

**RECORD OF THE PROCEEDINGS
SKAGIT COUNTY BOARD OF COMMISSIONERS
MONDAY, AUGUST 8, 2016**

The Skagit County Board of Commissioners met in regular session on Monday, August 8, 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, Public Health, and Central Services: Information Services, Geographic Information Services, and Records Management Departments
- b) *9:30 a.m. - 12:00 p.m. Skagit County Emergency Medical Services Delivery Model Advisory Group Meeting No. 6
- c) 1:30 p.m. - 2:30 p.m. Consent Agenda, Vouchers and Warrants, and Miscellaneous Items
- d) *2:30 p.m. - 3:30 p.m. Work Session with Geographic Information Services (GIS)

Chair Janicki announced that the work session with GIS was going to be rescheduled to a later date.

It was rescheduled to Thursday, August 11, 2016, at 3:00 p.m. The meeting was audio-recorded and held in the Colony Room in the Commissioner's Office, 1800 Continental Place, Mount Vernon.

The following people attended the meeting: Chair Lisa Janicki, Commissioner Ron Wesen, Commissioner Kenneth A. Dahlstedt, County Administrator Tim Holloran, Geographic Information Services Director Geoff Almvig, Budget and Finance Director Trisha Logue, Senior GIS/RS Analyst Josh Greenberg, and Senior Human Resources/Risk Management Analyst Donnie LaPlante.

- e) *3:30 p.m. - 4:30 p.m. Executive Session (None Scheduled as the of the Date of this Notice)

The Commissioners attended an executive session on Thursday, August 11, 2016, from 4:07 p.m. to 4:25 p.m., the purpose of the executive session was Potential 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: Chief Civil Deputy Prosecuting Attorney Melinda Miller. Other attendees included County Administrator Tim Holloran and Senior Human Resources/Risk Management Analyst Donnie LaPlante.

The Commissioners attended an executive session on Thursday, August 11, 2016, from 4:30 p.m. to 5:00 p.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.) County Administrator Tim Holloran, Chief Civil Deputy Prosecuting Attorney Melinda Miller, Civil Deputy Prosecuting Attorney Steve Fallquist, Director of Public Works Dan Berentson, Engineer Paul Randall-Grutter and Project Manager Jennifer Swanson.

IV. DISCUSSION CONSENT ITEMS:

Public Works Engineer Paul Randall-Grutter provided additional information on Consent Agenda item #9.

Public Works Director Dan Berentson provided additional information on Consent Agenda item #10.

Project Manager Jennifer Swanson provided additional information on Consent Agenda item #11.

Public Works Director Dan Berentson provided additional information on Consent Agenda item #12.

Project Manager Jennifer Swanson provided additional information on Consent Agenda item #14.

V. CONSENT AGENDA FOR MONDAY, AUGUST 8, 2016 (items 1 through 17):

A motion was made by Commissioner Wesen to approve Consent Agenda items 1 through 17, Ratification Agenda items 18 through 23, vouchers and warrants for Monday, August 8, 2016. Commissioner Dahlstedt seconded the motion.

The vote passed unanimously.

a) COMMISSIONERS:

1. Record of the Proceedings for Monday, August 1, 2016. **(Approved)**
2. Record of the Proceedings for Tuesday, August 2, 2016. **(Approved)**
3. Resolution calling for a public hearing for the consideration of deleting Chapters 2.08, 2.28, and 2.32 of the Skagit County Code to eliminate conflicts with the Skagit County Personnel Policies and Procedures Manual and Accounting Practices and to amend Chapter 3.09 of the Skagit County Code relating to Distressed County Sales and Use Tax. The public hearing is scheduled to take place on Tuesday, August 16, 2016, at 9:30 a.m., or as soon as possible thereafter in the Commissioners Hearing Room. **(Resolution No. R20160209)**

b) BUDGET AND FINANCE:

4. Amendment No. 6 to Personal Services Agreement No. C20110438 with Public Financial Management, Inc. to provide financial advisory services and analysis. The purpose of this Amendment is to change the name to PFM Financial Advisors LLC (PFMFA); add Exhibit C, Supplemental Letter; and Exhibit D, Disclosure of Conflicts of Interest and other information. The term remains the same, ending December 31, 2017. Total compensation remains the same and shall not exceed \$140,000. All other terms and conditions of the original Agreement and subsequent Amendments shall remain in effect. **(Amendment No. A20160102)**

c) HUMAN RESOURCES:

5. Amendment No 1 to Personal Services Agreement No. C20150531 with Compensation Works to perform a total cost of compensation study for Skagit County staff. This Amendment increases compensation by \$10,125 for additional work to respond to a public disclosure request and to conduct additional benefit and classification work which had not been identified in the original Agreement. The term remains the same, ending December 31, 2016. Compensation shall not exceed \$150,125 and is based on a fee schedule. **(Amendment No. A20160103)**

d) OFFICE OF JUVENILE COURT:

6. Interlocal Cooperative Agreement with the Mount Vernon School District to jointly fund a BECCA Case Manager position to serve the School Districts and the Skagit County Office of Juvenile Court in implementing the truancy position of the BECCA Bill as outlined by the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC). The Agreement shall commence on September 1, 2016, and continue until August 31, 2017. Compensation to Skagit County shall not exceed \$18,185. **(Contract No. C20160344)**

e) PARKS, RECREATION AND FAIR:

7. Vendor Services Agreement with Davis Amusements Cascadia, Inc. to provide, manage and maintain a carnival consisting of rides and gaming booths at the Skagit County Fair in 2016. The Agreement shall commence on the date of execution and continue for one year. Compensation from Davis Amusements Cascadia, Inc. shall not exceed \$12,000, or 25% of ticket gross sales, whichever is greater, and, \$40 per gaming booth. **(Contract No. C20160345)**
8. Personal Services Agreement with Richard Sterling Dietz, Magician for performances at the Skagit County 2016 Fair. The Agreement shall commence on August 13, 2016, and continue through August 13, 2016. Total compensation shall not exceed \$1,200, including sales tax. **(Contract No. C20160346)**

f) PUBLIC WORKS:

9. Resolution for the Request of Qualifications for Geotechnical Engineering Services for the Bow Hill Road Reconstruction Project #ES21200-6. **(Resolution No. R20160210)**
10. Resolution terminating participation in the Memorandum of Understanding (MOU), Contract No. C20130151, by and between Farms, Fish and Flood Initiative (3FI) partners: The Nature Conservancy, National Oceanic and Atmospheric Administration, Skagitians to Preserve Farmland, Washington Department of Fish & Wildlife, Western Washington Agricultural Association, Dike and Drainage Partnership, and Skagit County. **(Resolution No. R20160211)**
11. Summary of Offer for the acquisition of multiple temporary construction easements for the Burlington Northern Overpass Project, Federal Aid #BRS-M291(006) for parcel numbers P36908 owned by JJMD Investments, LLC; P36885 owned by William Stiles, Jr.; P36900 owned by Gary Koops; P36888 & P36899 owned by Amy Regehr; and unknown parcel number(s) owned by BNSF Railroad. **(Contract No. C20160347)**
12. Personal Services Agreement with Sherwood Appraisals to update a 2012 sand and gravel valuation of resources at the Butler Pit. The Agreement shall commence on the date of execution and continue until December 31, 2016. Compensation shall not exceed \$2,500. **(Contract No. C20160348)**
13. Personal Services Agreement with GeoTest Services, Inc. to support the Public Works Department for the material testing and geotechnical engineering of non-federally funded capital projects on an as needed basis. The Agreement shall commence on the date of execution and continue for two years with renewal options for four years total. Compensation shall not exceed \$50,000 and is based on both hourly and testing rate schedules. **(Contract No. C20160349)**
14. Supplemental Agreement No. 4 to Local Agency Standard Consultant Agreement No. C20130217 with BergerABAM Inc. to provide engineering and environmental services for the Burlington Northern Overpass, Project #ES50510-8. The purpose of this Amendment is to replace and update Exhibits E-1, F, G, and G-3 to update classification rates, add a new sub consultant, sub consultant fees, and sub overhead cost to provide hydraulic engineering and floodplain analysis services. This Amendment also authorizes the deduction of \$27,657 from the \$100,000 reserve fund to be used for allowable unforeseen costs for additional work beyond what had been defined in the original Agreement. All other terms and conditions of the original Agreement and subsequent Amendments shall remain in effect including the termination date December 31, 2016, and the compensation amount not to exceed \$1,402,406. **(Amendment No. A20160104)**
15. Personal Services Agreement with Western Washington Agricultural Association to provide support on drainage issues, clean water, and fish habitat and restoration projects. The Agreement shall commence on the date of execution and continue until December 31, 2016. Compensation shall not exceed \$20,000 and is based on an hourly rate schedule. **(Contract No. C20160350)**

g) SHERIFF:

16. Amendment to Organized Crime Drug Enforcement Task Forces (OCDETF) Investigation/Strategic Initiative Number PA-WAW-0307, Contract No. C20160315, for the purpose of receiving reimbursement for costs incurred by the Skagit County Sheriff's Office in providing resources to joint operations/task forces. This document updates the term to commence on July 1, 2016, and continue through September 30, 2016, and reduces total compensation from OCDETF to \$2,500. **(Amendment No. A20160105)**
17. Amendment to Organized Crime Drug Enforcement Task Forces (OCDETF) Investigation/Strategic Initiative Number PA-WAW-0308, Contract No. C20160316, for the purpose of receiving reimbursement for costs incurred by the Skagit County Sheriff's Office in providing resources to joint operations/task forces. This document updates the term to commence on July 1, 2016, and continue through September 30, 2016, and reduces total compensation from OCDETF to \$2,500. **(Amendment No. A20160106)**

VI. RATIFICATION AGENDA (items 18 through 23):

h) PROSECUTING ATTORNEY:

18. Resolution authorizing the ratification of a Personal Service Contract with the Washington State Criminal Justice Training Commission (WSCJTC) to secure the expertise of Rosemary Kaholokula with facilitating practice interviews to assist the WSCJTC during sessions of course #5357. Sufficient notice was not provided to execute the Contract before services were requested. **(Resolution No. R20160212)**
19. Personal Service Contract with the Washington State Criminal Justice Training Commission (WSCJTC) to secure the expertise of Rosemary Kaholokula with facilitating practice interviews to assist the WSCJTC during sessions of course #5357 held during the contract period. The Contract commenced on July 13, 2016, and ends on June 30, 2017. Compensation shall not exceed \$7,300. **(Contract No. C20160351)**
20. Resolution authorizing the ratification of a Grant Agreement with Washington State Department of Commerce Community Services and Housing Division Office of Crime Victims Advocacy State Fiscal Year (SFY) 2017 Victim/Witness Assistance Grant No. S17-31102-526 to provide funding to support Victim/Witness Program activities. The Agreement was not received for execution until after July 1, 2017. **(Resolution No. R20160213)**
21. Grant Agreement with Washington State Department of Commerce Community Services and Housing Division Office of Crime Victims Advocacy State Fiscal Year (SFY) 2017 Victim/Witness Assistance Grant No. S17-31102-526 to provide funding to support Victim/Witness Program activities. The Grant commenced on July 1, 2016, and shall continue until June 30, 2017. Compensation to Skagit County shall not exceed \$66,300. **(Contract No. C20160352)**

i) PUBLIC DEFENDER:

22. Resolution authorizing the ratification of a Personal Services Agreement with Ryan White, dba White CAT Reporting LLC to prepare court transcripts as needed upon the specific request of the Skagit County Public Defender. A contract was not drafted or executed prior to the commencement of services on January 1, 2016. **(Resolution No. R20160214)**
23. Personal Services Agreement with Ryan White, dba White CAT Reporting LLC to prepare court transcripts as needed upon the specific request of the Skagit County Public Defender. The Agreement commenced on January 1, 2016, and shall continue until December 31, 2017. Compensation shall not exceed \$5,000 and is based on per page fee schedule. **(Contract No. C20160353)**

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 \$113,484.52 (Transmittal No. C-101-16); and
- b) Warrants numbered 446102 through 446322 from Clearing Fund 696 in the total dollar amount of \$1,432,280.98 (Transmittal No. C-102-16).

VIII. ADJOURNMENT:

Chair Janicki adjourned the proceedings at 1:45 p.m.

**BOARD OF COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Lisa Janicki, Chair

Ron Wesen, Commissioner

Kenneth A. Dahlstedt, Commissioner

ATTEST:

Clerk of the Board