

**RECORD OF THE PROCEEDINGS
SKAGIT COUNTY BOARD OF COMMISSIONERS
MONDAY, JANUARY 25, 2016**

The Skagit County Board of Commissioners met in regular session on Monday, January 25, 2016, with Chair Lisa Janicki, Commissioner Ron Wesen, and Commissioner Kenneth A. Dahlstedt present.

I. CALL TO ORDER:

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

II. PLEDGE OF ALLEGIANCE:

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

III. AGENDA:

- a) *8:30 a.m. - 9:30 a.m. Briefing - County Commissioners/County Administrator with Public Works; Planning and Development Services; Parks, Recreation & Fair; and Facilities Management
- b) 1:30 p.m. - 2:30 p.m. Consent Agenda, Vouchers, Warrants and Miscellaneous Items
- c) *3:30 p.m. - 4:30 p.m. Executive Session (Real Estate Sale - RCW 42.30.110(1)(c))

The Commissioners attended an executive session on Monday, January 25, 2016, from 3:35 p.m. – 4:15 p.m. The purpose of the executive session was Real Estate Sale- RCW 42.30.110(1)(c). (Matters relating to real estate sale or lease where public knowledge would impact price negotiations.) Other attendees included County Administrator Tim Holloran, Budget and Finance Director Trisha Logue, Public Works Director Dan Berentson, Prosecutor Rich Weyrich, Chief Civil Deputy Prosecuting Attorney Melinda Miller, Civil Deputy Prosecuting Attorney Steve Fallquist, and Susan Musselman and Russ Branson of PFM, Inc.

IV. DISCUSSION CONSENT ITEMS:

Central Services Administrative Coordinator Kristen Stubben provided additional information on Consent Agenda item #10.

Public Health Operations Manager Bob Hicks provided additional information on Consent Agenda items #13, #14, and #16.

Human Resources/Risk Management Director Jessica Neill-Hoyson provided additional information on Consent Agenda item #21.

Public Works Director Dan Berentson provided additional information on Consent Agenda item #30.

V. CONSENT AGENDA FOR MONDAY, JANUARY 25, 2016 (items 1 through 21):

A motion was made by Commissioner Wesen to approve Consent Agenda items 1 through 21, Ratification Agenda items 22 through 34, vouchers and warrants for Monday, January 25, 2016. Commissioner Dahlstedt seconded the motion.

The vote passed unanimously.

a) COMMISSIONERS:

1. Record of the Proceedings for Tuesday, October 27, 2015. **(Approved)**
2. Record of the Proceedings for Monday, January 19, 2016. **(Approved)**

b) AUDITOR:

3. Interlocal Cooperative Agreement with Chelan County to allow Skagit County to purchase a ballot tally system using the Request for Proposal let and properly published by Chelan County on June 22, 2015. The Agreement shall commence on the date of execution and end on December 31, 2016. **(Contract No. C20160024)**

c) BUDGET AND FINANCE:

4. Funding Agreement with Concrete Chamber of Commerce which awards \$15,000 of Lodging Tax funds to support marketing and advertising for various events as authorized by Resolution No. R20150361. The Agreement commenced on January 1, 2016, and continues until December 31, 2016. **(Contract No. C20160025)**
5. Amendment No. 5 to Personal Services Agreement No. C20110438 with Public Financial Management, Inc. to provide financial advisory services and analysis. This Amendment adds language to the end of Section 12 - Defense and Indemnity, and increases compensation by \$40,000 for the extended two-years of service which was executed in A20150197. Total compensation shall not exceed \$140,000. All other terms and conditions of the original Agreement and subsequent Amendments shall remain in effect. **(Amendment No. A20160006)**
6. Funding Agreement with Children's Museum of Skagit County which awards \$3,000 of Lodging Tax funds to support marketing and advertising for various events as authorized by Resolution No. R20150361. The Agreement commenced on January 1, 2016, and continues until December 31, 2016. **(Contract No. C20160026)**
7. Funding Agreement with Museum of Northwest Art (MoNA) which awards \$1,600 of Lodging Tax funds to support marketing and advertising for various events as authorized by Resolution No. R20150361. The Agreement commenced on January 1, 2016, and continues until December 31, 2016. **(Contract No. C20160027)**
8. Funding Agreement with Cascade Days which awards \$6,000 of Lodging Tax funds to support marketing and advertising for various events as authorized by Resolution No. R20150361. The Agreement commenced on January 1, 2016, and continues until December 31, 2016. **(Contract No. C20160028)**

d) INFORMATION SERVICES:

9. Resolution to remove computer equipment from Skagit County's assets which are currently owned and used by Skagit

E911. (Resolution No. R20160019)

10. Purchase Reimbursement Agreement PRA16001 with Washington State Administrative Office of the Courts for the partial reimbursement of 12 workstations and 3 laptop devices. The Agreement shall commence on the date of execution and continue until February 12, 2016. Skagit County will be reimbursed up to \$700 for each desktop computer, \$200 for each monitor, and \$1,100 for each laptop computer, or the actual cost, whichever is lower. **(Contract No. C20160029)**
 11. Amendment No. 2 to Personal Services Agreement No. C20150132 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. This Amendment increases compensation by \$475 for the provision of online red-lined compare versions of Skagit County Code, Title 14. The term remains the same, ending December 31, 2017. All other terms and conditions of the Agreement shall remain in effect. **(Amendment No. A20160007)**
- e) **PLANNING AND DEVELOPMENT SERVICES:**
12. Interlocal Agreement with Skagit Council of Governments to set forth cost allocations associated with the Growth Management Act Steering Committee activities among the parties to the 2002 Framework Agreement. This Agreement shall commence on the date of execution and end on December 31, 2016, but will automatically extend for 1-year terms. Compensation is expected to not exceed \$10,715. **(Contract No. C20160030)**
- f) **PUBLIC HEALTH:**
13. Amendment No. 1 to Funding Agreement No. C20150550 with the Housing Authority of Skagit to provide emergency vouchers and tenant-based rental assistance to farmworkers. Emergency vouchers will provide shelter to approximately thirty (30) to thirty-five (35) individuals and families for a maximum of thirty (30) days. This Amendment authorizes the allocation of additional compensation in the amount of \$16,966. The term remains the same, ending December 31, 2016. Total compensation shall not exceed \$43,319. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20160008)**
 14. Personal Services Agreement with Community Action of Skagit County to provide services to low-income residents, administration of Veteran's Relief Program, case management services, and support for the East County Resource Center. The Agreement shall commence on the date of execution and continue until December 31, 2016. Skagit County will pay up to \$247,085 for services detailed in the General Services and East County Resource Center, \$147,488 for direct services detailed in the Veterans Relief Program, and \$20,512 for services detailed in the Veterans Case Management Position section. Total compensation for services shall not exceed \$415,085. **(Contract No. C20160031)**
 15. Amendment No. 5 to Consolidated Contract with the State of Washington Department of Health Contract No. C17124, Skagit County Contract No. C20140646, for the delivery of public health services as described in Exhibit "A", Statement of Work. The purpose of this Amendment is to increase compensation by \$162,445 due to revisions to Exhibit "A", Statements of Work; and updates to Exhibit "B", Allocations and Exhibit "C", Federal Awards. Compensation to Skagit County not to exceed \$940,813. All other terms and conditions of the original Agreement and subsequent Amendments shall remain in effect including the termination date of December 31, 2017. **(Amendment No. A20160009)**
 16. Amendment No. 1 to Professional Service Consultant Agreement No. C20150560 with Paul Schissler Associates, Inc. to

provide technical assistance services for the Community Development Block Grant-funded Homeowners Assistance project. This Amendment increases compensation by \$16,250 for the expanded Scope of Work which includes project operation activities involving the Community Development Block Grant-funded Homeownership Assistance project. The term remains the same, ending December 31, 2017. Total compensation shall not exceed \$66,250. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20160010)**

g) PUBLIC WORKS:

17. Resolution calling for a public hearing regarding an application for a Franchise Agreement with the Livingston Family, to install, operate, and maintain certain single residence utilities within the Franchise Area. The public hearing is scheduled for February 16, 2016, at 9:30 a.m., or as soon thereafter as possible in the Commissioners Hearing Room. **(Resolution No. R20160020)**
18. Amendment No. 1 to Personal Services Agreement No. C20150506 with Shannon & Wilson, Inc. to provide engineering services for the Freestad Lake Barrier and Shoreline Restoration Project located on the northeastern side of Samish Island. This Amendment extends the contract from January 31, 2016, to June 30, 2016 in order to complete the design of the Freestad Lake Barrier Lagoon Restoration project, and, modifies employee titles due to reorganization within Shannon & Wilson. Compensation remains the same and shall not exceed \$320,485 which is 50% funded by the Rose Foundation and 50% by the Skagit County Clean Water Fund. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20160011)**
19. Resolution awarding bids for the procurement of Maintenance Materials expected to exceed \$25,000 to thirteen identified vendors for the period either beginning or before April 1, 2016, and ending March 31, 2017. **(Resolution No. R20160021)**

h) RISK MANAGEMENT:

20. Personal Services Agreement with Terri Maki, PhD to provide Job Evaluation Tool services for the Human Resources Department. The Agreement shall commence on the date of execution and shall end on December 31, 2016. Compensation shall not exceed \$10,000 and is based on an hourly rate schedule. **(Contract No. C20160032)**
21. Personal Services Agreement with Wells Fargo Insurance Services Northwest, Inc. to provide benefit brokerage services for Skagit County. The Agreement shall commence on the date of execution and end on December 31, 2017. Compensation shall not exceed \$82,000 per year and is based on a rate schedule. **(Contract No. C20160033)**

VI. RATIFICATION AGENDA (items 22 through 34):

i) PUBLIC DEFENDER:

22. Resolution authorizing the ratification of a Personal Services Agreement with Tracy L. Pearson d/b/a Pearson Transcription, LLC to provide legal transcription services. Receipt of an insurance certificate delayed execution of the Agreement by January 1, 2016. **(Resolution No. R20160022)**
23. Personal Services Agreement with Tracy L. Pearson d/b/a Pearson Transcription, LLC to provide legal transcription services. The Agreement commenced on January 1, 2016, and shall continue until December 31, 2106. Compensation shall not exceed \$15,000 and is based on a rate schedule. **(Contract No. C20160034)**

j) PUBLIC HEALTH:

24. Resolution authorizing the ratification of an Interlocal Agreement with the City of Burlington for the provision of staffing and support services at the Senior Center. Receipt and review of contract provisions delayed execution before January 1, 2016. **(Resolution No. R20160023)**
25. Interlocal Agreement with the City of Burlington for the provision of staffing and support services at the Senior Center. The Agreement commenced on January 1, 2016, and ends on December 31, 2016. Compensation shall not exceed \$25,259, less \$12,180 to offset projected utility costs of the central kitchen, for a sum totaling \$13,079. **(Contract No. C20160035)**
26. Resolution authorizing a sole source provider for oven/microwave meal trays provided by Oliver Packaging & Equipment Company for the Senior Nutrition Meal Program. **(Resolution No. R20160024)**
27. Resolution authorizing the ratification of Vendor Services Agreement with Oliver Packaging & Equipment Company to provide dual oven/microwave meal trays for home-delivered meals. Receipt and review of contract provisions delayed execution before January 1, 2016 and it was important to continue to provide services without interruption. **(Resolution No. R20160025)**
28. Vendor Services Agreement with Oliver Packaging & Equipment Company to provide dual oven/microwave meal trays for home-delivered meals. The Agreement commenced on January 1, 2016, and ends on December 31, 2016. Compensation shall not exceed \$31,930.60. **(Contract No. C20160036)**

k) PUBLIC WORKS:

29. Resolution authorizing the ratification of an Interlocal Cooperative Agreement with Skagit Conservation District to perform work, on a reimbursable basis, to assist Skagit County in the development, implementation and maintenance of water quality programs to meet the goals of Skagit County's Shellfish Protection District. Contract negotiations delayed the finalization of the Agreement for execution before January 1, 2016. **(Contract No. C20160026)**
30. Interlocal Cooperative Agreement with Skagit Conservation District to perform work, on a reimbursable basis, to assist Skagit County in the development, implementation and maintenance of water quality programs to meet the goals of Skagit County's Shellfish Protection District. The Agreement commenced on January 1, 2016, and shall continue until December 31, 2016. Compensation shall not exceed \$243,000. **(Contract No. C20160037)**
31. Resolution authorizing the ratification of Snohomish County Homeland Security Grant Agreement No. E16-053-Skagit between Skagit County, the Washington State Military Department, and the U.S. Department of Homeland Security for the support of state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for threats and hazards that pose the greatest risk to the security of the United States. Due to a delay in receiving the federal award, Skagit County did not receive the grant documents for consideration until December 31, 2105. **(Resolution No. R20160027)**
32. Snohomish County Homeland Security Grant Agreement No. E16-053-Skagit between Skagit County, the Washington State Military Department, and the U.S. Department of Homeland Security for the support of state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for threats and hazards that pose the

greatest risk to the security of the United States. The Agreement commenced on September 1, 2015, and shall continue until June 30, 2017. Compensation to Skagit County shall not exceed \$61,230. **(Contract No. C20160038)**

33. Resolution authorizing the ratification of a Personal Services Agreement with Skagit Conservation Education Alliance to perform work, on a reimbursable basis, to assist Skagit County in establishing educational and public involvement programs to inform citizens on the causes on non-point pollution consistent with RCW 90.72.030 and the County's Shellfish Protection District. Contract negotiations delayed the finalization of the Agreement for execution before January 1, 2016. **(Resolution No. R20160028)**
34. Personal Services Agreement with Skagit Conservation Education Alliance to perform work, on a reimbursable basis, to assist Skagit County in establishing educational and public involvement programs to inform citizens on the causes on non-point pollution consistent with RCW 90.72.030 and the County's Shellfish Protection District. The Agreement commenced on January 1, 2016 and shall end on December 31, 2016. Compensation shall not exceed \$29,100. **(Contract No. C201600)**

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 \$277,802.05 (Transmittal No. C-08-16); and
 - b) Warrants numbered 435224 through 435687 from Clearing Fund 696 in the total dollar amount of \$1,638,819.07 (Transmittal No. C-09-16); and
 - c) Payroll warrants numbered 360350 through 361045 in the total dollar amount of \$1,192,314.16 (Transmittal No. P-03-2016).

VIII. MISCELLANEOUS AGENDA (item 1 through 3):

a) EMERGENCY MEDICAL SERVICES:

1. Interlocal Agreement with Skagit County Fire District No. 15 for the provision of Basic life Support Emergency Medical Services. The Agreement shall commence on the date of execution and continue until December 31, 2018. The County will reimburse the Fire District for all EMS related calls at the rate of \$21 per call, as well for the purchase of up to two (2) mobile data entry devices not to exceed \$4,000. **(Contract No. C20160040)**

EMS Director Mark Raaka provided additional information on the Agreement with Fire District No. 15 and clarified that the rate was \$21 per call.

A motion was made by Commissioner Wesen to approve the Interlocal Agreement with Skagit County Fire District No. 15 as outlined by Director Raaka. Commissioner Dahlstedt seconded the motion.

The vote passed unanimously.

b) PARKS, RECREATION AND FAIR:

2. Agreement between the Museum of Northwest Art, Burlington-Edison School District and Skagit County regarding the William Cumming 28' mural for public display. **(Contract No. C20160041)**

Parks, Recreation, and Fair Director Brian Adams provided additional information on the Agreement for the William Cumming mural. He said that it was painted in 1941 and was reflective of the workforce in the county at the time during the depression.

Chris Shainin Executive Director of the Museum of Northwest Art appreciated the opportunity to restore and display the mural at the museum in La Conner.

A motion was made by Commissioner Dahlstedt to approve the Agreement between the Museum of Northwest Art, Burlington-Edison School District and Skagit County regarding the William Cumming 28' mural for public display. Commissioner Wesen seconded the motion.

The vote passed unanimously.

c) PLANNING AND DEVELOPMENT SERVICES:

3. Interlocal Cooperative Agreement with the City of Sedro-Woolley to provide for the County's collection of impact fees for building permits. The Agreement shall commence on the date of execution. **(Contract No. C20160042)**

Civil Deputy Prosecuting Attorney Ryan Walters provided additional information on the Agreement with the City of Sedro-Woolley. He described the process for setting up the collection of fees and informed the Commissioners that other jurisdictions, cities and school districts, would be entering into similar Agreements with Skagit County.

A motion was made by Commissioner Wesen to approve the Agreement with the City of Sedro-Woolley as described by Mr. Walters. Commissioner Dahlstedt seconded the motion.

The vote passed unanimously.

IX. ADJOURNMENT:

Chair Janicki announced that the Consent Agenda released Friday, January 22, 2016 had been updated and that the current version would be posted online.

Chair Janicki adjourned the proceedings at 2:03 p.m.

Kenneth A. Dahlstedt, Chair

Lisa Janicki, Commissioner

Ron Wesen, Commissioner

ATTEST:

Clerk of the Board