

**RECORD OF THE PROCEEDINGS
SKAGIT COUNTY BOARD OF COMMISSIONERS
MONDAY, OCTOBER 19, 2015**

The Skagit County Board of Commissioners met in regular session on Monday, October 19, 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
- c) *2:30 p.m. - 4:30 p.m. Executive Session (none scheduled as of the date of this notice)

There were no executive sessions for the week of October 19, 2015.

IV. CONSENT AGENDA ITEMS FOR FURTHER DISCUSSION:

Shane Oden, Design Section Manager, provided additional information about Consent Agenda item #8.

Diane Crane, Engineering Technician, provided information about Miscellaneous Agenda item #1.

V. CONSENT AGENDA FOR MONDAY, OCTOBER 19, 2015 (items 1 through 9):

A motion was made by Commissioner Wesen to approve the Consent Agenda items 1 through 9, Ratification Agenda items 10 and 11, vouchers and warrants for Monday, October 19, 2015. Commissioner Janicki seconded the motion.

The vote passed unanimously.

a) COMMISSIONERS:

1. Record of the Proceedings for Monday, October 5, 2015. **(Approved)**
2. Record of the Proceedings for Tuesday, October 6, 2015. **(Approved)**
3. Record of the Proceedings for Monday, October 12, 2015. **(Approved)**

b) PARKS, RECREATION AND FAIR:

4. Personal Services Agreement with Washington Trails Association (WTA) to provide trail maintenance volunteers, tools, and crew leaders necessary to train volunteers in the techniques of trail maintenance and construction for eight (8) work events at Sharpe Park/Montgomery-Duban Headlands, located at 14692 Rosario Road in Anacortes, and other Skagit County Parks, as assigned. The Agreement shall commence on the date of execution and continue until December 31, 2016. Skagit County shall reimburse WTA \$625 per work event, for a total compensation amount not to exceed \$5,000. **(Contract No. C20150456)**

c) PUBLIC DEFENDER:

5. Personal Services Agreement with Jennifer C. Pollino to prepare court transcripts as needed upon the specific request by the Skagit County Public Defender. The Agreement shall commence on January 1, 2016, and continue until December 31, 2016. Compensation shall not exceed \$5,000 and is based on a fee schedule. **(Contract No. C20150457)**
6. Personal Services Agreement with C. Warness Professional Services LLC to provide investigation services as requested by the Skagit County Public Defender, including but not limited to, witness interviews, preparation of witness interview reports or transcripts, locating witnesses, service of subpoenas, preparation of diagrams, photographing items of evidentiary value, obtaining records, and court testimony. The Agreement shall commence on January 1, 2016, and continue until December 31, 2016. Compensation shall not exceed \$70,000 and is based on a fee schedule. **(Contract No. C20150458)**
7. Personal Services Agreement with Eileen Sterns to prepare court transcripts as needed upon the specific request by the Skagit County Public Defender. The Agreement shall commence on January 1, 2016, and continue until December 31, 2016. Compensation shall not exceed \$5,000 and is based on a fee schedule. **(Contract No. C20150459)**

d) PUBLIC WORKS:

8. Personal Services Agreement with GeoEngineers Inc. to assist with the design and development of non-federally funded capital projects on an as needed basis. Services may include but are not limited to: civil and environmental engineering analysis and design as it pertains to roads, bridges, stormwater, and natural resources; geotechnical engineering, geology, hydrogeology, and geomorphology; hydrology and hydraulics; project and construction management, and inspection; environmental permitting; habitat restoration and management. The Agreement shall commence on the date of execution and continue until September 30, 2017. Compensation shall not exceed \$100,000 and is based on a fee schedule. The Agreement was procured in compliance with RCW 39.80 using Skagit County's 2015 Consultant Roster. **(Contract No. C20150460)**
9. Vendor Services Agreement with Lithtex NW to print, store, and supply single ride tickets, commuter punch card tickets, and miscellaneous tickets for the Guemes Island Ferry. The Agreement shall commence on the date of execution and continue for a two (2) year period. This Agreement may be extended for up two (2) additional successive

periods of on one (1) year each, but in no event shall the Agreement continue for more than a total for four (4) years from the date of execution. Compensation for the initial two (2) year period shall not exceed \$24,000 and is based on a fee schedule. This Agreement was obtained through the submission of a Request for Quotes sent to three (3) vendors in Mount Vernon, and Bellingham and Lithtex NW was the lowest responsible bidder. **(Contract No. C20150461)**

VI. RATIFICATION AGENDA (items 10 and 11):

e) PUBLIC HEALTH AND COMMUNITY SERVICES:

10. Resolution authorizing the ratification of a Personal Services Agreement with W.I.S.E. to provide assistance to individuals enrolled in the Developmental Disabilities Program including; coordinate registration for a Community Summit in Wenatchee; coordinate registration for the State Transition Conference; plan and facilitate trainings for parents/caregivers of individuals with developmental disabilities, school district staff, employment providers and the community, as requested. Review of the contract provisions and receipt of the contract delayed finalization of the Agreement. **(Resolution No. R20150332)**
11. Personal Services Agreement with W.I.S.E. to provide technical assistance to individuals enrolled in the Developmental Disabilities Program including; coordinate registration for a Community Summit in Wenatchee; coordinate registration for the State Transition Conference; plan and facilitate trainings for parents/caregivers of individuals with developmental disabilities, school district staff, employment providers and the community, as requested. The Agreement commenced on October 1, 2015, and continues until June 30, 2016. Compensation shall not exceed \$4,500 and is funded by County Program Agreement No. 1563-43216, Skagit County Contract No. C20150343, with the Washington State Department of Social & Health Services (DSHS). **(Contract No. C20150462)**

VII. VOUCHERS AND WARRANTS:

- a. 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 \$195,320.60 (Transmittal No. C-153-15); and
 - b) Warrants numbered 429674 through 430067 from Clearing Fund 696 in the total dollar amount of \$4,987,846.72 (Transmittal No. C-154-15); and
 - c) ACH Transfer Request Form and Certification to Trusteed Plans Service Corporation from Clearing Fund 696 in the total dollar amount of \$6,076.20 (Transmittal No. C-155-15); and
 - d) ACH Transfer Request Form and Certification to Trusteed Plans Service Corporation from Clearing Fund 696 in the total dollar amount of \$28,933.29 (Transmittal No. C-156-15); and
 - e) ACH Transfer Request Form and Certification to Trusteed Plans Service Corporation from Clearing Fund 696 in the total dollar amount of \$6,619.11 (Transmittal No. C-157-15).

VIII. MISCELLANEOUS AGENDA (ITEM 1):

A motion was made by Commissioner Wesen to approve the Miscellaneous Agenda item 1. Commissioner Janicki seconded the motion.

The vote passed unanimously.

a) PUBLIC WORKS:

1. Vendor Services Agreement with Discount Fence to remove, install and clean-up the fence at the Bayhill Detention Pond. The Agreement shall commence on the date of execution and continue for one year. Compensation shall not exceed \$10,906.42 and is based on a fee schedule. The Agreement was procured under the MRSC roster, the County went out to bid on July 28, 2015, and received two bids on August 13, 2015. Pursuant to Resolution No. R20150259, the Board approved Discount Fence as the lowest responsive and responsible bidder. **(Contract No. C20150463)**

VIII. ADJOURNMENT:

Chair Dahlstedt adjourned the proceedings at 1:39 p.m.

**BOARD OF COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Kenneth A. Dahlstedt, Chair

Lisa Janicki, Commissioner

Ron Wesen, Commissioner

ATTEST:

Clerk of the Board