

**RECORD OF THE PROCEEDINGS  
SKAGIT COUNTY BOARD OF COMMISSIONERS  
MONDAY, JULY 3, 2017**

The Skagit County Board of Commissioners met in regular session on Monday, July 3, 2017, with Chair Ron Wesen, Commissioner Kenneth A. Dahlstedt, and Commissioner Lisa Janicki present.

I. CALL TO ORDER:

Chair Wesen called the proceedings to order at 10:00 a.m.

II. PLEDGE OF ALLEGIANCE:

Chair Wesen 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 Planning and Development Services and Public Health Departments

b) 10:00 a.m. - 11:00 a.m. Public Works - Dan Berentson, Director:

County Engineer Paul Randall-Grutter was present to introduce the agenda item.

1. Engineering Division Update

Engineering Division Manager Keith Elefson provided an organizational chart and overview of the Engineering Division and noted that they were fortunate that their division was fully staffed with the exception of David Walde who was currently assigned as the Interim Emergency Management Director. Mr. Elefson reported that the Transportation Section Manager Forrest Jones had recently received the Washington State Association of County Engineers 2017 Project Manager of the Year Award.

Mr. Jones thanked his staff: Engineering Technician Torey Nelson, on-call Engineering Technician Dick Roberts, Engineering Technician Steven Pietig, and Engineering Technician Given Kutz for their hard work and introduced new Engineering Technician Sonny Andrew.

Mr. Jones provided a PowerPoint presentation and said that the primary responsibilities of the Transportation Programs Division was traffic and roadway issues; traffic counts, pavement management, review of deficiency of the road system; system level of service; crash investigation; County Road Administration Board reports; bridge inspections; grant writing and applications; franchise agreements; County road right-of-way; and project programming.

Mr. Jones recognized the Projects Division administrative staff Kelley Marriott, Joan Shea, Engineering Technician Dorcas Bouey, Project Manager Jennifer Swanson, and Engineering Technician Sheila Daut. He said that the primary responsibilities of the Projects Division was to prepare plans, specifications, and estimates for County road projects; prepare and administer consultant contracts; prepare and administer construction contracts; provide project inspection and documentation; and assist other departments and divisions with preparation of contract documents. The Projects administrative staff assisted with the preparation of grant funding applications; oversaw the administration of grant funding; prepared grant reimbursement submittals; compiled project files; reviewed contractor bids for completeness, accuracy, and compliance with specification requirements; prepared monthly contract payments for Public Works construction projects; prepared year-end Federal and State grant accountability worksheets; and represented the Public Works Department in audits.

Mr. Elefson recognized Projects/Survey team Survey Technician Chris Hooper; Survey Technician Bob Prater; and Survey Technician Alyssa Wahlgren. The Projects/Survey

team were responsible for performing topographic surveys which support design and construction of County road projects; prepared and edited legal description of right-of-ways and easements; maintenance of field record drawings; and maintenance of right-of-way survey monuments.

The remainder of the group included Development Review Engineering Technician Paul Erickson; and Engineering Technician Shane Whitney. The Development Review Division reviewed land use permits; reviewed development related permits for compliance with road and stormwater standards; administered access permits; and utility permits.

Projects Accomplished in 2016:

Dodge Valley Road Barrier Protection;  
Hot Mixed Asphalt (HMA) Overlays of Fir Island Road;  
Abandoned Railroad Bridge Debris Removal for the North Fork Bridge Debris Removal, and Ferry Breakwater Debris Removal;  
Old Highway 99 Illumination (installation of low energy LED street lighting); and  
Burlington Northern Overpass (under construction).

Projects Planned for 2017:

Lower Finney Creek Bridge Deck Repair;  
Bow Hill Road Design;  
Old Highway 99 Samish River Bridge Deck Repair;  
Josh Wilson Phase 1; and  
Francis Road Section 1.

Link to PowerPoint Presentation:

<ftp://ftp.skagitcounty.net/countycommissioners/documents/agendapackets/07032017/>

Chair Wesen recessed the proceedings at 10:39 a.m.

- c) 1:30 p.m. - 2:30 p.m. Consent Agenda, Vouchers, Warrants and Miscellaneous Items
- d) \*2:30 p.m. - 4:00 p.m. Executive Session (None Scheduled as of the Date of this Notice)

There were no executive sessions scheduled for the week of July 3, 2017.

IV. CONSENT AGENDA ITEMS FOR FURTHER DISCUSSION:

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

Interim EMS Director provided additional information about Consent Agenda item no. 3.

Housing Resource Coordinator Kayla Schott-Bresler provided additional information about Consent Agenda item nos. 7 and 8.

V. CONSENT AGENDA FOR MONDAY, JULY 3, 2017 (items 1 through 15):

A motion was made by Commissioner Janicki to approve The Consent Agenda items 1 through 15, including all items requiring ratification, vouchers and warrants for Monday, July 3, 2017. Commissioner Dahlstedt seconded the motion.

The vote passed unanimously.

a) COMMISSIONERS:

- 1. Record of the Proceedings for Monday, June 26, 2017. **(Approved)**
- 2. Record of the Proceedings for Tuesday, June 27, 2017. **(Approved)**

b) EMERGENCY MEDICAL SERVICES:

- 3. Resolution to revise Resolution No. R20150181 to approve an increase to ambulance rate fees for all Skagit County for all contracted ambulance service providers pursuant to

Ordinance No. O20030003. The Resolution shall be effective July 1, 2017.  
**(Resolution No. R20170145)**

c) INFORMATION SERVICES:

4. Amendment No. 3 to Professional Services Agreement No. C20160087 with Cayenta, a division of N. Harris Computer Corporation to develop database views, data integration and modifications to the Employee Self Service system. This Amendment provides for Cayenta to perform professional services of up to 50 hours to write reports, create data views in Oracle and export or import data using Cayenta Connect. Skagit County shall compensate Cayenta on a time and material basis, total compensation shall not exceed \$11,000. For a new compensation amount not to exceed \$72,060. All other terms and conditions of the original Agreement and subsequent Amendments shall remain in effect. The term of the Agreement remains the same and shall continue until December 31, 2018. **(Amendment No. A20170077)**

d) OFFICE OF JUVENILE COURT:

5. County Program Agreement with the Washington State Department of Social and Health Services (DSHS) Agreement No. 1763-93777 to provide funding to expand evidence based treatment and training programs administered by the Office of Juvenile Court. The expanded programs included Functional Family Therapy, Multi-Systemic Therapy, Washington State Aggression Replacement Training, Coordination of Services, Family Integrated Transitions, and Education and Employment Training. Total Funding to Skagit County shall not exceed \$114,498 for both Fiscal years 2018 and 2019. The Agreement is being ratified to commence on July 1, 2017, and shall continue until June 30, 2019. **(Contract No. C20170302)**
6. County Program Agreement with the Washington State Department of Social and Health Services (DSHS) Agreement No. 1763-96319 to provide funding to the Office of Juvenile Court to support Block Grant programs for juvenile offenders, which include but are not limited to the following: Consolidated Juvenile Services At-Risk, Disposition Alternative for Special Sexual Offender Disposition Alternative, Chemical Dependency Disposition Alternative, Suspended Disposition Alternative, Mental Health Disposition Alternative, Community Juvenile Accountability Act/Evidence Based Programs, and Promising Programs. As of July 1, 2017, the rates paid to Skagit County will be the rate calculated for State Fiscal Year 2018-2019. The Agreement is being ratified to commence on July 1, 2017, and shall continue until June 30, 2019. **(Contract No. C210170303)**

e) PUBLIC HEALTH:

7. Funding Agreement with the Skagit Valley YMCA (YMCA) to distribute low-income housing funds pursuant to Substitute House Bill 2160. Skagit County will reimburse the YMCA for costs related to the Oasis Teen Shelter program, including personnel, food and operating supplies. Compensation to the YMCA shall not exceed \$74,891. The Agreement is being ratified to commence on July 1, 2017, and shall continue until June 30, 2018. **(Contract No. C20170304)**
8. Funding Agreement with the Housing Authority of Skagit County (Housing Authority) to distribute low-income housing funds pursuant to Substitute House Bill 2163. Skagit County will reimburse the Housing Authority for costs related to the provision of emergency shelter and tenant-based rental assistance for approximately 12 households consisting of 60 individual farmworkers and their families who are homeless or at risk of becoming homeless. Compensation to the Housing Authority shall not exceed \$50,000. The Agreement is being ratified to commence on July 1, 2017, and shall continue until June 30, 2018. **(Contract No. C20170305)**
9. Personal Services Agreement with Washington Vocational Services to provide services related to the "Pathways to Employment" and "Community Access" programs for eligible individuals with development disabilities. Skagit County shall reimburse Washington Vocational Services an amount not to exceed \$658,070 for services outlined in Exhibit "A", Scope of Work. The source of funding is from the Washington State Department of Social and Health Services (DSHS)/Developmental Disabilities Administration (DDA) and includes state dollars and federal Medicaid match as well as local funds. Total compensation for the contract is variable, depending on the number of individual clients

and service levels authorized by DSHS/DDA and the County. The Agreement is being ratified to commence on July 1, 2017, and shall continue until June 30, 2018.

**(Contract No. C20170306)**

10. Personal Services Agreement with Dreamcatcher Facilitation Services to provide Person-Centered-Planning (PCP) services to youth, families and school district staff throughout Skagit County for the purpose of helping families and school staff partner around the special planning needs of Transition-age youth enrolled in the Skagit County Bridges Program. Skagit County shall reimburse Dreamcatcher Facilitation Services an amount not to exceed \$12,450 for services outlined in Exhibit "B", Scope of Work. The source of funding is from the Developmental Disabilities Millage funds. The Agreement shall commence on August 1, 2017, and shall continue until June 30, 2018. **(Contract No. C20170307)**
  11. Personal Services Agreement with SPARC, Inc., for the Parent to Parent Program to provide outreach, information and support to Skagit County families and local service professionals, and the general public in order to raise awareness about children with special health care needs and disabilities. Skagit County shall reimburse SPARC and amount not to exceed \$26,000 for services outlined in Exhibit "B", Scope of Work. The source of funding is from the Developmental Disabilities Millage funds. The Agreement is being ratified to commence on July 1, 2017, and shall continue until June 30, 2018. **(Contract No. C20170308)**
  12. Resolution calling for a public hearing to consider testimony regarding the HOME Investment Partnerships Program. The public hearing is scheduled to take place on Tuesday, July 18, 2017, at 9:30 a.m., or as soon thereafter as possible in the Skagit County Commissioners' Hearing Room. **(Resolution No. R20170146)**
  13. Amendment No. 2 to Contract No. WQC-2015-SkCoPD-00130, Skagit County Contract No. C20150013, with Washington State Department of Ecology to provide State Revolving Loan Funds (SRF) to Skagit County in order to repair failing on-site septic systems. This Amendment deobligate funds, officially closes out the project, and establishes a final loan repayment schedule. The original grant amount is decreased from \$500,000 to \$465,068.67. All other terms and conditions of the original Agreement and subsequent Amendment shall remain in effect. The project completion date shall be June 30, 2017, and the loan repayment shall commence no later than June 30, 2018. **(Amendment No. A20170078)**
- f) PUBLIC WORKS:
14. Resolution to award the bid for Mowing of Skagit County Facilities Project #WA402000-570 to Industrial Mowing and Spraying in the amount of \$61,143.25. **(Resolution No. R20170147)**
  15. Personal Services Agreement with Innovative Environments, LLC., to support the Public Works Department in the management and administration of the Forestry Program. Tasks include preparing agendas, attending meetings, written minutes, reports and/or summaries related to the Forestry Advisory Board (FAB); timber; fish; wildlife; funding for Secure Rural Schools and Payment in Lieu of Taxes (PILT); trust lands; federal lands, and legislation. Compensation shall not exceed \$73,000 and is based on a fee schedule. The Agreement shall commence on the date of execution and continue until June 30, 2018. **(Contract No. C20170309)**

VII. ADJOURNMENT:

Chair Wesen adjourned the proceedings at 1:42 p.m.

**BOARD OF COMMISSIONERS  
SKAGIT COUNTY, WASHINGTON**

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Ron Wesen, Chair

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Kenneth A. Dahlstedt , Commissioner

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Lisa Janicki, Commissioner

ATTEST:

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Clerk of the Board