

**RECORD OF THE PROCEEDINGS  
SKAGIT COUNTY BOARD OF COMMISSIONERS  
TUESDAY, AUGUST 2, 2016**

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

I. CALL TO ORDER:

Commissioner Dahlstedt called the proceedings to order at 8:31 a.m. and excused Chair Janicki's absence.

II. PLEDGE OF ALLEGIANCE:

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

III. AGENDA:

a) 8:30 a.m. - 9:30 a.m. Planning and Development Services - Dale Pernula, Director:

1. Introduction of Permit Technicians Gwen Hoops and Elizabeth Perron

Director Dale Pernula, introduced newly hired Permit Technicians I Gwen Hoops and Elizabeth Perron. He explained the duties of the Permit Technician I and said that the position was sometimes the first person that people saw when they want to get information about permits.

Mr. Pernula said Ms. Hoops had an Associate Degree in Business from Bellingham Technical College, a Bachelor's Degree in Environmental Science from Ohio State University, and had worked for Whatcom County Public Works. She began working part-time for Skagit County on May 16 and was hired into to a full-time position on July 5, 2016. Ms. Perron began working for Skagit County on July 11, 2016, had a Bachelor's Degree in Business Management from Western Washington University and had worked for Coldwell Walker Bain in the real estate division.

Ms. Hoops and Ms. Perron briefly shared information about their background.

Assistant Director Ryan Walters mentioned that with the addition of new staff, the Department was able to provide a new service to the public. He said that customers could schedule one (1) hour individual appointments to meet with staff to review permit applications. He said that if customers had a building permit application that was complete and ready to submit, they could make a 60-minute appointment with staff prior to submitting the application. Staff would review the application for completeness during the appointment and assist with making any minor corrections. He said that the building permit application checklist should be fully complete to ensure the appointment was successful and to avoid delay in processing.

Mr. Walters noted that office hours for walk-in assistance was still available and that customers could visit Monday through Friday from 9:00 a.m. to noon and 1:00 p.m. to 3:30 p.m. The office is closed from noon to 1:00 p.m. He said that walk-in customers should arrive significantly before lunch or closing.

It was announced that appointments could be scheduled for 8:00 a.m., 9:30 a.m., 11:00 a.m., 1:30 p.m., and 3:00 p.m. Walk-in assistance would still be available for both permit applications and general information, but they would be subject to waiting for available staff.

2. Burn Ban

Mr. Pernula noted that the Skagit County Fire Marshal had implemented a modified burn ban which came into effect on July 21, the Washington State Department of Natural

Resources subsequently implemented a burn ban on July 29 and Skagit County followed suit and implemented and extended the modified burn ban. He pointed out that the ban did not pertain to agricultural burning permitted through the Northwest Clean Air Agency or agroforestry burning permitted through Washington State Department of Natural Resources.

3. Update on Shoreline Master Program

Mr. Walters briefly updated the Commissioners on the Shoreline Master Program update. He said that the Planning Department staff expected to hold one more meeting with the Planning Commission, the meeting is scheduled for Wednesday, August 17, 2016. He expected that the Planning Commission would issue their recommendations during the meeting. He said that the Planning Commission's recommendations, the Program and staff's recommendations would be brought before the Board of County Commissioners for their consideration and decision on how they should proceed.

Commissioner Wesen said Shoreline Master Programs have to be approved by the Department of Ecology to be valid.

There was a discussion about the process to update the SMP and opportunities for public comment.

Commissioner Dahlstedt suggested that once the SMP had been approved by the Department of Ecology that Planning and Development Services staff should work with Communications Coordinator Bronlea Mishler to put together a press release that chronologically detailed the number of public meetings, dates and locations of all the SMP update process.

4. Update on Raspberry Ridge Interlocal

Mr. Walters provided an update of the work being done with the City of Burlington and the Housing Authority of Skagit County on an Interlocal Agreement regarding Raspberry Ridge Apartments. He pointed out that the Housing Authority was planning to develop new apartments in the Raspberry Ridge area and that it would be connected to the City of Burlington's sewer system. He noted that because the existing Raspberry Ridge I and II Apartments were now in the Urban Growth Area (UGA), they would be connected to the City of Burlington's sewer system as part of the Interlocal Agreement.

5. Demonstration of Planning and Development Services' Performance Dashboard

Mr. Walters provided a demonstration of the Performance Dashboard. He explained that the Performance Dashboard was an interactive application that could produce various reports about building permits and permit applications. He indicated that the reports would help to improve the permit process.

There was a discussion about the fee schedule and the impact fees as adopted by Ordinance No. O20150002.

[Link to Performance Dashboard demonstration:](ftp://ftp.skagitcounty.net/countycommissioners/documents/agendapackets/o8012016/)

<ftp://ftp.skagitcounty.net/countycommissioners/documents/agendapackets/o8012016/>

Commissioner Dahlstedt recessed the proceedings at 9:18 a.m.

b) \*10:30 a.m. - 11:30 a.m. Executive Session (Potential Litigation - RCW 42.30.110(1)(i))

Commissioner Ron Wesen, and Commissioner Kenneth A. Dahlstedt attended an executive session on Tuesday, August 2, 2016, from 10:30 a.m. to 11:05 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 attorney was present at the executive session and provided legal advice to the Board of County Commissioners: Senior Civil Deputy Prosecuting Attorney Arne Denny. Other attendees: Human Resources/Risk Manager Jessica Neill Hoyson; WCRP Claims Analyst Mike Cook; WCRP Attorney Mike Tardiff; and WCRP Attorney Amanda Bley.

Chair Lisa Janicki, Commissioner Ron Wesen, and Commissioner Kenneth A. Dahlstedt

attended an executive session on Wednesday, August 3, 2016, from 1:35 p.m. to 2:46 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 Rich Weyrich, Chief Civil Deputy Prosecuting Attorney Melinda Miller, and Senior Civil Deputy Prosecuting Attorney Will Honea. Other attendees: County Administrator Tim Holloran, and Human Resources/Risk Manager Jessica Neill Hoyson.

Chair Lisa Janicki, Commissioner Ron Wesen and Commissioner Kenneth A. Dahlstedt attended an executive session on Friday, August 5, 2016, from 11:00 a.m. to 11:55 a.m. The purpose of the executive session was Real Estate Acquisition - RCW 42.30.110(1) (b). (Matters relating to real estate acquisition or lease where public knowledge would cause a likelihood of increased price.) Other attendees: County Administrator Tim Holloran, Chief Civil Deputy Prosecuting Attorney Melinda Miller, Director of Facilities Management Dan Fitting and Budget and Finance Director Trisha Logue.

c) 11:30 a.m. - 11:45 a.m. Board of County Commissioners:

Commissioner Dahlstedt reconvened the proceedings at 11:30 a.m.

1. County and Individual Success Stories

There were no County and Individual Success Stories provided.

2. Public Comment Period

Tim Manns of Mount Vernon, Ann Middleton of Bay View, and Carolynn Gastellum spoke in opposition to the transfer of federal lands, and counties supporting the American Lands Council (ALC). Ms. Middleton read from a copy of an article from High Country News, dated July 25, 2016. They asked the Commissioners to consider passing a resolution opposing membership in the ALC, if Skagit County paid membership donations to the ALC, and how much had been paid.

Julia Herd of Alger spoke in opposition to the Shell Oil Train project, the draft Environmental Impact Statement (EIS) and read from a news article, dated July 15, 2016, about oils spills.

Commissioner Wesen explained that the ALC were not considering transferring federal parks to states and spoke about his understanding of federal and state lands.

Commissioner Dahlstedt explained that he would meet individually to talk about funding from the federal government.

Link to material submitted during public comment period:

<ftp://ftp.skagitcounty.net/countycommissioners/documents/agendapackets/08012016/>

3. Miscellaneous Announcements

There were no miscellaneous announcements.

Commissioner Dahlstedt recessed the proceedings at 11:49 a.m.

d) 2:30 p.m. - 3:00 p.m. Jail Construction Update - Marc Estvold, Project Manager

Commissioner Dahlstedt reconvened the proceedings at 2:31 p.m.

Jail Project Manager Marc Estvold provided the Commissioners with an update of the project.

Significant Change Orders:

Mr. Estvold reported that the design phase was complete and the contractors had been provided with the plans to bid for the sally port canopy and that documents had been submitted to the City of Mount Vernon to start the permit process. He estimated cost of the sally port canopy would be approximately \$150,000 to \$175,000.

Mr. Estvold noted that a significant amount of dewatering would be required in order to access

the water table to set the retention pond area. He said that he had worked with the City of Mount Vernon and the Department of Ecology to obtain the permits for dewatering in the area. He estimated the cost of the work to be approximately \$150,000 to \$175,000.

Contingency Budget Usage:

Mr. Estvold reported that approximately 45% of the contingency budget had been used. He noted that the figure included the budget for sally port canopy, the dewatering process and the Department of Ecology reimbursement. He estimated that there was approximately 55% of the contingency budget remaining and that there was approximately 35% chance of any further construction risk for the project remaining.

Link to jail construction site webcam:

<https://www.workzonecam.com/projects/lydig/skagitcountyjail/scjcam>

Link to PowerPoint presentation:

<ftp://ftp.skagitcounty.net/countycommissioners/documents/agendapackets/08012016/>

The Commissioners thanked Mr. Estvold for the update.

IV. ADJOURNMENT:

Commissioner Dahlstedt adjourned the proceedings at 2:53 p.m.

**BOARD OF COMMISSIONERS  
SKAGIT COUNTY, WASHINGTON**

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Lisa Janicki, Chair

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Ron Wesen, Commissioner

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Kenneth A. Dahlstedt, Commissioner

ATTEST:

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Clerk of the Board