

**RECORD OF THE PROCEEDINGS
SKAGIT COUNTY BOARD OF COMMISSIONERS
MONDAY, MARCH 7, 2016**

The Skagit County Board of Commissioners met in regular session on Monday, March 7, 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 11:02 a.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; Public Health; and Emergency Medical Services

b) 11:00 a.m. - 11:30 a.m. Update from Project Manager Marc Estvold - Jail Construction

Chair Janicki introduced Project Manager Marc Estvold. Mr. Estvold provided an overview of four upcoming change orders which included asbestos removal, filtration of dewatering, City of Mount Vernon check items, and Maul Foster & Alongi remedial action. An update was also provided on jail construction, and, Mr. Estvold reviewed the schedule and milestone updates for the Skagit County Jail. He shared that the jail project would probably incur many change orders during construction, but that he would only bring forward significant ones. Questions and answers with discussion followed.

PowerPoint presented by Mr. Estvold:

<ftp://ftp.skagitcounty.net/countycommissioners/documents/agendapackets/03072016>

A motion was made by Commissioner Wesen to approve Amendment No. 4 to Personal Services Agreement No. C20140251 with Maul Foster Alongi, Inc. to provide additional environmental services related to the environmental investigation and cleanup action plan of the Truck City Site located at 3216 Old Highway 99 South, Mount Vernon. **(Amendment No. A20160025)** Commissioner Dahlstedt seconded the motion.

The vote passed unanimously.

c) 11:30 a.m. - 12:00 p.m. Planning and Development Services - Dale Pernula, Director:

1. Permit Performance Metrics

Mr. Pernula informed the Commissioners that Assistant Planning Director Ryan Walters and Customer Service Coordinator/Planner Bill Dowe had compiled various charts and graphs for the demonstration of displaying different data sets and information.

Mr. Walters reviewed the charts and some of the functionality of each and he asked the Commissioners to provide feedback on what types of charts, data, and interactive capabilities would be helpful.

Mr. Walters briefed the Commissioners on three items Planning and Development Services were working on to improve the permit application process: 1. Reviewing applications for completeness at their initial intake, which would reduce the amount of time it took to issue a permit due to less time waiting for additional information, and 2. Assigning additional staff who could flex between the front counter and permit review, and 3. Extending the permit application hours. He also informed the Commissioners that new permit software was being procured, and, the option to accept applications online was being reviewed. Commissioner Dahlstedt suggested customer friendly forms and information to help an applicant know what kind of process to expect and how long a permit may take to issue. He also suggested a checkbox asking if an applicant has ever applied for a permit before.

Commissioner Wesen appreciated the data, looked forward to improvements, and asked to be kept informed if there were issues that the Commissioners could assist with.

Chair Janicki appreciated that information would be tracked and trends could be spotted, and, that online submittal was being explored.

Chair Janicki recessed the proceedings at 12:01 p.m.

d) 1:30 p.m. - 2:30 p.m. Consent Agenda, Vouchers, Warrants and Miscellaneous Items

IV. DISCUSSION CONSENT ITEMS:

Chair Janicki reconvened the proceedings at 1:30 p.m.

Budget and Finance Director Trisha Logue presented additional information on Consent Agenda item numbers 2, 3, and 4.

Operations Manager Bob Hicks from the Public Health Department provided additional information on Consent Agenda item numbers 10 and 11.

Public Works Watershed Planner Kara Symonds provided additional information on Consent Agenda item number 12.

V. CONSENT AGENDA FOR MONDAY, MARCH 7, 2016 (items 1 through 21):

A motion was made by Commissioner Wesen to approve Consent Agenda items 1 through 21, Ratification Agenda items 22 and 23, vouchers and warrants for Monday, March 7, 2016. Commissioner Dahlstedt seconded the motion.

The vote passed unanimously.

a) COMMISSIONERS:

1. Record of the Proceedings for Wednesday, March 2, 2016. **(Approved)**
- b) BUDGET AND FINANCE:
 2. Resolution establishing Skagit County's Cost Assessment Policy for 2015. **(Resolution No. R20160065)**
 3. Resolution establishing 2015 Cost Allocations to County Funds. **(Resolution No. R20160066)**
 4. Resolution establishing Skagit County's Insurance Cost Assessment Policy for 2015. **(Resolution No. R20160067)**
- c) EMERGENCY MEDICAL SERVICES:
 5. Interlocal Cooperative Agreement with Fire District #5 for the provision of Basic Life Support (BLS) 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 as for the purchase of up two (2) mobile data entry devices in amount not to exceed \$4,000. **(Contract No. C20160104)**
 6. Interlocal Cooperative Agreement with Fire District #8 for the provision of Basic Life Support (BLS) 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 as for the purchase of up four (4) mobile data entry devices in amount not to exceed \$8,000. **(Contract No. C20160105)**
- d) FACILITIES MANAGEMENT:
 7. Amendment No. 2 to Vendor Services Agreement No. C20140107 with Culligan Northwest to provide thirteen (13) water dispensers and weekly bottled water delivery at the Skagit County Courthouse Complex. The purpose of this Amendment is to extend the Agreement another year, ending March 31, 2017. Compensation remains unchanged at an amount not to exceed \$9,600. **(Amendment No. A20160026)**
- e) PLANNING AND DEVELOPMENT SERVICES:
 8. Interlocal Cooperative Agreement with the Mount Vernon School District #320 to provide for the County's collection of impact fees for building permits. The Agreement shall commence on the date of execution. **(Contract No. C20160106)**
- f) PUBLIC HEALTH:
 9. Amendment No. 1 to Professional Services Agreement No. C20160061 with North Sound Mental Health Administration, Contract #NSMHA-SKAGIT COUNTY-PLANNING PSC-15-16 to provide support services in the North Sound Region. This Amendment increases funding by \$25,000 for the purpose of hiring a consultant for regional service planning. The term remains the same, continuing until December 31, 2016. Total compensation shall not exceed \$225,000 and is funded through North Sound Mental Health Administration planning funds, and all other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20160027)**
 10. Resolution regarding a Grievance Procedure concerning the use of 2016-2017 Community Development Block Grant

(CDBG) funds. **(Resolution No. R20160068)**

11. Resolution amending Resolution No. R15608 regarding the Community Development Block Grant (CDBG) Grievance Procedure. **(Resolution No. R20160069)**

g) PUBLIC WORKS:

12. Grant Deed of Conservation Easement between Skagit County and the Estate of Robert R. Hart and Issac Jennings Farm, LLC to extinguish four development rights on 154 acres, Parcel numbers P22199, P22206, P22208, P22882, P22902, P22903, and P22905. The Agreement shall commence on the date of execution and continue into perpetuity. Compensation shall not exceed \$535,000, of which the Washington State Recreation and Conservation Office will reimburse Skagit County in the amount of \$213,200 pursuant to Agreement No. C20150452. **(Contract No. C20160107)**
13. Vendor Services Agreement with Lakeside Industries for the procurement of Road Maintenance Materials which include gravel, rock, and specialty and mixed asphalt products as listed in "Exhibit A". This Agreement shall commence on the date of execution and continue through March 31, 2017. Compensation shall not exceed \$1,000,000. **(Contract No. C20160108)**
14. Vendor Services Agreement with LB&R Logging-Casey's Pit for the procurement of Road Maintenance Materials which include gravel and rock products as listed in "Exhibit A". This Agreement shall commence on the date of execution and continue through March 31, 2017. Compensation shall not exceed \$100,000. **(Contract No. C20160109)**
15. Vendor Services Agreement with ISCO Industries, Inc. for the procurement of Road Maintenance Materials which include culvert lining as listed in "Exhibit A". This Agreement shall commence on the date of execution and continue through March 31, 2017. Compensation shall not exceed \$200,000. **(Contract No. C20160110)**
16. Vendor Services Agreement with Skagit Aggregates LLC for the procurement of Road Maintenance Materials which include gravel products as listed in "Exhibit A". This Agreement shall commence on the date of execution and continue through March 31, 2017. Compensation shall not exceed \$50,000. **(Contract No. C20160111)**
17. Vendor Services Agreement with Hilfiker Retaining Walls for the procurement of Road Maintenance Materials which include slope stabilization products as listed in "Exhibit A". This Agreement shall commence on the date of execution and continue through March 31, 2017. Compensation shall not exceed \$50,000. **(Contract No. C20160112)**
18. Vendor Services Agreement with Beaverlake Quarry for the procurement of Road Maintenance Materials which include gravel and rock products as listed in "Exhibit A". This Agreement shall commence on the date of execution and continue through March 31, 2017. Compensation shall not exceed \$100,000. **(Contract No. C20160113)**
19. Vendor Services Agreement with Birch Equipment Co., Inc. to provide equipment rental for various projects as listed in "Exhibit A". The Agreement shall commence on the date of execution and continue through March 31, 2017. Compensation shall not exceed \$50,000. **(Contract No. C20160114)**
20. Vendor Services Agreement with Van's Equipment Co., to provide equipment rental for various projects as listed in "Exhibit A". The Agreement shall commence on the date of execution and continue through March 31, 2017. Compensation shall not exceed \$200,000. **(Contract No. C20160115)**

21. Vendor Services Agreement with NW Relining, LLC to provide equipment rental for various projects as listed in "Exhibit A". The Agreement shall commence on the date of execution and continue through March 31, 2017. Compensation shall not exceed \$50,000. **(Contract No. C20160116)**

VI. RATIFICATION AGENDA (items 22 and 23):

h) HUMAN RESOURCES:

22. Resolution authorizing the execution of a Personal Services Agreement with Braun Consulting Group to provide assistance for the full range of collective bargaining activities as requested by the Human Resources Director. The Agreement was not executed before services were provided. **(Resolution No. R20160070)**
23. Personal Services Agreement with Braun Consulting Group to provide assistance for the full range of collective bargaining activities as requested by the Human Resources Director. The Agreement commenced on January 1, 2016, and shall continue until December 31, 2017. Compensation shall not exceed \$60,000 per year. **(Contract No. C20160117)**

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) Warrants numbered 437698 through 438029 from Clearing Fund 696 in the total dollar amount of \$2,165,090.34 (Transmittal No. C-33-16).

VIII. MISCELLANEOUS AGENDA (items 1 and 2):

Chair Janicki announced that she needed to recuse herself from each miscellaneous item due to perceived conflicts.

A motion was made by Commissioner Wesen to approve both of the Miscellaneous Agenda items. Commissioner Dahlstedt seconded the motion.

The vote passed unanimously.

a) PARKS, RECREATION & FAIR:

1. Personal Services Agreement with Davido Consulting Group, Inc. to provide calculations and revised site specific drawings for the picnic shelter structure design in the Veterans Park at Northern State Recreation Area and other project needs affiliated with the Veterans Park, as well as additional services to ensure building stabilization for Building C at the Skagit County Fairgrounds. The Agreement shall commence on the date of execution and continue until December 31, 2016. Compensation shall not exceed \$7,500. **(Contract No. C20160118)**

b) TREASURER:

2. Resolution authorizing the approval of the Skagit County Investment Policy which was revised by the County Finance Committee on December 9, 2015. **(Resolution No. R20160071)**

IX. ADJOURNMENT:

Chair Janicki adjourned the proceedings for the day.

**BOARD OF COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Kenneth A. Dahlstedt, Chair

Lisa Janicki, Commissioner

Ron Wesen, Commissioner

ATTEST:

Clerk of the Board