

**RECORD OF THE PROCEEDINGS  
SKAGIT COUNTY BOARD OF COMMISSIONERS  
MONDAY, JULY 31, 2017**

The Skagit County Board of Commissioners met in regular session on Monday, July 31, 2017, with Commissioner Kenneth A. Dahlstedt, and Commissioner Lisa Janicki present. Chair Ron Wesen excused.

I. CALL TO ORDER:

Commissioner Dahlstedt called the proceedings to order at 1:30 p.m.

II. PLEDGE OF ALLEGIANCE:

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

III. AGENDA:

a) \*10:00 a.m. - 11:00 a.m. Work Session - Tourism Promotion Area

Chair Ron Wesen, Commissioner Ken Dahlstedt, and Commissioner Lisa Janicki attended a work session with County Administrator Tim Holloran, Laura Minton Breckenridge of the Skagit Law Group, John Sternlicht of the Economic Development Alliance of Skagit County, and Lennart Bentsen of Hotel Services Group. The work session was audio recorded and can be requested from the Skagit County Commissioners Office.

b) \*11:00 a.m. - 12:00 p.m. Elected Official/Department Head Meeting

Skagit County Chair Ron Wesen, Commissioner Ken Dahlstedt, Commissioner Lisa Janicki, Clerk Mavis Betz, Deputy Clerk Kris Desmarais, GIS Coordinator Geoff Almvig, Information Services Manager Mike Almvig, Parks/Recreation/Fair Director Brian Adams, Civil Service Examiner Gary Shand, Public Works Director Dan Berentson, Prosecuting Attorney Chief Administrator Vickie Maurer, Facilities Director Dan Fitting, Human Resources/Risk Director Jessica Neill Hoyson, Chief Civil Deputy Prosecuting Attorney Melinda Miller, Engineer Paul Randall-Grutter, Brent Thompson with City of Mount Vernon Police Department, Safety Program Coordinator Sharon DuBois, Records Manager Cori Russell, Deannie Nelson with District Court, Treasurer Katie Jungquist, Barbara Leander with the Auditor's Office, Assessor Dave Thomas, Sheriff Will Reichardt, Communications Coordinator Bronlea Mishler, Superior/Juvenile Court Administrator Lisa Tremblay, Public Defender Keith Tyne, Administrator Tim Holloran, Auditor Jeanne Youngquist, Chief Deputy Auditor Sandra Perkins, and Planning & Development Director Dale Pernula attended an Elected Official/Department Head Meeting. Discussion was held and updates provided regarding situational awareness training, a proposed wellness initiative, records training, facilities, grounds maintenance, communications, the strategic plan, the 2018 budget, the State of Washington's capital budget, Leadership Skagit, and United Way. The meeting was audio recorded and can be requested from the Skagit County Commissioners Office.

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)

No executive sessions were scheduled for the week of July 31, 2017.

IV. CONSENT AGENDA ITEMS FOR FURTHER DISCUSSION:

Facilities Director Dan Fitting provided additional information on Consent Agenda item no. 9.

Deputy Prosecuting Attorney Julie Nicoll provided additional information on Consent Agenda item no. 21.

Developmental Disabilities Program Coordinator Kristen Ekstran provided additional information on Consent Agenda item no. 29.

Equipment Facilities Division Manager Mike Elde provided additional information on Consent Agenda item no. 33.

Project Manager Jennifer Swanson provided additional information on Consent Agenda item no. 36.

V. CONSENT AGENDA FOR MONDAY, JULY 31, 2017 (items 1 through 40):

A motion was made by Commissioner Janicki to approve Consent Agenda items 1 through 40, including all items requiring ratification, vouchers and warrants for Monday, July 31, 2017. Commissioner Dahlstedt seconded the motion.

The vote passed unanimously. Chair Ron Wesen's absence was excused

a) COMMISSIONERS:

1. Record of the Proceedings for Monday, July 17, 2017. **(Approved)**
2. Record of the Proceedings for Tuesday, July 18, 2017. **(Approved)**
3. Resolution to appoint William H. Taylor to fill the vacated position of Rebekah McGaughey on the La Conner Regional Library Board of Trustees. Mr. Taylor's five-year term will begin on October 1, 2017, and continue until September 30, 2022. **(Resolution No. R20170154)**
4. Resolution to appoint Tamara Swanson-Toyama to fill the vacated position of Robert Hancock on the La Conner Regional Library Board of Trustees. Ms. Swanson-Toyama's five-year term will begin immediately and continue until March 31, 2022. **(Resolution No. R20170155)**
5. Resolution authorizing the reappointment of Pam S. Nelson, the incumbent of position No. 5, representing District III to a four-year term on the Skagit Regional Public Facility District Board. Ms. Nelson's new term shall expire on September 1, 2021. **(Resolution No. R20170156)**

b) BUDGET AND FINANCE:

6. Funding Agreement with the City of Mount Vernon to distribute economic development funds pursuant to RCW 82.14.370 to reimburse the City for the expense of membership in the Economic Development Alliance of Skagit County. Compensation shall not exceed \$10,000. The Agreement commenced on January 1, 2017, pursuant to Resolution No. R20170108, and ends on December 31, 2017. **(Contract No. C20170339)**
7. Funding Agreement with the City of Sedro-Woolley to distribute economic development funds pursuant to RCW 82.14.370 to reimburse the City for the expense of membership in the Economic Development Alliance of Skagit County. Compensation shall not exceed \$2,000. The Agreement commenced on January 1, 2017, pursuant to Resolution No. R20170108, and ends on December 31, 2017. **(Contract No. C20170340)**

c) EMERGENCY MANAGEMENT:

8. Amendment A to Snohomish County Homeland Security Grant Agreement No. E16-053-Skagit, Skagit County Contract No. C20160038, between Skagit County, the Washington State Military Department, and the U.S. Department of Homeland Security for the support of state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for threats and hazards that pose the greatest risk to the security of the United States. This Amendment extends the term of the Agreement, ending August 31, 2017, and updates Key Personnel. Compensation to Skagit County remains the same and shall not exceed \$61,230. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20170082)**

d) FACILITIES MANAGEMENT:

9. Vendor Services Agreement with R&H Mechanical, Inc. to remove and replace the split

system servicing of the two HVAC zones in the Ada Bean Building, located at 1730 Continental Place in Mount Vernon. Compensation shall not exceed \$6,242, plus applicable taxes and is based on a rate schedule. The Agreement is being ratified to commence on July 3, 2017, and shall continue for six (6) months from the date of execution. **(Contract No. C20170341)**

10. Building Lease Agreement with the Port of Skagit County to lease approximately 4,569 square feet of rental space in the building located at 11768 Westar Lane in Burlington. The County intends to use the premises for a Washington State University Extension Station and other general office functions. Base rent shall be \$2,512.95 per month for the first year subject to periodic rent adjustments on August 1 of each year during the term of the lease as outlined in section #5 of the contract. The Agreement shall commence on August 1, 2017, and shall continue for five (5) years, ending on July 31, 2022. **(Contract No. C20170342)**
  11. Rental Agreement with the Port of Skagit County to lease approximately 1,822 square feet of rental area in the building located at 11768-A Westar Lane in Burlington. The County intends to use the premises for records storage and to conduct such other activities as are incidental and reasonably related thereto. Base rent shall be \$1,002 per month. The Agreement shall commence on August 1, 2017, and shall continue until October 31, 2017. **(Contract No. C20170343)**
- e) OFFICE OF JUVENILE COURT:
12. Memorandum of Understanding with the Concrete School District to coordinate and collaborate efforts to address truancy for the 2017-2018 school year as required under RCW 28A.225. **(Contract No. C20170344)**
  13. Interlocal Cooperative Agreement with the Concrete 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, 2017, and continue until August 31, 2018. Compensation to Skagit County shall not exceed \$1,193. **(Contract No. C20170345)**
  14. Memorandum of Understanding with the Mount Vernon School District to coordinate efforts and collaborate to address truancy for the 2017-2018 school year as required under RCW 28A.225. **(Contract No. C20170346)**
  15. 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, 2017, and continue until August 31, 2018. Compensation to Skagit County shall not exceed \$18,792. **(Contract No. C20170347)**
  16. Memorandum of Understanding with the La Conner School District to coordinate efforts for the 2017-2018 school year and collaborate to address truancy as required under RCW 28A.225. **(Contract No. C20170348)**
  17. Interlocal Cooperative Agreement with the La Conner 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, 2017, and continue until August 31, 2018. Compensation to Skagit County shall not exceed \$1,156. **(Contract No. C20170349)**
  18. Memorandum of Understanding with the Conway School District to coordinate efforts for the 2017-2018 school year and collaborate to address truancy as required under RCW 28A.225.026. **(Contract No. C20170350)**
  19. Personal Services Agreement with Pacific Northwest Guardian Ad Litem, LLC to

coordinate a Court-Appointed Special Advocate (CASA) program and provide CASA services for children who are subject to an action in Juvenile Court under the Revised Code of Washington, Title 13. Compensation shall not exceed \$60,500 per year and is based on a fee schedule. CASA has grant funding, so this program will be cost neutral to the County and CASA volunteers will be able to handle some of the dependency cases. The Agreement is being ratified to commence on July 17, 2017, and shall continue until June 30, 2019. **(Contract No. C20170351)**

f) PARKS, RECREATION, AND FAIR:

20. Vendor Services Agreement with Dahl Electric, Inc. to provide annual electrical services for the Skagit County Fair, and Fairgrounds and other Skagit County Parks and Recreation facilities. Compensation shall not exceed \$19,000 and is based on a rate and material schedule. The Agreement shall commence on the date of execution and continue for two years. **(Contract No. C20170352)**

g) PROSECUTING ATTORNEY:

21. Release and Settlement Agreement with Brett M. Adams for any and all claims involving Skagit County including, but not limited to, Parcel No. P75081, Code Enforcement Action No. CE15-0081, and the February 2017 public records request from Mr. Adams. **(Contract No. C20170353)**
22. Grant Agreement with the Department of Commerce through the Office of Crime Victims Advocacy Community Services and Housing Division for the SFY 2018 Victim/Witness Assistance Grant to support Victim/Witness Activities. Compensation to Skagit County shall not exceed \$66,300. The Agreement is being ratified to commence on July 1, 2017, and shall continue until June 30, 2018. **(Contract No. C20170354)**

h) PUBLIC HEALTH:

23. Personal Services Agreement with Pioneer Human Services to provide intensive case management services to individuals referred to and/or enrolled in the Supportive Housing Program and Tenant-Based Rental Assistance Program. Compensation shall not exceed \$30,000. The Agreement is ratified to commence on July 1, 2017, and continues until December 31, 2017. **(Contract No. C20170355)**
24. Funding Agreement with Community Action of Skagit County to provide distribution services of low-income housing funds pursuant to Substitute House Bill 2163 and the Emergency Solutions Grant for family shelter operations and staffing. The Agreement is ratified to commence on July 1, 2017, and shall continue until June 30, 2018. Compensation shall not exceed \$133,406. **(Contract No. C20170356)**
25. Funding Agreement with Community Action of Skagit County to provide distribution services of low-income housing funds pursuant to Substitute House Bill 2163, the Emergency Solutions Grant, and the Consolidated Homeless Grant for rental assistance and case management. The Agreement is ratified to commence on July 1, 2017, and shall continue until June 30, 2018. Compensation shall not exceed \$221,040. **(Contract No. C20170357)**
26. Amendment No. 13 to Consolidated Contract with the State of Washington Department of Health Contract No. C17124, Skagit County Contract No. C20140646, for the delivery of public health services as described in Exhibit "A", Statement of Work. This Amendment adds to Exhibit "A" Statements of Work: funding for the implementation of the on-site sewage system local management plan for the remainder of 2017, and for shellfish harvesting safety. This Amendment also amends and replaces Exhibit "B-12" with Exhibit "B-13" Allocations in order to increase compensation to Skagit County by \$32,500 for a new total not to exceed \$1,229,875. All other terms and conditions of the original Agreement and subsequent Amendments shall remain in effect including the termination date of December 31, 2017. **(Amendment No. A20170083)**
27. Resolution calling for a public hearing to consider testimony regarding the HOME Investments Partnerships Program. The public hearing is scheduled to take place on Tuesday, August 22, 2017, at 9:30 a.m., or as soon thereafter as possible in the Skagit County Commissioners' Hearing Room. **(Resolution No. R20170157)**

28. Funding Agreement with Community Action of Skagit County to distribute low-income housing funds pursuant to Substitute House Bill 2163. These funds will be used to operate the Housing Resource Center as the primary Coordinated Point of Entry for Skagit County's homeless services. Community Action of Skagit County shall submit a statement of work describing the use of the funds and Skagit County shall compensate Community of Skagit County an amount to exceed \$229,000. The Agreement is being ratified to commence on July 1, 2017, and shall continue until June 30, 2018. **(Contract No. C20170358)**
29. Personal Services Agreement with Margaret Shield to assist with a feasibility study of a pharmaceutical stewardship policy for Skagit County. The opioid Leadership Workgroup Team has identified expansion of the drug take-back programs as a priority action for preventing opioid use and abuse. Creating a local regulation requiring producers of drug companies to finance and coordinate secure medicine return system provides for a secure approach to preventing prescription drug abuse. Compensation shall not exceed \$11,250 and is based on a fee schedule. The Agreement shall commence on August 1, 2017, and shall continue until June 30, 2018. **(Contract No. C20170359)**

i) PUBLIC WORKS:

30. Resolution to call for a public hearing to review comments on the proposed special assessment roll, rates, and charges for the Skagit County Lake Management District No. 4 (LMD 4) for Clear and Beaver Lakes. The public hearing is scheduled to take place on Tuesday, August 22, 2017, at 8:30 a.m. or as soon thereafter as possible in the Skagit County Commissioners' Hearing Room. **(Resolution No. R20170158)**
31. Request for Qualifications regarding engineering services for the Concrete-Sauk Valley Road Bank Stabilization MP #13 Project #ES08000-10. **(Resolution No. R20170159)**
32. Resolution awarding the bid for the Trumpeter Creek Restoration Project #WA120327 to Pilchuck Excavating, LLC for an amount not to exceed \$210,783.88. The project will improve the water quality of Trumpeter and Nookachamps Creeks, which are key salmon tributaries to the Skagit River. **(Resolution No. R20170160)**
33. Personal Services Agreement with Bellingham Public Auto Auction LLC to provide auction services to sell surplus vehicles, equipment and small miscellaneous items for Skagit County. Compensation shall not exceed a 25% commission of gross auction sales of small miscellaneous items. The Agreement shall commence on the date of execution and continue for one year. **(Contract No. C20170360)**
34. Amendment No. 1 to Interlocal Cooperative Agreement No. C20170004 with Skagit Conservation District (SCD) to allow SCD to perform work to coordinate the development, implementation and maintenance of water quality programs in Skagit County and utilize SCD to meet the goals of Skagit County's Shellfish Protection District, in accordance with the Revised Code of Washington (RCW) 90.72. This Amendment increased compensation by \$20,000 for the management of volunteer based outreach programs such as Storm and Stream Team. Total compensation shall not exceed \$263,000. The term remains the same and continues until December 31, 2017. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20170084)**
35. Supplemental Agreement No. 2 to Local Agency A & E Professional Services Negotiated Hourly Rate Consultant Agreement No. C20150315 with Shearer Design, LLC to provide engineering services for the Samish River Bridge Repair (Old Hwy 99 North), the Friday Creek Bridge Repair (Old Hwy 99 North), and the Lower Finney Creek Bridge Repair. This Supplement updates the Scope of Work to provide engineering support during the construction phase of deck overlays, expansion joint repairs bearing repairs, truss repairs and painting. The term is extended by one year, and shall end on December 31, 2019. Compensation for additional work is increased by \$45,742.80. Total compensation shall not exceed \$193,114.12. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20170085)**
36. Construction Contract Agreement with RAZZ Construction Inc., for the Lower Finney Creek Bridge Repairs Projects #ES40089-3, Federal Aid #BHS-W290(001). The project

will repair and replace the bridge deck and make repairs to the Lower Finney Creek Bridge in order to preserve the bridge structure. Compensation shall not exceed \$265,944.50. The Agreement shall commence on the date of execution and continue until the project is complete. **(Contract No. C20170361)**

37. Personal Services Agreement with GeoTest Services, Inc. to provide materials testing and special inspection services during the deck repair construction of the Lower Finney Creek Bridge Repair project. Compensation shall not exceed \$4,234.82 and is based on a rate schedule. The Agreement shall commence on the date of execution and continue until December 31, 2017. **(Contract No. C20170362)**
38. Resolution to post the notice of road closure for the South Skagit Highway, No. 07000 for bridge deck repairs at the Finney Creek Bridge (milepost 20.43) to through traffic, from August 7, 2017, through September 6, 2017, or dates thereabout to be determined by the County Engineer. **(Resolution No. R20170161)**

j) SHERIFF:

39. Amendment No. 2 to Personal Services Agreement No. C20140522 with Everett Polygraph Services, LLC to provide polygraph and interview services for potential and existing employees of the Skagit County Sheriff's Office and the Skagit County Jail. This Amendment increases compensation by \$10,000 due to the increase in polygraph and interview services for Corrections Deputies. Total compensation shall not exceed \$20,000 per calendar year and is based on a rate schedule. All other terms and conditions of the original Agreement shall remain in effect including the termination date of December 31, 2019. **(Amendment No. A20170086)**
40. Amendment No. 2 to Vendor Services Agreement No. C20150435 with Telmate, LLC to provide telephone service for all inmate telephones located at the Skagit County's designated sites. This Amendment extends the term of the Agreement and shall automatically renew for additional terms of 30 days until terminated. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20170087)**

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 \$92,943.13 (Transmittal No. C-96-17); and
  - b) Warrants numbered 465043 through 465381 from Clearing Fund 696 in the total dollar amount of \$2,118,860.20 (Transmittal No. C-97-17); and
  - c) ACH Transfer Request Form and Certification to Trusteed Plans Service Corporation from Clearing Fund 696 in the total dollar amount of \$186,376.28 (Transmittal No. C-98-17); and
  - d) Warrants numbered 465382 through 465424 from Clearing Fund 696 in the total dollar amount of \$179,639.57 (Transmittal No. C-99-17); and
  - e) Warrants numbered 465425 through 465425 from Clearing Fund 696 in the total dollar amount of \$80,333.02 (Transmittal No. C-100-17); and
  - f) ACH Transfer Request Form and Certification to Trusteed Plans Service Corporation from Clearing Fund 696 in the total dollar amount of \$101,363.84 (Transmittal No. C-101-17); and
  - g) Warrants numbered 465426 through 465773 from Clearing Fund 696 in the total dollar amount of \$8,201,624.92 (Transmittal No. C-102-17); and

- h) ACH Transfer Request Form and Certification to Delta Dental from Clearing Fund 696 in the total dollar amount of \$59,798.45 (Transmittal No. C-103-17); and
- i) ACH Transfer Request Form and Certification to Delta Dental from Clearing Fund 696 in the total dollar amount of \$6,762.75 (Transmittal No. C-104-17); and
- j) ACH Transfer Request Form and Certification to Trusteed Plans Service Corporation from Clearing Fund 696 in the total dollar amount of \$155,636.82 (Transmittal No. C-105-17); and
- k) Payroll warrants numbered 386079 through 386817 in the total dollar amount of \$1,208,651.30 (Transmittal No. P-27-17).
- l) Junior District Payroll warrants numbered 816407 through 816552 in the total dollar amount of \$261,219.68 (Transmittal No. P-28-17).

VII. ADJOURNMENT:

Commissioner Dahlstedt adjourned the proceedings at 1:52 p.m.

**BOARD OF COMMISSIONERS  
SKAGIT COUNTY, WASHINGTON**

\_\_\_\_\_  
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