

**RECORD OF THE PROCEEDINGS  
SKAGIT COUNTY BOARD OF COMMISSIONERS  
MONDAY, NOVEMBER 30, 2015**

The Skagit County Board of Commissioners met in regular session on Monday, November 30, 2015, with Chair Kenneth A. Dahlstedt, and Commissioner Lisa Janicki present. Commissioner Ron Wesen excused.

I. CALL TO ORDER:

Chair Dahlstedt called the proceedings to order at 8:34 a.m.

Commissioner Wesen's absence was excused.

II. PLEDGE OF ALLEGIANCE:

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

III. AGENDA:

a) 8:30 a.m. - 9:30 a.m. Work Session - Buy Local Campaign

Chair Dahlstedt expressed the importance of shopping local and how supporting local merchants supported the community.

Commissioner Janicki spoke about the community spirit that small businesses provide.

Ellen Gamson, Executive Director of the Downtown Mount Vernon Business Association spoke about the shop local community consciousness raising campaign and explained that it was a 30 week program aimed at bringing attention to local merchants. Ms. Gamson went on to explain how taxes supported the local economy and noted that small independent businesses were more likely to stay open during economic downturns.

Al Lyons of Lyons Furniture spoke about the importance of shopping at small businesses and how much they contribute to the local economy.

Dwayne Stowe of Stowe's Shoes in Burlington spoke about their 75 years as a family business and the longevity of their customers and employees.

Olen Laughlin of Strauss Jewelers spoke about his experience working with family-owned businesses and the customer service associated with small businesses.

Travis and Summer Houlihan of Tri-Dee Arts shared memories of shopping locally and spoke about the community art projects.

Kate Pickett of Embellish spoke about the Small Business Saturday Campaign.

Sarah Parker of Wild Fibers Yarn Shop spoke about the sense of community that small businesses create.

The Commissioners expressed their thanks and appreciation for local businesses.

Chair Dahlstedt recessed the proceedings at 9:12 a.m.

- b) 1:30 p.m. - 2:30 p.m. Consent Agenda, Vouchers, Warrants and Miscellaneous Items
- c) \*2:30 p.m. - 3:30 p.m. Executive Session (Potential Litigation RCW 42.30.110(1)(i))
- d) \*3:30 p.m. - 4:00 p.m. Executive Session (none scheduled as of the date of this notice)

Chair Kenneth A. Dahlstedt, Commissioner Lisa Janicki, and Commissioner Ron Wesen, via telephone, attended an executive session on Monday, November 30, 2015, from 2:30 p.m. to 3:35 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 provided legal advice to the Board of County Commissioners: Prosecutor Richard Weyrich, Deputy Prosecuting Attorney Steve Fallquist and Chief Civil Deputy Prosecuting Attorney Melinda Miller. Other attendees: County Administrator Tim Holloran, Public Works Director Dan Berentson, Water Resources Section Manager Mike See, Public Works Controller Jim Mickel, and Budget and Finance Director Trisha Logue.

#### IV. DISCUSSION - CONSENT AGENDA ITEMS:

Chair Dahlstedt reconvened the proceedings at 1:33 p.m.

Human Resources/Risk Management Donnie LaPlante provided additional information about Consent Agenda item No. 7.

Mark Raaka, Emergency Medical Services Director, provided additional information about Miscellaneous Agenda item 1.

#### V. CONSENT AGENDA FOR MONDAY, NOVEMBER 30, 2015 (items 1 through 18):

A motion was made by Commissioner Janicki to approve Consent Agenda items 1 through 18, Ratification Agenda 19 and 20, vouchers and warrants for Monday, November 30, 2015. Chair Dahlstedt seconded the motion.

The vote passed unanimously. Commissioner Ron Wesen's absence was excused

##### a) COMMISSIONERS:

1. Record of the Proceedings for Monday, November 23, 2015. **(Approved)**

##### b) ASSIGNED COUNSEL:

2. Personal Services Agreement with Rebecca Carroll to provide consultant and representation services to defendants referred by the office of Assigned Counsel who have been deemed conflict of interest for the Skagit County Public

Defender's office and have been determined to be within the scope of indigent defense. The Agreement shall commence on January 1, 2016, and continue until December 31, 2018. Compensation for the two-year period shall not exceed \$175,000 and is based on a fee schedule. **(Contract No. C20150526)**

3. Personal Services Agreement with Tom Seguire to provide consultant and representation services to defendants referred by the office of Assigned Counsel who have been deemed conflict of interest for the Skagit County Public Defender's office and have been determined to be within the scope of indigent defense. The Agreement shall commence on January 1, 2016, and continue until December 31, 2018. Compensation for the two-year period shall not exceed \$175,000 and is based on a fee schedule. **(Contract No. C20150527)**

c) BUDGET AND FINANCE:

4. Interlocal Cooperative Agreement with the City of Anacortes to assist in providing library services to the citizens of unincorporated Skagit County during 2015. The Agreement shall commence on the date of execution and continue until December 31, 2015. Compensation shall not exceed \$14,314. **(Contract No. C20150528)**
5. Interlocal Cooperative Agreement with the City of Mount Vernon to assist in providing library services to the citizens of unincorporated Skagit County during 2015. The Agreement shall commence on the date of execution and continue until December 31, 2015. Compensation shall not exceed \$14,561. **(Contract No. C20150529)**

d) CORONER:

6. Personal Services Agreement with Dr. Sigmund Menchel to provide forensic autopsy and on-scene investigation services. The Agreement shall commence on January 1, 2016, and continue until December 31, 2016. Compensation shall not exceed \$80,000 and is based on a fee schedule. **(Contract No. C20150530)**

e) HUMAN RESOURCES:

7. Personal Services Agreement with Compensation Works to perform a total cost of compensation study for Skagit County staff. The Agreement shall commence on the date of execution and continue until December 31, 2016. Compensation shall not exceed \$140,000 and is based on a fee schedule. **(Contract No. C20150531)**
8. Resolution authorizing the adoption Roth 457 (b) options to existing Mass Mutual Deferred Compensation Plan. Roth 457 (b) is an optional feature that allows participants to make after-tax salary deferred contributions within Skagit County's existing 457 (b) Plan. **(Resolution No. R20150367)**

f) INFORMATION SERVICES:

9. Amendment No. 2 to Professional Services Master Agreement No. C20150037 with M.K. Hamilton and Associates LLC to install and configure the OSMOSIS Security Information and Event Management software system. In addition, the vendor shall monitor and investigate security events and provide an Incident Action Plan as required to remediate cyber security incidents. The purpose of this Amendment is to reflect the change of the company name from M.K. Hamilton and Associates LLC to Critical Informatics, Inc., effective on October 1, 2015. All other terms and conditions of the original Agreement and subsequent Amendment shall remain in effect, including the term which continues until December 31, 2017, and the amount of total compensation which shall not exceed \$28,000. **(Amendment No. A20150173)**

10. Personal Services Agreement with Handel Information Technologies, Inc. to provide report, configuration, interface and SQL table changes and other functions as needed to assist Skagit County in the management and operation of the RiteTrack Case Management system. The Agreement shall commence on the date of execution and continue until December 31, 2016. Compensation shall not exceed \$10,000 and is based on a fee schedule. **(Contract No. C20150532)**
11. Personal Services Agreement with RFI Communications & Security Systems to provide service, maintenance and support for the Access Control and Intrusion System (AXIS IP cameras; BOSCH monitor and KERI Control System) for Skagit County facilities located at the Data Center - College Way; Data Center - Downtown; North Campus - Continental; and 1700 Building - College Way. The Agreement shall commence on the date of execution and continue for two years. Annual compensation shall not exceed \$5,498.50, not including sales tax. Total compensation for the two-years shall not exceed \$12,000, not including sales tax, and is based on a fee schedule. **(Contract No. C20150533)**
12. Personal Services Agreement RFI Communications & Security Systems to provide service, maintenance and support for the Access Control and Intrusion System (door package; intrusion panel; hardwired duress buttons; wireless duress buttons; wireless receiver; and KERI Control System) for Skagit County facilities located at the Data Center; North Campus - Continental Place; 1700 Building - College Way; Law Library; Downtown Campus; and Transfer Station. The Agreement shall commence on the date of execution and continue for two years. Annual compensation shall not exceed \$8,417.50, not including sales tax. Total compensation for the two-years shall not exceed \$18,000, not including sales tax, and is based on a fee schedule. **(Contract No. C20150534)**
13. Interlocal Agreement with the City of Mount Vernon to provide up to 133 hours of audio-visual co-productions services for the Skagit 21 governmental broadcast television station. The Agreement shall commence on the date of execution and continue for one year. Compensation shall not exceed \$10,000. **(Contract No. C20150535)**

g) PROSECUTING ATTORNEY:

14. Personal Services Agreement with Pacific Coast Attorney Services to provide process service and related services for Skagit County Prosecuting Attorney's Family Support, Civil or Criminal Divisions. 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. C20150536)**

h) PUBLIC DEFENDER:

15. Amendment No. 1 to Personal Services Agreement No. C20150071 with The Language Exchange to provide interpretation, translation and transcription service upon request for the Skagit County Public Defender. The purpose of this Amendment is to increase the compensation amount by an additional \$2,000 due to the need for additional interpretation services. The new compensation amount shall not exceed \$7,000. All other terms and conditions of the original Agreement shall remain in effect including the termination date of December 31, 2015. **(Amendment No. A20150174)**
16. Personal Services Agreement with Orland D. Freeman to provide process service and related services for 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. C20150537)**

i) PUBLIC WORKS:

17. Resolution approving the adoption of the 2016 Annual Construction Program (ACP). **(Resolution No. R20150368)**

j) SHERIFF:

18. Vendor Services Agreement with J & J Cleaners, Inc. dba Modern Cleaners to provide laundering, dry cleaning and sewing services for Sheriff's office employee uniforms. The Agreement shall commence on January 1, 2016, and continue for one year. Compensation shall not exceed \$5,000 and is based on a fee schedule. **(Contract No. C20150538)**

VI. RATIFICATION AGENDA (items 19 and 20):

k) SHERIFF:

19. Resolution authorizing the ratification of an Interagency Agreement with the Washington State Patrol (WSP) for overtime reimbursement for participation with the Skagit County Drug Enforcement Unit (SCIDEU). WSP only recently finalized the reimbursement budget which delayed finalization of the Agreement. **(Resolution No. R20150369)**

20. Interagency Agreement with the Washington State Patrol (WSP) for overtime reimbursement for participation with the Skagit County Drug Enforcement Unit (SCIDEU). The Agreement commenced on July 1, 2015, and continues until June 30, 2016. SCIDEU shall reimburse WSP for actual overtime costs in an amount not to exceed \$9,000. **(Contract No. C20150539)**

VII. MISCELLANEOUS AGENDA (item 1):

a) EMERGENCY MEDICAL SERVICES:

1. Interlocal Cooperative Agreement with Skagit County Fire District 11 for the provision of trauma verified basic life support (BLS) services. The County will reimburse the District for the costs of implementing and maintaining of the electronic Patient Care Report (ePCR) data collection system, dispatch fees as well reimbursement for disposable supplies with documentation until the implementation of the centralized Skagit County EMS ordering system is in place. The Agreement shall commence upon the date of execution and continue until December 31, 2018. Compensation is based on a fee schedule. **(Contract No. C20150540)**

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

The vote passed unanimously. Commissioner Ron Wesen's absence was excused

VIII. 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 \$170,816.33 (Transmittal No. C-173-15); and
- b) Warrants numbered 432347 through 432757 from Clearing Fund 696 in the total dollar amount of \$4,270,839.05 (Transmittal No. C-174-15); and
- c) ACH Transfer Request Form and Certification to Delta Dental from Clearing Fund 696 in the total dollar amount of \$48,753.70 (Transmittal No. C-175-15); and
- d) ACH Transfer Request Form and Certification to Trusteed Plans Service Corporation from Clearing Fund 696 in the total dollar amount of \$5,152.88 (Transmittal No. C-176-15); and
- e) ACH Transfer Request Form and Certification to Trusteed Plans Service Corporation from Clearing Fund 696 in the total dollar amount of \$179,746.84 (Transmittal No. C-177-15); and
- f) ACH Transfer Request Form and Certification to Trusteed Plans Service Corporation from Clearing Fund 696 in the total dollar amount of \$131,536.64 (Transmittal No. C-178-15); and
- g) Payroll warrants numbered 357556 through 358264 in the total dollar amount of \$1,130,666.43 (Transmittal No. P-44-2015); and
- h) Junior District Payroll warrants numbered 810689 through 810844 in the total dollar amount of \$211,909.44 (Transmittal No. P-45-2015).

IX. ADJOURNMENT:

Chair Dahlstedt adjourned the proceedings at 1:43 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