

**RECORD OF THE PROCEEDINGS
SKAGIT COUNTY BOARD OF COMMISSIONERS
MONDAY, JANUARY 29, 2018**

The Skagit County Board of Commissioners met in regular session on Monday, January 29, 2018, with Chair Kenneth A. Dahlstedt, Commissioner Lisa Janicki, and Commissioner Ron Wesen present.

I. CALL TO ORDER:

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

II. PLEDGE OF ALLEGIANCE:

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

III. AGENDA:

a) *9:00 a.m. - 10:00 a.m. Public Health Work Session

Chair Kenneth A. Dahlstedt, Commissioner Lisa Janicki, and Commissioner Ron Wesen attended a work session on Monday, January 29, 2018. Chair Dahlstedt called the proceedings to order at 9:06 a.m.

Other Attendees:

Chief Civil Deputy Prosecuting Attorney Melinda Miller
Public Health Director Jennifer Johnson
Housing Resource Coordinator Kayla Schott-Bresler
Administrator Tim Holloran

Chair Dahlstedt recessed the proceedings at 10:00 a.m.

Note, a recording of the work session can be obtained by contacting the Skagit County Commissioners' Office.

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

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

No executive session was scheduled for 2:30 p.m.

d) 3:15 p.m. - 3:30 p.m. Board of Health:

Chair Dahlstedt reconvened the proceedings at 3:15 p.m.

Public Health Director Jennifer Johnson briefed the Board of Health on the two Resolutions ready for their consideration, said that another meeting would be held on February 5, 2018 to provide an overview of the proposed updates to the code and fee schedule, and, said that more information and written comments could be submitted online at:

<https://www.skagitcounty.net/Departments/Health/medicinereturn.htm>

1. Resolution Calling for a Public Hearing for the Consideration of Adopting a Secure Medicine Return Ordinance (**Resolution No. R20180016**)

A motion was made by Commissioner Janicki to approve 1. Resolution Calling for a Public Hearing for the Consideration of Adopting a Secure Medicine Return Ordinance - call for PH Commissioner Wesen seconded the motion.

The vote passed unanimously.

2. Resolution Calling for a Public Hearing for the Consideration of Adopting an Additional

Public Health Schedule of Charges to Support Secure Medicine Return (**Resolution No. R20180017**)

A motion was made by Commissioner Wesen to approve 2. Resolution Calling for a Public Hearing for the Consideration of Adopting an Additional Public Health Schedule of Charges to Support Secure Medicine Return - call for medicine thingy... Commissioner Janicki seconded the motion.

The vote passed unanimously.

- e) *3:30 p.m. - 4:30 p.m. Regular Executive Session (Potential Litigation RCW 42.30.110(1)(i))

The Commissioners attended a regular executive session on Monday, January 29, 2018, from 3:30 p.m. to 4:15 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: Prosecuting Attorney Rich Weyrich, and Chief Civil Deputy Prosecuting Attorney Melinda Miller, Senior Deputy Prosecuting Attorney Arne Denny, and Senior Deputy Prosecuting Attorney Erik Pedersen. Also present was Director of Public Health Jennifer Johnson, Environmental Health Specialist Joanne Lynn, Operations Manager Bob Hicks, Administrator Tim Holloran, and Environmental Health Specialist Greg Geleynse.

IV. CONSENT AGENDA FOR MONDAY, JANUARY 29, 2018 (items 1 through 47):

A motion was made by Commissioner Janicki to approve Consent Agenda items 1 through 47, including all items requiring ratification, vouchers and warrants for Monday, January 29, 2018. Commissioner Wesen seconded the motion.

The vote passed unanimously.

Chair Dahlstedt recessed the proceedings at 1:31 p.m.

a) COMMISSIONERS:

1. Record of the Proceedings for Monday, January 22, 2018. (**Approved**)
2. Record of the Proceedings for Tuesday, January 23, 2018. (**Approved**)

b) ADMINISTRATIVE SERVICES:

3. Amendment A to Contract Agreement No. E18-050, Skagit County Contract No. C20170470, with Washington State Military Department and State Enhanced 911 Funds for reimbursement of eligible coordinator professional development expenses incurred as described in WAC 118-66-050(3) and State E911 policies. This Amendment reflects a decrease in funding by \$26,772 for FY18, inserts Attachment E to the budget sheet, and updates language in Attachments A, B, and C. Total reimbursement to Skagit County shall not exceed \$26,773 and the term remains the same, ending June 30, 2018. All other terms and conditions of the original Agreement shall remain in effect. (**Amendment No. A20180008**)
4. Fourth Supplement to Amended Interlocal Agreement No. C20150116 with the Port of Skagit and the City of Sedro-Woolley regarding the management and future uses of the Northern State property (SWIFT Center). This Agreement outlines each parties roles and responsibilities regarding the SWIFT Center in relation to contracting with a consultant to provide government relations and communications support services for future transition of behavioral health services and transfer of property; the installation of fiber optic conduit and cable; continued planning and implementation for the transition of behavioral health services off the Center property while supporting a new model for delivery of services in the region; and continued support for successful transitions. Compensation provided by Skagit County for this supplement shall not exceed \$24,000. The Supplemental Agreement shall commence on the date of execution and continue until December 31, 2027. All other terms and conditions of the original agreement and supplement agreements shall remain in effect. (**Amendment No. A20180009**)

c) CORONER:

5. Vendor Services Agreement with Mount Vernon Cemetery Inc., dba Kern Funeral Home, to have staff available twenty-four (24) hours a day, seven (7) days a week to receive the deceased at the funeral facility or provide the Coroner's office with a key and alarm codes to the funeral facility. Compensation shall not exceed \$5,000 which is based on a fee structure. The Agreement is ratified to commence on January 1, 2018, and shall continue until March 31, 2018. **(Contract No. C20180034)**

d) BUDGET AND FINANCE:

6. Resolution to call for a public hearing to consider testimony regarding an amendment to the 2018 Skagit County Budget. The purpose of the amendment is to allow for the early repayment of existing debt to avoid future interest expense. The public hearing is scheduled to take place on Tuesday, February 13, 2018, at 9:15 a.m. or as soon thereafter as possible in the Skagit County Commissioners' Hearing Room. **(Resolution No. R20180011)**
7. Resolution updating Resolution No. 15840 and creating Skagit County's Insurance Cost Assessment Policy for Fiscal Year 2017. The policies and procedures will be effective for the year end cost allocation. **(Resolution No. R20180012)**
8. Funding Agreement with Celtic Arts Foundation to award \$3,000 of Lodging Tax Funds to support marketing and advertising for the Skagit Valley Highland Games & Celtic Festival. The Agreement commenced on January 1, 2018, pursuant to Resolution No. R20170248, and ends on December 31, 2018. **(Contract No. C20180035)**
9. Funding Agreement with Children's Museum of Skagit County to award \$5,000 of Lodging Tax Funds to support marketing and advertising for activities and events. The Agreement commenced on January 1, 2018, pursuant to Resolution No. R20170248, and ends on December 31, 2018. **(Contract No. C20180036)**
10. Funding Agreement with Concrete Chamber of Commerce to award \$17,000 of Lodging Tax Funds to support marketing and advertising for Fall and Winter events and festivals in Eastern Skagit County. The Agreement commenced on January 1, 2018, pursuant to Resolution No. R20170248, and ends on December 31, 2018. **(Contract No. C20180037)**
11. Funding Agreement with Concrete Heritage Museum Association to award \$1,900 of Lodging Tax Funds to support marketing and advertising for tourism promotion activities. The Agreement commenced on January 1, 2018, pursuant to Resolution No. R20170248, and ends on December 31, 2018. **(Contract No. C20180038)**
12. Funding Agreement with Heritage Flight Museum to award \$5,000 of Lodging Tax Funds to support marketing and advertising for tourism promotion activities. The Agreement commenced on January 1, 2018, pursuant to Resolution No. R20170248, and ends on December 31, 2018. **(Contract No. C20180039)**
13. Funding Agreement with Museum of Northwest Art to award \$1,600 of Lodging Tax Funds to support marketing and advertising for tourism promotion activities. The Agreement commenced on January 1, 2018, pursuant to Resolution No. R20170248, and ends on December 31, 2018. **(Contract No. C20180040)**
14. Funding Agreement with Northwest Agriculture Business Center to award \$3,000 of Lodging Tax Funds to support marketing and advertising for the 2018 Grain Gathering. The Agreement commenced on January 1, 2018, pursuant to Resolution No. R20170248, and ends on December 31, 2018. **(Contract No. C20180041)**
15. Funding Agreement with Sedro-Woolley Museum to award \$1,500 of Lodging Tax Funds to support marketing and advertising for tourism promotion activities. The Agreement commenced on January 1, 2018, pursuant to Resolution No. R20170248, and ends on December 31, 2018. **(Contract No. C20180042)**
16. Funding Agreement with Skagit County Chamber Executive Directors Association to award \$40,000 of Lodging Tax Funds to support marketing and advertising for tourism

promotion activities. The Agreement commenced on January 1, 2018, pursuant to Resolution No. R20170248, and ends on December 31, 2018. **(Contract No. C20180043)**

17. Funding Agreement with Skagit County Historical Museum to award \$22,000 of Lodging Tax Funds to support marketing and advertising for tourism promotion activities. The Agreement commenced on January 1, 2018, pursuant to Resolution No. R20170248, and ends on December 31, 2018. **(Contract No. C20180044)**
 18. Funding Agreement with Skagit River Salmon Festival to award \$1,500 of Lodging Tax Funds to support marketing and advertising for the Skagit River Salmon Festival. The Agreement commenced on January 1, 2018, pursuant to Resolution No. R20170248, and ends on December 31, 2018. **(Contract No. C20180045)**
 19. Funding Agreement with WSU Skagit County Extension to award \$1,000 of Lodging Tax Funds to support marketing and advertising for the Skagit County Tulip Festival's WSU Master Gardeners Step-On Guide Bus and Garden Tours. The Agreement commenced on January 1, 2018, pursuant to Resolution No. R20170248, and ends on December 31, 2018. **(Contract No. C20180046)**
 20. Funding Agreement with Cascade Days to award \$6,000 of Lodging Tax Funds to support marketing and advertising for the Cascade Days Festival. The Agreement commenced on January 1, 2018, pursuant to Resolution No. R20170248, and ends on December 31, 2018. **(Contract No. C20180047)**
 21. Funding Agreement with Skagit Artists Together to award \$1,000 of Lodging Tax Funds to support marketing and advertising for tourism promotion activities. The Agreement commenced on January 1, 2018, pursuant to Resolution No. R20170248, and ends on December 31, 2018. **(Contract No. C20180048)**
 22. Funding Agreement with Skagit River Bald Eagle Awareness Team to award \$5,000 of Lodging Tax Funds to support marketing and advertising for tourism promotion activities. The Agreement commenced on January 1, 2018, pursuant to Resolution No. R20170248, and ends on December 31, 2018. **(Contract No. C20180049)**
 23. Funding Agreement with McIntyre Hall Performing Arts and Conference Center to award \$15,000 of Lodging Tax Funds to support marketing and advertising for tourism promotion activities. The Agreement commenced on January 1, 2018, pursuant to Resolution No. R20170248, and ends on December 31, 2018. **(Contract No. C20180050)**
 24. Interlocal Cooperative Agreement with the Town of Concrete to award \$20,523.69 of Economic Development/Public Facilities Projects grant funds to support the completion of the First Street Waterline Extension. The Agreement is effective July 18, 2016, pursuant to Resolution No. R20160202, and shall end on December 31, 2018. **(Contract No. C20180051)**
- e) EMERGENCY MANAGEMENT:
25. Interlocal Cooperative Agreement with the Town of Hamilton, pursuant to RCW 39.34, to provide emergency response, recovery, planning, training, exercises, and outreach and preparedness services to the Town through Skagit County's Department of Emergency Management. Annual Compensation to Skagit County is based on a fee split between Skagit County and each city and town, and based on population and assessed value. The Agreement shall commence upon the date of execution and remain in effect through December 31, 2018, with an option to extend the Agreement for one additional two-year term. **(Contract No. C20180052)**
 26. Interlocal Cooperative Agreement with the Town of Lyman, pursuant to RCW 39.34, to provide emergency response, recovery, planning, training, exercises, and outreach and preparedness services to the Town through Skagit County's Department of Emergency Management. Annual Compensation to Skagit County is based on a fee split between Skagit County and each city and town, and based on population and assessed value. The Agreement shall commence upon the date of execution and remain in effect through

December 31, 2018, with an option to extend the Agreement for one additional two-year term. **(Contract No. C20180053)**

27. Interlocal Cooperative Agreement with the Town of Concrete, pursuant to RCW 39.34, to provide emergency response, recovery, planning, training, exercises, and outreach and preparedness services to the Town through Skagit County's Department of Emergency Management. Annual Compensation to Skagit County is based on a fee split between Skagit County and each city and town, and based on population and assessed value. The Agreement shall commence upon the date of execution and remain in effect through December 31, 2018, with an option to extend the Agreement for one additional two-year term. **(Contract No. C20180054)**

f) HUMAN RESOURCES:

28. Memorandum of Understanding (Amendment No. 1) to Collective Bargaining Agreement No. C20160453 with the Skagit County Corrections Deputy Guild effective January 1, 2017 - December 31, 2019. This Memorandum establishes the process of selection for the assignment of Corrections Deputies to the Corporal Specialty Assignment and to establish specialty pay for such assignment. This Memorandum shall be effective upon execution, is incorporated into the Collective Bargaining Agreement, and shall continue through December 31, 2019. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20180010)**

g) INFORMATION SERVICES:

29. Member Agreement with Multi-State Information Sharing and Analysis Center of the United States for information sharing and access to information shared by Homeland Security regarding security incidents including cyber threats. There is no compensation associated with this Agreement. The Agreement shall commence on the date of execution and continue until terminated. **(Contract No. C20180055)**
30. Amendment No. 1 to License-Hosted Case Management Service License Agreement No. C20140277 with Probatum Technologies, Inc. for software license and support of the Probatum Case Manager system operated by the Skagit County's Adult Probation Department. This Amendment increases compensation by \$960 for the annual generation of the Bureau of Justice Statistics Probation Survey Report. Total Compensation shall not exceed \$17,760. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20180011)**

h) PLANNING AND DEVELOPMENT SERVICES:

31. Resolution Establishing the 2018 Docket for Amendments to the Comprehensive Plan, Zoning Map, and/or Development Regulations and Code Amendments. **(Resolution No. R20180013)**
32. Personal Services Agreement with BERK Consulting to assist Skagit County with review of project and non-project proposals under the State Environmental Policy Act (SEPA). Compensation shall not exceed \$100,000 which will be paid for by applicants per the adopted SEPA fee schedule. The Agreement is ratified to commence on January 24, 2018, and shall continue until December 31, 2018. **(Contract No. C20180056)**
33. Grant Deed of Open Space Natural Resource Lands Easement (NRLE) for Short Plat (CaRD Land Division) #PL17-0266 submitted by L. Richard Larson and P. May Larson. The proposed land division, completed in compliance with Skagit County Code 14.18.300 - 320, will create two residential lots of 1.22 and 0.78 acres in size and one 76.94 acre lot (Lot #1) which will be encumbered by this easement. The property is located at 18935 Bradshaw Road, parcel numbers P15352 and P15353. **(Contract No. C20180057)**

i) PUBLIC HEALTH:

34. Program Agreement with the State of Washington, Department of Social and Health Services (DSHS), Division of Behavioral Health and Recovery (DBHR) to provide Residential Substance Abuse Treatment (RSAT) services for offenders in the Skagit County Community Justice Center. Compensation to Skagit County shall not exceed

\$138,977. The Agreement is ratified to commence on December 1, 2017, and shall continue through September 30, 2020. **(Contract No. C20180058)**

35. Contract Agreement with Northwest Regional Council, Contract No. 202018-NUTR, to provide meals and nutrition support through congregate and home-delivered meals to the senior services community. Compensation to Skagit County shall not exceed \$300,729. This Agreement is being ratified to commence on January 1, 2018, and continues until December 31, 2018. **(Contract No. C20180059)**
36. Professional Service and Consultant Agreement with Paul Schissler and Associates, Inc. to provide microenterprise assistance in the form of CDBG-funded on-farm infrastructure construction for eligible small farm business in Skagit and Whatcom counties. Compensation shall not exceed \$60,000 and is based on an hourly rate schedule. The Agreement is ratified to commence on January 1, 2018, and shall continue until December 31, 2018. **(Contract No. C20180060)**
37. Personal Services Agreement with Community Action of Skagit County to provide mileage reimbursement requests for Skagit Meals on Wheels volunteers. Compensation shall not exceed \$15,000. The Agreement is ratified to commence on January 1, 2018, and continue until December 31, 2018. **(Contract No. C20180061)**
38. Agreement between Washington State Association of Local Public Health Officials (WSALPHO) and Skagit County regarding the operation of Medicaid Administrative Claiming in Washington State. This Agreement facilitates a survey to comply with requirements set by Washington State and assists with oversight activities of the Health Care Authority for coordination and program compliance. Compensation to (WSALPHO) shall not exceed \$17,000. The Agreement is ratified to commence on January 1, 2017, and shall continue until December 31, 2018. **(Contract No. C20180062)**
39. Interagency Agreement with North Sound Behavioral Health Organization, Contract #NORTH SOUND BHO-SKAGIT-ADMIN-18, for the provision of behavioral health administrative support services. Compensation to Skagit County shall not exceed \$954,304. The Agreement is ratified to commence on January 1, 2018, and continue until December 31, 2018. **(Contract No. C20180063)**
40. Funding Agreement with Compass Health to support rental assistance for people with behavioral health conditions and low income. Compensation to Compass Health shall not exceed \$23,000 and is based on a monthly cost schedule that will serve approximately 9.6 clients per month for 6 months. The Agreement shall commence on the date of execution and continue through June 30, 2018. **(Contract No. C20180064)**

j) PUBLIC WORKS:

41. Resolution to dissolve Imprest Change Fund #117 in the amount of \$150 for the Operations Division of Public Works and return the funds to the Treasurer to deposit to Fund 117. **(Resolution No. R20180014)**
42. Resolution to approve County Road Quitclaim Deed to Washington State Department of Transportation to comply with highway project and benefits delivered by transfer of widening and construction of the State Route 9, Jct. SR 538 to Howey Road Roundabout Project. **(Resolution No. R20180015)**
43. Quitclaim Deed with Washington State Department of Transportation (WSDOT) for the State Route 9, Jct. SR 538 to Howey Road Roundabout Project. The Quitclaim Deed conveys all county road rights of way within Francis Road and Old Day Creek Road, located within the highway project limits of SR 9, Jct. SR 538 to Howey Road. There is no compensation for this Deed. The Agreement commences on the date of execution and ends on project completion and acceptance by WSDOT. **(Contract No. C20180065)**
44. Vendor Services Agreement with UniFirst to provide, clean, and repair: coveralls, rags, shop towels and entry rugs for the County Shop and Road Operations Administration Building. Compensation shall not exceed \$10,000. The Agreement shall commence on the date of execution and continue for two years. **(Contract No. C20180066)**

45. Amendment No. 1 to Personal Services Agreement No. C20170133 with PND Engineers, Inc. for work related to the anticipated potential replacement of a breakwater, approach pier, gangway and floating dock serving Sinclair Island. This Amendment extends the term by one year, and shall continue until February 28, 2019. Compensation remains the same and shall not exceed \$77,833. All other terms and conditions of the Agreement shall remain in effect. **(Amendment No. A20180012)**
46. Local Agency Professional Services Negotiation Hourly Rate Consultant Agreement with Watershed Science & Engineering, Inc. to provide management and administration support of flood, stormwater, and drainage projects. Compensation shall not exceed \$200,000 and is based on a rate schedule. The Agreement shall commence on the date of execution and continue until December 31, 2020. **(Contract No. C20180067)**

k) SHERIFF:

47. Interlocal Agreement with Skagit Public Hospital District No. 1 for the provision of medical services required and governed under state law for inmates and certain detainees of Skagit County and certain services on behalf of the Skagit County Coroner. Skagit County will provide compensation to the Hospital District as outlined in the Agreement. Payment and Billing Procedures. The Agreement is ratified to commence on November 1, 2015, and will continue until terminated. **(Contract No. C20180068)**

V. 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 \$114,149.01 (Transmittal No. C-12-18); and
 - b) ACH Transfer Request Form and Certification to Delta Dental from Clearing Fund 696 in the total dollar amount of \$6,741.18 (Transmittal No. C-14-18); and
 - c) ACH Transfer Request Form and Certification to Trusteed Plans Service Corporation from Clearing Fund 696 in the total dollar amount of \$893.37 (Transmittal No. C-15-18); and
 - d) ACH Transfer Request Form and Certification to Trusteed Plans Service Corporation from Clearing Fund 696 in the total dollar amount of \$23,905.78 (Transmittal No. C-16-18); and
 - e) ACH Transfer Request Form and Certification to Trusteed Plans Service Corporation from Clearing Fund 696 in the total dollar amount of \$1,277.56 (Transmittal No. C-17-18); and
 - f) Warrants numbered 474965 through 475008 from Clearing Fund 696 in the total dollar amount of \$199,210.25 (Transmittal No. C-18-18); and
 - g) ACH Transfer Request Form and Certification to Delta Dental from Clearing Fund 696 in the total dollar amount of \$63,915.55 (Transmittal No. C-19-18); and
 - h) ACH Transfer Request Form and Certification to Trusteed Plans Service Corporation from Clearing Fund 696 in the total dollar amount of \$89,102.03 (Transmittal No. C-20-18); and
 - i) ACH Transfer Request Form and Certification to Trusteed Plans Service Corporation from Clearing Fund 696 in the total dollar amount of \$1,016.93 (Transmittal No. C-21-18); and
 - j) Warrants numbered 475009 through 475346 from Clearing Fund 696 in the total dollar

amount of \$1,944,826.30 (Transmittal No. C-22-18); and

- k) Payroll warrants numbered 394991 through 395712 in the total dollar amount of \$1,349,472.69 (Transmittal No. P-03-18); and
- l) Junior District Payroll warrants numbered 818273 through 818427 in the total dollar amount of \$258,675.84 (Transmittal No. P-04-18).

VI. ADJOURNMENT:

Chair Dahlstedt adjourned the proceedings at 3:28 p.m.

**BOARD OF COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Kenneth A. Dahlstedt, Chair

Ron Wesen, Commissioner

Lisa Janicki, Commissioner

ATTEST:

Clerk of the Board