

**RECORD OF THE PROCEEDINGS
SKAGIT COUNTY BOARD OF COMMISSIONERS
MONDAY, DECEMBER 4, 2017**

The Skagit County Board of Commissioners met in regular session on Monday, December 4, 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 9:31 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, Public Health and Emergency Medical Services

b) 9:30 a.m. - 10:00 a.m. Public Works - Dan Berentson, Director:

Director Dan Berentson and County Engineer Paul Randall-Grutter introduced the agenda item.

1. Discussion: Resolution to Adopt the 2018-2023 Six-Year Transportation Improvement Program (TIP)

Transportation/Programs Section Manager Forrest Jones noted that a public hearing had been held on November 20, 2017, at 3:00 p.m. in front of the Board of Skagit County Commissioners.

There was a discussion about the new active warning signs for icy conditions, and projects that had been removed from the TIP because they had received funding to begin construction.

2. Possible Action: Approve a Resolution to Adopt the 2018-2023 Six-Year Transportation Improvement Program (TIP) **(Resolution No. R20170227)**

A motion was made by Commissioner Dahlstedt to approve the Resolution to Adopt the 2018-2023 Six-Year Transportation Improvement Program (TIP). Commissioner Janicki seconded the motion.

The vote passed unanimously.

Chair Wesen recessed the proceedings at 9:37 a.m.

c) 10:00 a.m. - 10:30 a.m. Budget and Finance - Trisha Logue, Director:

Chair Wesen reconvened the proceedings at 10:00 a.m.

Budget and Finance Director Trisha Logue outlined the proposed budget resolutions.

1. Resolution to Adopt the 2018 Skagit County Budget **(Resolution No. R20170228)**

A motion was made by Commissioner Dahlstedt to approve the Resolution to Adopt the 2018 Skagit County Budget Commissioner Janicki seconded the motion.

The vote passed unanimously.

2. Resolution to Adopt the 2018 Central Valley Ambulance Authority Budget (**Resolution No. R20170229**)

A motion was made by Commissioner Janicki to approve the Resolution to Adopt the 2018 Central Valley Ambulance Authority Budget Commissioner Dahlstedt seconded the motion.

The vote passed unanimously.

3. Resolution Approving a 1% Property Tax Limit Factor Increase for the General Levy (**Resolution No. R20170230**)

A motion was made by Commissioner Dahlstedt to approve the Resolution Approving a 1% Property Tax Limit Factor Increase for the General Levy Commissioner Janicki seconded the motion.

The vote passed on a 2 - 1 vote with Chair Wesen dissenting.

4. Resolution Approving a 1% Property Tax Limit Factor Increase for the Road Levy (**Resolution No. R20170231**)

A motion was made by Commissioner Janicki to approve the Resolution Approving a 1% Property Tax Limit Factor Increase for the Road Levy Commissioner Dahlstedt seconded the motion.

The vote passed on a 2 - 1 vote with Chair Wesen dissenting.

5. Resolution Approving a 1% Property Tax Limit Factor Increase for the Conservation Futures Levy (**Resolution No. R20170232**)

A motion was made by Commissioner Janicki to approve the Resolution Approving a 1% Property Tax Limit Factor Increase for the Conservation Futures Levy Commissioner Dahlstedt seconded the motion.

The vote passed on a 2 - 1 vote with Chair Wesen dissenting.

6. Resolution Approving a 1% Property Tax Limit Factor Increase for the Emergency Medical Services Levy (**Resolution No. R20170233**)

A motion was made by Commissioner Dahlstedt to approve the Resolution Approving a 1% Property Tax Limit Factor Increase for the Emergency Medical Services Levy Commissioner Janicki seconded the motion.

The vote passed on a 2 - 1 vote with Chair Wesen dissenting.

7. Resolution Approving the 2018 General Property Tax Levy (**Resolution No. R20170234**)

A motion was made by Commissioner Janicki to approve the Resolution Approving the 2018 General Property Tax Levy Commissioner Dahlstedt seconded the motion.

The vote passed unanimously.

8. Resolution Approving the 2018 Road Property Tax Levy (**Resolution No. R20170235**)

A motion was made by Commissioner Dahlstedt to approve the Resolution Approving the 2018 Road Property Tax Levy Commissioner Janicki seconded the motion.

The vote passed unanimously.

9. Resolution Approving the 2018 Conservation Futures Property Tax Levy (**Resolution No. R20170236**)

A motion was made by Commissioner Janicki to approve the Resolution Approving the 2018 Conservation Futures Property Tax Levy Commissioner Dahlstedt seconded the motion.

The vote passed unanimously.

10. Resolution Approving the 2018 Emergency Medical Services Property Tax Levy (**Resolution No. R20170237**)

A motion was made by Commissioner Dahlstedt to approve the Resolution Approving the 2018 Emergency Medical Services Property Tax Levy Commissioner Janicki seconded the motion.

The vote passed unanimously.

11. Resolution Authorizing a Diversion of \$1,350,000 from the Road Levy for Traffic Law Enforcement (**Resolution No. R20170238**)

A motion was made by Commissioner Janicki to approve the Resolution Authorizing a Diversion of \$1,350,000 from the Road Levy for Traffic Law Enforcement Commissioner Dahlstedt seconded the motion.

The vote passed unanimously.

12. Resolution Certifying the Skagit County 2017 Estimated Tax Levies for 2018 Collection (**Resolution No. R20170239**)

A motion was made by Commissioner Janicki to approve the Resolution Certifying the Skagit County 2017 Estimated Tax Levies for 2018 Collection Commissioner Dahlstedt seconded the motion.

The vote passed unanimously.

13. Resolution Authorizing Refund Levies for Property Taxes Refunded in a Prior Year (**Resolution No. R20170240**)

A motion was made by Commissioner Janicki to approve the Resolution Authorizing Refund Levies for Property Taxes Refunded in a Prior Year Commissioner Dahlstedt seconded the motion.

The vote passed unanimously.

Chair Wesen recessed the proceedings at 10:07 a.m.

d) 10:30 a.m. - 11:00 a.m. Planning and Development Services - Stacie Pratschner, Senior Planner:

Chair Wesen reconvened the proceedings at 10:31 a.m.

1. Discussion: Ordinance to Adopt the 2018-2023 Capital Facilities Plan

Assistant Director Ryan Walters introduced Senior Planner Stacie Pratschner.

Ms. Pratschner noted that a public hearing with the Planning Commission had been held on September 19, 2017. She said that the Planning Commission had issued a Recorded Motion on October 3, 2017, in which they recommended adoption of the Capital Facilities Plan and the Transportation Improvement Program. She provided a synopsis of the 2018-2023 Capital Facilities Plan (CFP) and noted that a public hearing had been held on November 20, 2017, before the Board of County Commissioners. Ms. Pratschner said that the Department had not received any additional comments concerning the

updates to the Capital Facilities Plan.

Ms. Pratschner said that staff recommended excluding the adoption of an updated impact fee schedule at this time, to allow additional work to be done with the City of Mount Vernon on the updated Interlocal Agreement for the collection of the City's impact fees.

A discussion was held about the need for an Interlocal Agreement for the collection of impact fees.

2. Possible Action: Approve an Ordinance to Adopt the 2018-2023 Capital Facilities Plan **Ordinance No. O20170008**)

A motion was made by Commissioner Dahlstedt to approve the Ordinance to Adopt the 2018-2023 Capital Facilities Plan Commissioner Janicki seconded the motion.

The vote passed unanimously.

Chair Wesen recessed the proceedings at 10:41 a.m.

- e) 11:00 a.m. - 11:30 a.m. Public Works - Dan Berentson, Director:

Chair Wesen reconvened the proceedings at 11:00 a.m.

1. Discussion: Resolution to Create a Voucher Program for the Disposal of Flood-Related Debris

Director Dan Berentson said that the vouchers for the disposal of flood-related would be issued to any Skagit County resident who was affected by the recent flooding and he reported on the dumpsters that were delivered to the Hamilton area.

The Commissioners said that they supported extending the voucher program to residents who lived outside of the Lyman and Hamilton areas who were affected by flooding. They said that the voucher program would expire on December 31, 2017.

Communications Coordinator Bronlea Mishler reported that the Department of Emergency Management's Facebook page had received comments from homeowners that live outside of the Lyman and Hamilton areas that were affected by flood damage. She said that low laying homes on Sterling, Lafayette and Sterling Roads had a significant amount of flood waters.

Solid Waste Division Manager Margo Gillaspay provided additional information about the quantity of non-commercial debris that they expected to receive from flood-affected residents.

Emergency Management Department Director Douglas ten Hoopen commented on the process to verify residents that were affected by flood damage.

2. Possible Action: Approve a Resolution to Create a Voucher Program for the Disposal of Flood-Related Debris **(Resolution No. R20170241)**

A motion was made by Commissioner Janicki to approve the Resolution to Create a Voucher Program for the Disposal of Flood-Related Debris Commissioner Dahlstedt seconded the motion.

The vote passed unanimously.

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

- g) *2:30 p.m. - 3:00 p.m. Executive Session (None Scheduled as of the Date of this Notice)

There were no executive sessions for the week of December 4, 2017.

- h) *3:00 p.m. - 3:30 p.m. Work Session: Emergency Medical Services Department

Chair Ron Wesen, Commissioner Kenneth A. Dahlstedt, and Commissioner Lisa Janicki attended a work session with the Emergency Medical Services (EMS) Department from 3:00 p.m. to 3:42 p.m.

The purpose of the work session was to provide the Commissioners with an update of the EMS Department's training programs.

Attendees:

County Administrator Tim Holloran
Emergency Medical Services Director Jeff Sargent

*Note - an audio recording of the work session can be obtained by contacting the Skagit County Commissioners' office.

IV. CONSENT AGENDA ITEMS FOR DISCUSSION:

Human Services Manager Rebecca Clark provided additional information about Consent Agenda item no. 17.

County Engineer Paul Randall-Grutter provided additional information about Consent Agenda item no. 18.

Safety Program Coordinator Sharon Dubois provided additional information about Consent Agenda item nos. 19 and 20.

V. CONSENT AGENDA FOR MONDAY, DECEMBER 4, 2017 (items 1 through 22):

A motion was made by Commissioner Dahlstedt to approve the Consent Agenda items 1 through 22 including all items requiring ratification, vouchers and warrants for Monday, December 4, 2017. Commissioner Janicki seconded the motion.

The vote passed unanimously.

a) COMMISSIONERS:

1. Record of the Proceedings for Monday, November 20, 2017. **(Approved)**
2. Record of the Proceedings for Thursday, November 23, 2017. **(Approved)**
3. Record of the Proceedings for Friday, November 24, 2017. **(Approved)**
4. Record of the Proceedings for Monday, November 27, 2017. **(Approved)**
5. Record of the Proceedings for Tuesday, November 28, 2017. **(Approved)**
6. Resolution to reappoint City of Sedro-Woolley Supervisor/Attorney Eron Berg to represent Sedro-Woolley Fire Chief to serve on the Board of Directors of the Central Valley Ambulance Authority for a three-year term. Mr. Berg's new term shall expire on December 31, 2020. **(Resolution No. R20170242)**
7. Resolution to appoint Linden Jordan to the Upper Skagit Library District Board of Trustees to fill the vacancy of Keith Alesse's position which expires on December 31, 2017. Mr. Jordan's five-year term shall expire on December 31, 2022. **(Resolution No. R20170243)**

b) ASSIGNED COUNSEL:

8. Personal Services Agreement with Alexandria Hohman, Attorney at Law, to provide consultation and representation for cases that are considered to be conflict of interest cases for the Skagit County Public Defender's office and have been determined to be within the scope of indigent defense. Case referrals will be from Superior Court, Juvenile Court, and District Court. Compensation shall not exceed \$90,000 and is based on a

rate schedule. The Agreement shall commence on January 1, 2018, and continue until December 31, 2019. **(Contract No. C20170544)**

9. Personal Services Agreement with Thomas H. Fryer, Attorney at Law, to provide consultation and representation for cases that are considered to be conflict of interest cases for the Skagit County Public Defender's office and have been determined to be within the scope of indigent defense. Case referrals will be from Superior Court, Juvenile Court, and District Court. Compensation shall not exceed \$150,000 and is based on a rate schedule. The Agreement shall commence on January 1, 2018, and continue until December 31, 2019. **(Contract No. C20170545)**

c) BUDGET AND FINANCE:

10. Resolution to call for a public hearing to consider testimony regarding the fourth quarter amendment to the Skagit County Budget. The public hearing is scheduled to take place on Tuesday, December 19, 2017, at 10:00 a.m. or as soon thereafter as possible in the Skagit County Commissioners' Hearing Room. **(Resolution No. R20170244)**

d) FACILITIES MANAGEMENT:

11. Amendment No. 1 to Vendor Services Agreement No. C20160458 with Alpine Fire and Safety Systems, Inc. to perform maintenance inspections, hydrostatic tests, and extinguisher recharging in accordance with the Washington Administrative Code (WAC) 296-800-300 and Occupation Safety and Health Standards Association (OSHA) on approximately 296 extinguishers located in 22 Skagit County facilities. Additionally, Alpine Fire and Safety Systems, Inc. will provide an annual inventory list including extinguisher locations, specifications, and dates of future maintenance requirements. Compensation is increased by \$2,500, due to an increase in devices tested and to perform corrective measurements. The new compensation amount shall not to exceed \$10,500. All other terms and conditions of the original Agreement shall remain in effect including the expiration date of November 6, 2018. **(Amendment No. A20170140)**
12. Amendment No. 2 to Personal Services Agreement No. C20150082 with Keithly Barber Associates (KBA), Inc. to perform Commissioning Authority (CxA) services and deliverables for the New Skagit County Community Justice Center. This Amendment provides for additional Commissioning meetings and coordination/resolution of Commissioning issue logs; test writing, testing and trend reviews pertaining to Architect's Supplemental Instructions. Compensation is increased by \$20,000 for a new compensation amount not to exceed \$259,400. All other terms and conditions of the original Agreement and subsequent Amendment shall remain in effect including the expiration date of December 31, 2018. **(Amendment No. A20170141)**

e) GEOGRAPHIC INFORMATION SERVICES:

13. Amendment No. 1 to Personal Services Agreement No. C20170319 with Pacific Surveying and Engineering, Inc. to provide survey/mapping support for Skagit County's GIS spatial data improvement program. This Amendment extends the term of the Agreement from December 31, 2017, to December 31, 2018, and provides the authority to move forward on acquiring the critical information needed to build the framework of the "spatial data improvement program". This Amendment is for 2018 and provides for 12 months of contracted support. Once this information is received, GIS staff can begin assembling accurate maps. Compensation is increased by \$60,000 for a new compensation amount not to exceed \$140,000. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20170142)**

f) INFORMATION SERVICES:

14. Resolution to request proposals for an inmate telephone communication system for the Office of Juvenile Courts. **(Resolution No. R20170245)**
15. Personal Services Agreement with Keri Systems Incorporated to provide training on access control cards and access control software. Compensation shall not exceed \$5,000 and is based on rate schedule. The Agreement shall commence on the date of execution and continue until December 31, 2018. **(Contract No. C20170546)**

g) OFFICE OF JUVENILE COURT:

16. Personal Services Agreement with the Language Exchange to provide interpretation services including spoken language interpreting, sign language interpreting, court interpreting, translation of technical and/or non-technical documents, and bilingual fluency testing for clients on an as needed basis. Compensation is estimated to not exceed \$16,000 for the entire term of the Agreement and is based on a rate schedule. The agreement shall commence on January 1, 2018, and continue until December 31, 2020. **(Contract No. C20170547)**

h) PUBLIC HEALTH:

17. Personal Services Agreement with Sunrise Services to collaborate with the East Skagit County Community Resources Center and staff of the Concrete Center to provide initial mental health screening and direct the development of treatment goals and the course of treatment services for the Community Wellness Program. Compensation is funded by Millage funding and shall not exceed \$40,000, which is based on a rate schedule. The Agreement shall commence on January 1, 2018, and continue until December 31, 2018. **(Contract No. C20170548)**

i) PUBLIC WORKS:

18. Special Transportation Planning Study Agreement with the Washington State Department of Transportation (WSDOT), Agreement No. GCB 2689, for the State to conduct a State Route (SR) 20/Campbell Lake Road Preliminary Intersection Improvement Feasibility Analysis in an effort to identify improvement options to support the regional growth. Skagit County shall reimburse WSDOT for actual direct and related indirect costs of the Project. Compensation shall not exceed \$5,000. The Agreement shall commence on the date of execution and continue until December 31, 2018. **(Contract No. C20170549)**

j) RISK MANAGEMENT:

19. Personal Services Agreement with Philip Dovich, U.S. Marine Chemists & Engineering to consulting services for confined space entry, development of safety programs and other safety and health consultant services as requested by the Risk Management Department. Compensation shall not exceed \$25,000. The Agreement shall commence on the date of execution and continue until December 31, 2018. **(Contract No. C20170550)**
20. Personal Services Agreement with EHS-International, Inc. to provide indoor air quality testing and assessments. Compensation shall not exceed \$15,000 and is based on rate schedule. The Agreement shall commence on the date of execution and continue until December 31, 2018. **(Contract No. C20170551)**

k) SHERIFF:

21. Memorandum of Understanding with the Department Interior National Park Service, North Cascades National Park Service Complex (NOCA), Agreement No. G9471171142, to deputize and establish the terms and conditions to provide mutual assistance for law enforcement and other emergency incidents on lands in and near the NOCA. The Agreement shall commence on the date execution and continue for five (5) years from the final signature date. **(Contract No. C20170552)**

l) TREASURER:

22. Resolution to accept a report of the Treasurer's annual designation of financial institutions qualifying as public depositories for Skagit County, pursuant to RCW 36.48.010. **(Resolution No. R20170246)**

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 \$128,707.89 (Transmittal No. C-159-17); and
- b) ACH Transfer Request Form and Certification to Trusteed Plans Service Corporation from Clearing Fund 696 in the total dollar amount of \$175,972.17 (Transmittal No. C-160-17); and
- c) ACH Transfer Request Form and Certification to Trusteed Plans Service Corporation from Clearing Fund 696 in the total dollar amount of \$6,911.85 (Transmittal No. C-161-17); and
- d) Warrants numbered 471969 through 472387 from Clearing Fund 696 in the total dollar amount of \$4,389,686.59 (Transmittal No. C-162-17).

VII. ADJOURNMENT:

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

**BOARD OF COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Ron Wesen, Chair

Kenneth A. Dahlstedt , Commissioner

Lisa Janicki, Commissioner

ATTEST:

Clerk of the Board