

**RECORD OF THE PROCEEDINGS  
SKAGIT COUNTY BOARD OF COMMISSIONERS  
WEDNESDAY, MARCH 2, 2016**

The Skagit County Board of Commissioners met in regular session on Wednesday, March 2, 2016, with Chair Lisa Janicki, and Commissioner Ron Wesen present. Commissioner Kenneth A. Dahlstedt excused.

I. CALL TO ORDER:

Chair Janicki called the proceedings to order at 9:32 a.m.

II. PLEDGE OF ALLEGIANCE:

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

III. AGENDA:

a) 9:30 a.m. - 10:30 a.m. Consent Agenda, Vouchers, Warrants and Miscellaneous Items

Information Services Director Mike Almvig and Auditor Jeanne Youngquist provided additional information on Consent Agenda item no. 11.

Information Services Director Mike Almvig provided additional information on Consent Agenda item no. 12.

Chair Janicki requested that Consent Agenda item no. 27 be postponed until next week. She informed Commissioner Wesen that since she was part of the Finance Committee which pre-approved and forwarded the document to the Board of County Commissioners for final approval, she wanted to abstain from voting on the final matter.

Emergency Medical Services Director Mark Raaka provided additional information on Consent Agenda item no. 33.

A motion was made by Commissioner Wesen to approve Consent Agenda items 1 through 26, Ratification Agenda items 28 through 43, vouchers and warrants for Wednesday, March 2, 2016. Item 27 was postponed until next week. Chair Janicki seconded the motion.

The vote passed unanimously.

b) 10:30 a.m. - 10:45 a.m. Certification of 2015 Fixed Asset Inventory

Chair Janicki reconvened the proceedings at 10:31 a.m. and introduced Financial System Administrator Chris Stamey.

Mr. Stamey briefed the Board on the fixed asset inventory which was a complete listing of all county

owned property purchased for \$500 or more. Also included was high risk county property purchased for \$300 or more. He discussed the annual inventory process and said that it also included county owned buildings, land, parks, development rights, bridges, roads, and right-of-way, and infrastructure assets.

A motion was made by Commissioner Wesen to certify Skagit County's 2015 Fixed Asset Inventory. Chair Janicki seconded the motion.

The vote passed unanimously. Commissioner Kenneth A. Dahlstedt's absence was excused

IV. CONSENT AGENDA FOR WEDNESDAY, MARCH 2, 2016 (items 1 through 27):

a) COMMISSIONERS:

1. Record of the Proceedings for Monday, June 29, 2015. **(Approved)**
2. Record of the Proceedings for Thursday, September 10, 2015. **(Approved)**
3. Record of the Proceedings for Tuesday, February 16, 2016. **(Approved)**
4. Resolution to appoint Zachary Barborinas to the Skagit County Drainage & Irrigation Improvement District No. 15. Mr. Barborinas shall serve the remainder of the term for Commissioner Position No. 2 which was vacated by Todd Gordon. The term expires in February 2020. **(Resolution No. R20160050)**
5. Resolution to appoint Susie Spencer to the North Sound Mental Health Administration Advisory Board. Ms. Spencer shall serve a three-year term which will expire February 28, 2019. **(Resolution No. R20160051)**

b) BUDGET AND FINANCE:

6. Funding Agreement with the Celtic Arts Foundation which awards \$2,500 of Lodging Tax funds, pursuant to Washington State Substitute Bill 5647, to support marketing and advertising as authorized by Resolution No. R20150361. The Agreement commenced on January 1, 2016, and continues until December 31, 2016. **(Contract No. C20160083)**
7. Funding Agreement with the La Conner Quilt & Textile Museum which awards \$2,000 of Lodging Tax funds, pursuant to Washington State Substitute Bill 5647, to support marketing and advertising as authorized by Resolution No. R20150361. The Agreement commenced on January 1, 2016, and continues until December 31, 2016. **(Contract No. C20160084)**
8. Funding Agreement with the Skagit County Historical Museum which awards \$20,000 of Lodging Tax funds, pursuant to Washington State Substitute Bill 5647, to support marketing and advertising as authorized by Resolution No. R20150361. The Agreement commenced on January 1, 2016, and continues until December 31, 2016. **(Contract No. C20160085)**

c) FACILITIES MANAGEMENT:

9. Vendor Services Agreement with J. T. Muenscher General Contractor Inc. to provide asbestos abatement, lead-based paint characterization, sewer capping, and structural demolition including loading, transport, disposal, and all required permits of a County owned building located at 100 Broadway, Mount Vernon. The Agreement shall commence on the date of execution and continue for six months. Compensation shall not exceed \$16,000 plus applicable sales tax. **(Contract No. C20160086)**
10. Amendment No. 3 to AIA Document B103 - 2007 Standard Form of Agreement with DLR Group for the design and construction management of the new Skagit County Jail facility. The purpose of this Amendment is to amend Article 4.1 to include Transition Services, and to amend Article 11.2 to update compensation services for Transition Services and LEED Certification. Total compensation remains unchanged. All other terms and conditions of the original Agreement and subsequent Amendments shall remain in effect including the termination date of February 1, 2017. **(Amendment No. A20160020)**

d) INFORMATION SERVICES:

11. Request for Proposals to replace the Skagit County Auditor's existing recording system. The proposals are due April 28, 2016. **(Resolution No. R20160052)**
12. Professional Services Agreement with Cayenta, a division of N. Harris Computer Corporation to implement a positive pay capability for Accounts Payable. The Agreement shall commence on the date of execution and continue until December 31, 2018. Compensation shall not exceed \$5,700. **(Contract No. C20160087)**

e) PARKS, RECREATION, AND FAIR:

13. Personal Services Agreement with Garrison Engineering, Inc. to provide designing, reviewing, validating or other engineering project support for the Veterans Park at Northern State Recreation Area on Helmick Road in Sedro-Woolley. The Agreement shall commence on the date of execution and continue until December 31, 2016. Compensation shall not exceed \$4,500 and is based on an hourly rate schedule. **(Contract No. C20160088)**
14. Personal Services Agreement with Semrau Engineering and Surveying, PLLC to provide surveying and flagging of the date points for the wetlands that were previously delineated and recorded under Parcel No. P25048 (Skagit County property located adjacent to the Skagit Playfield) and to also provide surveying to determine the legal property line at the south end of the fairgrounds located at 479 West Taylor Street, Mount Vernon. The Agreement shall commence upon the date of execution and continue until December 31, 2016. Compensation shall not exceed \$4,500 and is based on an hourly rate schedule. **(Contract No. C20160089)**

f) PLANNING AND DEVELOPMENT SERVICES:

15. Deed of Natural Resource Land Easement for Short Plat Conservation and Reserve Development land division #PL15-0572 submitted by Quinton Schroeder. The proposed land division, completed in accordance with Skagit County Code 14.18.300-320 will create two residential lots of 1.26 acres in size each and one 75.76 acre lot which will be encumbered by the easement. The property is located at 14934 Beaver Marsh, Mount Vernon, and includes Parcel numbers P22040, P22041 and P22042. **(Contract No. C20160090)**

g) PUBLIC HEALTH:

16. Resolution calling for a public hearing to consider testimony regarding the 2016-2017 Action Plan to the HOME Investment Partnerships Program. The public hearing is scheduled for Tuesday, April 5, 2016, at 9:30 a.m. or as soon thereafter as possible in the Commissioners' Hearing Room. **(Resolution No. R20160053)**
17. Resolution authorizing the Amendment of Resolution No. R20150372 regarding the allocation of Substitute House Bill 2163 funds to provide homeless housing and assistance. This Resolution awards an additional \$50,000 to Community Action of Skagit County. This Resolution also increases the Homeless Housing and Assistance funds for 2016 from \$615,873 to \$696,000. **(Resolution No. R20160054)**
18. Amendment No. 1 to Funding Agreement No. C20150587 with Community Action of Skagit County to distribute Homeless Housing and Assistance funds in the amount of \$174,014 pursuant to House Bill 2163. This Amendment increases the number of households served by rapid rehousing services from 100 to 135, and increases compensation by \$50,000. The term remains the same, ending December 31, 2016. Compensation shall not exceed \$224,014. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20160021)**
19. Amendment No. 2 to Personal Services Agreement No. C20150443 with Eleven Vexler to provide behavioral health interventions to children and youth in grades K-12 and their families in multiple Skagit County school districts. This Amendment increases compensation by \$30,000 due to a higher number of clientele. The term remains the same, ending August 30, 2016. Total compensation shall not exceed \$50,000 and is based on a fee schedule and is funded through the 1/10 sales tax. All other terms and conditions of the original Agreement and subsequent Amendment shall remain in effect. **(Amendment No. A20160022)**

h) PUBLIC WORKS:

20. Resolution awarding the bid for the purchase of One (1) Chemical Injection Sprayer to Norstar Industries in the amount of \$68,130.41. **(Resolution No. R20160055)**
21. Amendment No. 1 to Vendor Services Agreement No. C20140076 with Meyer Sign and Advertising Company for the design and application of logos and graphics on county-owned vehicles. The purpose of this Amendment is to extend the term of the Agreement for the continued provision of services. The new term will end February 23, 2017. Compensation remains the same and shall not exceed a total of \$20,000 and is based on a rate schedule. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20160023)**
22. Interlocal Cooperative Agreement with Whatcom County to provide materials and equipment rental for roadway maintenance activities. Whatcom County will reimburse Skagit County for the actual cost incurred for work, materials, and use of Skagit's equipment, wages for operator(s) provided by Skagit to operate the equipment; and nine percent (9%) of the total cost shall be added for overhead costs for accounting, billing, and administrative services. The Agreement shall commence on the date of execution and continue through January 31, 2020. **(Contract No. C20160091)**
23. Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement with Pacific Surveying & Engineering Services, Inc. (PSE) to provide land surveying and environmental services in support of the Centennial Trail (Big Rock to Clear Lake) Project, ESCTP-1. PSE was procured by Resolution No. R20140349 through the Request for Qualifications for Engineering and Sand Surveying Services. The Agreement shall commence on the date of execution and continue until July 31, 2017. Compensation is based on an hourly rate and shall not exceed \$85,227. **(Contract No. C20160092)**

24. Amendment No. 1 to Vendor Services Agreement No. C20150105 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. This Amendment extends the Agreement by one year, ending March 2, 2017, and increases compensation by \$26,331.26 plus applicable sales tax. All other terms and conditions of the original Agreement shall remain in effect including the scope of services. **(Amendment No. A20160024)**

i) RISK MANAGEMENT:

25. Personal Services Agreement with Safety Source/CSTOP to provide various safety trainings for county departments. The Agreement shall commence upon the date of execution and continue until December 31, 2016. Compensation is based a rate schedule and shall not exceed \$10,000. **(Contract No. C20160093)**

26. Resolution authorizing the addition of Sharon DuBois as an alternate attendee of Washington Counties Risk Pool meetings. **(Resolution No. R20160056)**

j) TREASURER:

27. Resolution authorizing the approval of the Skagit County Investment Policy which was revised by the County Finance Committee on December 9, 2015. **(Item pulled and postponed until March 7, 2016)**

V. RATIFICATION AGENDA (items 28 through 43):

k) CORONER:

28. Resolution authorizing the execution of a Vendor Services Agreement with Valley Memorials Inc., dba Hawthorne Funeral Home to have a person available twenty-four (24) hours a day, seven (7) days a week to receive the deceased at the funeral facility or provide the Coroner's office with a key and alarm codes to the funeral facility. The Agreement was not executed prior to commencement of services. **(Resolution No. R20160057)**

29. Vendor Services Agreement with Valley Memorials Inc., dba Hawthorne Funeral Home to have a person available twenty-four (24) hours a day, seven (7) days a week to receive the deceased at the funeral facility or provide the Coroner's office with a key and alarm codes to the funeral facility. The Agreement commenced on January 1, 2016, and shall continue until December 31, 2016. Compensation shall not exceed \$5,000 and is based on a fee structure. **(Contract No. C20160094)**

30. Resolution authorizing the execution of a Vendor Services Agreement with Evans Funeral Chapel & Crematory, Inc. to have a person available twenty-four (24) hours a day, seven (7) days a week to receive the deceased at the funeral facility or provide the Coroner's office with a key and alarm codes to the funeral facility. The Agreement was not executed prior to commencement of services. **(Resolution No. R20160058)**

31. Vendor Services Agreement with Evans Funeral Chapel & Crematory, Inc. to have a person available twenty-four (24) hours a day, seven (7) days a week to receive the deceased at the funeral facility or provide the Coroner's office with a

key and alarm codes to the funeral facility. The Agreement commenced on January 1, 2016, and shall continue until December 31, 2016. Compensation shall not exceed \$5,000 and is based on a fee structure. **(Contract No. C20160095)**

l) EMERGENCY MEDICAL SERVICES:

32. Resolution authorizing the execution of a Personal Services Agreement with James Reid dba The Falconer Group to facilitate a task force to evaluate potential EMS delivery models. Development of terms and scope of work delayed execution before commencement. **(Resolution No. R20160059)**
33. Personal Services Agreement with James Reid dba The Falconer Group to facilitate a task force to evaluate potential EMS delivery models. The Agreement commenced on January 1, 2016, and shall continue until December 31, 2016. Compensation shall not exceed \$24,800 and is based on an hourly rate schedule. **(Contract No. C20160096)**

m) PROSECUTING ATTORNEY:

34. Resolution authorizing the execution of a Personal Services Agreement with Claudia Peters to provide a trained facility dog for child interviews and as a courtroom dog to assist children and adult victims with special needs. The Agreement could not be executed before commencement due to the delayed receipt of related documentation. **(Resolution No. R20160060)**
35. Personal Services Agreement with Claudia Peters to provide a trained facility dog for child interviews and as a courtroom dog to assist children and adult victims with special needs. The Agreement commenced on January 1, 2016 and shall continue until December 31, 2016. Compensation shall not exceed \$2,000. **(Contract No. C20160097)**

n) PUBLIC HEALTH:

36. Resolution authorizing the ratification of a Personal Services Agreement with Slalom, LLC dba Slalom Consulting to provide population needs assessment to project future need for Substance Use Disorder Residential Treatment Services. Receipt and review of Agreement delayed execution before commencement. **(Resolution No. R20160061)**
37. Personal Services Agreement with Slalom, LLC dba Slalom Consulting to provide population needs assessment to project future need for Substance Use Disorder Residential Treatment Services. The Agreement commenced on January 1, 2016, and shall continue until June 30, 2016. Compensation shall not exceed \$70,000 and is funded by North Sound Mental Health Administration funds. **(Contract No. C20160098)**

o) PUBLIC WORKS:

38. Resolution authorizing the execution of a Water Quality Stormwater Capacity Agreement WQSWCAP-1517-SkCoPW-00077 with Washington State Department of Ecology to award funds to Skagit County to continue implementing and managing the county's permit under the National Pollutant Discharge Elimination System Phase II. The Agreement was only recently received from the State of Washington Department of Ecology for consideration and execution. **(Resolution No. R20160062)**
39. Water Quality Stormwater Capacity Agreement WQSWCAP-1517-SkCoPW-00077 with Washington State Department of Ecology to award funds to Skagit County to continue implementing and managing the county's permit under the

National Pollutant Discharge Elimination System Phase II. The effective date of the Agreement is July 1, 2015 and it continues until March 31, 2017. Compensation to Skagit County shall not exceed \$50,000. **(Contract No. C20160099)**

40. Resolution authorizing the execution of a Personal Services Agreement with Padilla Bay Foundation to perform work, on a reimbursable basis, to assist Skagit County in completing certain tasks related to the Pollution Identification and Correction Program funded through the Clean Water Program in 2016. Agreement negotiations delayed execution before commencement. **(Resolution No. R20160063)**
41. Personal Services Agreement with Padilla Bay Foundation to perform work, on a reimbursable basis, to assist Skagit County in completing certain tasks related to the Pollution Identification and Correction Program funded through the Clean Water Program in 2016. The Agreement commenced on January 1, 2016, and shall continue until December 31, 2016. Compensation shall not exceed \$13,500. **(Contract No. C20160100)**
42. Resolution authorizing the execution of a Personal Services Agreement with Skagit Fisheries Enhancement Group to perform work, on a reimbursable basis, to assist Skagit County in meeting goals of the Shellfish Protection District by establishing educational programs to inform citizens on the causes of non-point pollution and coordinating restoration projects that reduce bacterial pollution. Review of Agreement delayed execution before commencement. **(Resolution No. R20160064)**
43. Personal Services Agreement with Skagit Fisheries Enhancement Group to perform work, on a reimbursable basis, to assist Skagit County in meeting goals of the Shellfish Protection District by establishing educational programs to inform citizens on the causes of non-point pollution and coordinating restoration projects that reduce bacterial pollution. The Agreement commenced on January 1, 2016, and shall continue until December 31, 2016. Compensation shall not exceed \$30,000. **(Contract No. C20160101)**

#### VI. 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 \$78,357.98 (Transmittal No. C-25-16); and
  - b) Warrants numbered 436924 through 437332 from Clearing Fund 696 in the total dollar amount of \$1,630,751.90 (Transmittal No. C-26-16); and
  - c) Warrants numbered 437333 through 437379 from Clearing Fund 696 in the total dollar amount of \$141,583.75 (Transmittal No. C-27-16); and
  - d) ACH Transfer Request Form and Certification to Delta Dental from Clearing Fund 696 in the total dollar amount of \$6,426.75 (Transmittal No. C-28-16); and
  - e) ACH Transfer Request Form and Certification to Delta Dental from Clearing Fund 696 in the total dollar amount of

\$60,486.08 (Transmittal No. C-29-16); and

- f) ACH Transfer Request Form and Certification to Trusteed Plans Service Corporation from Clearing Fund 696 in the total dollar amount of \$117,285.01 (Transmittal No. C-30-16); and
- g) ACH Transfer Request Form and Certification to Trusteed Plans Service Corporation from Clearing Fund 696 in the total dollar amount of \$91,683.50 (Transmittal No. C-31-16); and
- h) Warrants numbered 437380 through 437697 from Clearing Fund 696 in the total dollar amount of \$4,578,316.71 (Transmittal No. C-32-16); and
- i) Payroll warrants numbered 361742 through 362448 in the total dollar amount of \$1,180,260.84 (Transmittal No. P-07-2016).

VII. MISCELLANEOUS AGENDA (1 item):

a) SHERIFF:

1. Memorandum of Understanding between Skagit Domestic Violence and Sexual Assault Services (Skagit DVSAS) and the Anacortes Police Department, Burlington Police Department, Mount Vernon Police Department, Sedro-Woolley Police Department and the Skagit County Sheriff to collaborate for the OVW Fiscal Year 2016 Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, Data Violence, and Stalking Grant Program. **(Contract No. C20160102)**

Skagit County Sheriff Will Reichardt and Director of Development Nancy Tiffany from Skagit Domestic Violence and Sexual Assault Services presented the Memorandum of Understanding for the Commissioners consideration and answered questions.

A motion was made by Commissioner Wesen to approve the Memorandum of Understanding between Skagit Domestic Violence and Sexual Assault Services (Skagit DVSAS) and the Anacortes Police Department, Burlington Police Department, Mount Vernon Police Department, Sedro-Woolley Police Department and the Skagit County Sheriff. Chair Janicki seconded the motion.

The vote passed unanimously.

Chair Janicki recessed the proceedings at 9:58 a.m.

VIII. ADJOURNMENT:

Chair Janicki adjourned the proceedings at 10:40 a.m.

Chair Lisa Janicki and Commissioner Ron Wesen attended an executive session on Monday, February 29, 2016, from 10:00 a.m. to 10:32 a.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 and provided legal advice to the Board of County Commissioners: Prosecutor Rich Weyrich and Senior Deputy Prosecuting Attorney Arne Denny, and Chief Civil Deputy



Prosecuting Attorney Melinda Miller. Other attendees included: Human Resources/Risk Management Director Jessica Neill Hoyson, Susan Looker of Summit Law, and, Shannon Phillips of Summit Law.

**BOARD OF COMMISSIONERS  
SKAGIT COUNTY, WASHINGTON**

\_\_\_\_\_  
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