded through Interagency Agreement No. C20150044 with North Sound Mental Health Administration (NSMHA) #NSMHA-SKAGIT-ADMIN-15. **(Contract No. C20150131)**

c) HUMAN RESOURCES:

6. Memorandum of Agreement, amending Labor Agreement No. C20070687, between the Board of County Commissioners and the Professional and Technical Employees (PTE) Local 17 to increase step 8 by 1.5% in the PTE wage scale to reflect a total of 3.5% step increase which aligns this step with other bargaining units and the general wage tables; provide a 2% wage adjustment effective January 1, 2015; agree to open the contract to discuss health benefit changes to be effective January 1, 2017; define floating holidays as 8 hours; updating "immediate family" definition to match County policy; increase bilingual pay to \$100 to be consistent with County policy and other bargaining units; add section A.2.8.c "Emergency Call Back Pay"; and extend the Agreement for two years to be effective through December 31, 2016. **(Amendment No. A20150036)**
7. Memorandum of Agreement, amending Labor Agreement No. C20030389, between the Board of County Commissioners and the Attorneys of the of County Public Defender's Office AFSCME Local 176-PD, to provide a 2% wage adjustment effective January 1, 2015; provide a 2% wage adjustment effective January 1, 2016; agree to open the contract to discuss health benefits to be effective January 1, 2017; define floating holidays as 8 hours; and extend the Agreement for two years to be effective through December 31, 2016. **(Amendment No. A20150037)**

d) INFORMATION SERVICES:

8. Amendment No. 7 to Financial Services Agreement No. C20020449 with Cayenta, a division of Harris Computer Software Systems Corporation to upgrade the Cayenta

Financial and Personnel Management Applications to version 7.6. The purpose of this Amendment is to document the changes regarding anticipated invoicing dates for milestones set out in the project; there is no change to the scope of work. This Amendment shall be effective on the date of execution and continue until December 31, 2015. Compensation remains at an amount not to exceed \$438,483. All other terms and conditions of the original Agreement and subsequent Amendments shall remain in effect. **(Amendment No. A20150038)**

9. Personal Services Agreement with Code Publishing to codify ordinances as approved by the Skagit County Board of Commissioners for inclusion in the Skagit County Code and to provide web-based internet hosting of the Skagit County Code. The Agreement shall commence on the date of execution and continue until December 31, 2017. Compensation shall not exceed \$5,000 and is based on a fee schedule. **(Contract No. C20150132)**

e) PLANNING AND DEVELOPMENT SERVICES:

10. Amendment No. 3 to Personal Services Agreement No. C20120229 with Forterra for expert technical assistance and policy guidance for the consideration of a Skagit Transfer of Development Rights (TDR)/ Purchase of Development Rights (PDR) program. The purpose of this Amendment is to include additional funds for technical assistance for Task 6 as the County develops and considers TDR and Density Credit/PDR policies and regulations. This Amendment increases compensation by an additional \$10,000 for a new compensation amount not to exceed \$47,735. **(Amendment No. A20150039)**

f) PUBLIC WORKS:

11. Local Agency Professional Services Agreement with Brown and Caldwell, Inc. to support the management and administration of flood, stormwater, and drainage projects. The Agreement shall commence on the date of execution and continue until December 31, 2016. Compensation shall not exceed \$200,000. **(Contract No. C20150133)**
12. Interlocal Cooperative Agreement with Drainage District #15 to perform work, provide materials, and provide the use of County equipment operated by a County operator for roadway maintenance activities on a reimbursable basis for the District. The Agreement shall commence on the date of execution and continue until December 31, 2019. **(Contract No. C20150134)**
13. Vendor Services Agreement with ZF Marine Propulsion Systems Miramar, LLC to provide parts and services for the M/V Guemes Ferry transmission. The Agreement shall commence on the date of execution continue for two years. Compensation shall not exceed \$34,000. **(Contract No. C20150135)**

g) RISK MANAGEMENT:

14. Personal Services Agreement with Philip Dovich, U.S. Marine Chemists & Engineering to perform mandated U.S. Coastguard HAZwoper (Hazardous Waste Operations and Emergency Response) training for confined space entry and other safety and health consultant services as requested by the Risk Management Department. The Agreement shall commence on the date of execution and continue until December 31, 2015. Compensation shall not exceed \$15,000 and is based on a fee schedule. **(Contract No. C20150136)**

V. RATIFICATION AGENDA (items 15 through 18):

h) OFFICE OF JUVENILE COURT:

15. Resolution authorizing the ratification of a Personal Services Agreement with Volunteers of America to be the designated organizational unit administering the Victim Offender Meeting Program which is funded by the Edward Byrne Memorial Grant. A signed Agreement was not received in time to fully execute the Agreement before January 1, 2015. **(Resolution No. R20150109)**
16. Personal Services Agreement with Volunteers of America to be the designated organizational unit administering the Victim Offender Meeting Program. The

Agreement commenced on January 1, 2015, and continues until December 31, 2016. Compensation shall not exceed \$12,442.61 and is funded by the Edward Byrne Memorial Grant. **(Contract No. C20150137)**

i) PUBLIC WORKS:

17. Resolution authorizing the ratification of a Personal Services Agreement with the Skagit Conservation Education Alliance to complete the water quality education program outlined in the "Scope of Work", including review of the Watershed Action Plans, participation in various community events, and providing outreach on the availability of portable toilets for recreationists in the Samish Basin. The Agreement was not executed prior to January 1, 2015, due review of the contract "Scope of Work". **(Resolution No. R20150110)**
18. Personal Services Agreement with Skagit Conservation Education Alliance to complete the water quality education program outlined in the "Scope of Work", including review of the Watershed Action Plans, participation in various community events, and providing outreach on the availability of portable toilets for recreationists in the Samish Basin. The Agreement commenced on January 1, 2015, and continues until December 31, 2015. Compensation shall not exceed \$29,100. **(Contract No. C20150138)**

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 \$298,905.11 (Transmittal No. C-44-15).

VII. MISCELLANEOUS AGENDA:

a) ADMINISTRATIVE SERVICES:

1. Resolution authorizing the ratification of an Interagency Agreement with the Washington State Department of Commerce, Growth Management Services, Contract No. AP 15-68610-003, for an Advanced Environmental Permitting Grant Program to conduct an Adaptive Reuse Study of the Northern State site for the Janicki Bioenergy Technology Center; development of a master plan for the site; including identification of all site permitting application materials; annexation application materials and supporting materials as needed. Conduct a Transportation Analysis for a 200,000 square foot assembly and manufacturing facility and a research and development campus on site and develop the environmental permitting strategy for the master plan; site plan; and annexation approvals needed. It was not possible to execute the Agreement with the State Department of Commerce before February 1, 2015, because additional information was required from the State to complete the Agreement and Skagit County did not receive the Grant until after the commencement date.
2. Interagency Agreement with the Washington State Department of Commerce, Growth Management Services, Contract No. AP 15-68610-003, for an Advanced Environmental Permitting Grant Program to conduct an Adaptive Reuse Study of the Northern State site for the Janicki Bioenergy Technology Center; development of a master plan for the site; including identification of all site permitting application materials; annexation application materials and supporting materials as needed. Conduct a Transportation Analysis for a 200,000 square foot assembly and manufacturing facility and a research and development campus on site and develop the environmental permitting strategy for the master plan; site plan; and annexation approvals needed. The Agreement commenced on February 1, 2015, and continues until June 30, 2015. Compensation to Skagit County shall not exceed \$212,500.

Commissioner Wesen introduced the miscellaneous items from Administrative Services which the Commissioners had decided to consider separately under Miscellaneous Items since Commissioner Janicki had recused herself from voting on matters concerning the Northern State project with Janicki Bioenergy.

A motion was made by Commissioner Wesen to approve the Interagency Agreement with Washington State Department of Commerce and the Resolution ratifying the Agreement. **(Contract No. C20150139, Resolution No. R20150111)** Chair Dahlstedt seconded the motion.

The vote passed unanimously.

VIII. ADJOURNMENT:

Chair Dahlstedt adjourned the proceedings at 1:59 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