

**RECORD OF THE PROCEEDINGS
SKAGIT COUNTY BOARD OF COMMISSIONERS
MONDAY, FEBRUARY 12, 2018**

The Skagit County Board of Commissioners met in regular session on Monday, February 12, 2018, with Chair Kenneth A. Dahlstedt, Commissioner Lisa Janicki, and Commissioner Ron Wesen present.

I. AGENDA:

II. CALL TO ORDER:

Chair Dahlstedt called the proceedings to order at 8:30 a.m.

- a) *8:30 a.m. - 9:30 a.m. Briefing - County Commissioners/County Administrator with Public Works, Planning and Development Services; and Central Services: Information Services, Geographic Information Services and Records Management Departments

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

III. PLEDGE OF ALLEGIANCE:

Chair Dahlstedt reconvened the proceedings at 1:30 p.m. and led the gallery in the salute to the flag.

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

IV. CONSENT AGENDA ITEMS FOR FURTHER DISCUSSION:

Budget and Finance Director Trisha Logue provided additional information about Consent Agenda item nos. 7 and 9.

Information Services Director Mike Almvig provided additional information about Consent Agenda item no. 10.

Communicable Disease and Environmental Health Division Manager Joanne Lynn provided additional information about Consent Agenda item no. 13.

V. CONSENT AGENDA FOR MONDAY, FEBRUARY 12, 2018 (items 1 through 22):

A motion was made by Commissioner Janicki to approve Consent Agenda items 1 through 22 including all items requiring ratification, vouchers and warrants, for Monday, February 12, 2018. Commissioner Wesen seconded the motion.

The vote passed unanimously.

a) COMMISSIONERS:

1. Record of the Proceedings for Monday, February 5, 2018. **(Approved)**
2. Resolution calling for bids for County legal printing for 2018 through 2019. The bid opening is scheduled to take place on Monday, March 19, 2018, at 2:30 p.m., or as soon thereafter as possible in the Skagit County Commissioners' Hearing Room. **(Resolution No. R20180024)**

b) ADMINISTRATIVE SERVICES:

3. Amendment No. 1 to Interlocal Cooperative Agreement No. C20170557 with Skagit 911 to facilitate the distribution of funds through Grant Agreement No. C20170470 and Amendment No. A20180008 with the Washington State Military Department Contract No. E18-050. This Amendment reduces compensation from \$53,545 to \$26,773 due a

budget cut from the Washington State 911 office. All other terms and conditions of the original Agreement shall remain in effect including the termination date of August 15, 2018. **(Amendment No. A20180014)**

c) ASSIGNED COUNSEL:

4. Amendment No. 1 to Personal Services Agreement No. C20170523 with Alexander Ransom, Attorney at Law, to provide consultation and representation related to 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. This Amendment replaces Exhibit "B" Compensation language, #1 - 3 to reflect new hourly compensation rates established on January 1, 2017. Total compensation remains the same amount not to exceed \$150,000 for the term of the Agreement 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. A20180015)**
5. Amendment No. 1 to Personal Services Agreement No. C20170545 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. This Amendment replaces Exhibit "B" Compensation language, #1 - 3 to reflect new hourly compensation rates established on January 1, 2017. Total compensation amount remains the same amount not to exceed \$150,000 for the term of the Agreement 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. A20180016)**
6. Amendment No. 1 to Personal Services Agreement No. C20170544 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. This Amendment replaces Exhibit "B" Compensation language, #1 - 3 to reflect new hourly compensation rates established on January 1, 2017. Total compensation remains the same amount not to exceed \$90,000 for the term of the Agreement 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. A20180017)**

d) BUDGET AND FINANCE:

7. Funding Agreement with the Economic Development Alliance of Skagit County (EDASC), which awards \$10,000 of Lodging Tax funds to support the continuation of efforts to form a Tourism Promotion Association (TPA) as authorized by Resolution No. R20170248. The Agreement commenced on January 1, 2018, and continues until December 31, 2018. **(Contract No. C20180086)**
8. Funding Agreement with the Skagit Valley Tulip Festival (Annual Brochure), which awards \$9,500 of Lodging Tax funds to support marketing and advertising as authorized by Resolution No. R20170248. The Agreement commenced on January 1, 2018, and continues until December 31, 2018. **(Contract No. C20180087)**
9. Agreement with the Economic Development Alliance of Skagit County (EDASC), Contract No. 5120-137-18, to award \$47,000 in Economic Development funds to provide administrative and marketing services to Skagit County. The Agreement is ratified to commence on January 1, 2018, and continue until December 31, 2018. **(Contract No. C20180088)**

e) INFORMATION SERVICES:

10. Resolution declaring a sole source purchase for additional fire mobile client licenses with the Spillman Public Safety System for use by Fire Protection District No. 6 and Central Valley Ambulance Authority. **(Resolution No. R20180025)**
11. Amendment No. 25 to Contract No. 00484 with Spillman Technologies, Inc. to provide and install two (2) additional fire mobile client licenses for use by Fire Protection District

No. 6 and Central Valley Ambulance Authority. Compensation shall not exceed \$1,426, which includes sales tax for a new estimated compensation amount not to exceed approximately \$917,391, plus associated taxes and maintenance costs. All other terms and conditions of the original Agreement and subsequent Amendments shall remain in effect. **(Amendment No. A20180018)**

f) PUBLIC HEALTH:

12. Contract with Northwest Regional Council, Contract No. 202301-CDSME, to provide two (2) complete six-week series of Chronic Disease Self-Management Education classes to the Skagit County senior community. Compensation to Skagit County shall not exceed \$4,000 and is provided by grant funding from the Older Americans Act, Title III-D (Title III-D). The Agreement is ratified to commence January 1, 2018, and continue until December 31, 2018. **(Contract No. C20180089)**
13. Joint Plan of Responsibility (JPR) Agreement with the State of Washington Department of Health (DOH), Contract No. DOH JPR CLH23170, to provide a joint plan of responsibility which delineates the responsibilities of the DOH and the Skagit County Public Health Department with respect to regulation of water recreation facilities in Skagit County pursuant to RCW 70.90, WAC 246-260 and WAC 246-262. The Agreement shall commence from the date last executed and continue until December 31, 2027. **(Contract No. C20180090)**

g) PUBLIC WORKS:

14. Resolution authorizing an interfund loan to the River Improvement Fund #110 in the amount of \$200,000. **(Resolution No. R20180026)**
15. Supplemental Agreement No. 3 to Local Agency Standard Consultant Agreement No. C20130621 with Shearer Design LLC to provide on-call structural engineering services for Skagit County projects. This Supplemental Agreement extends the term of the Agreement from February 28, 2018, to February 28, 2019. Compensation remains the same amount not to exceed \$350,000. All other terms and conditions of the original Agreement and subsequent Amendments shall remain in effect. **(Amendment No. A20180019)**
16. Personal Services Agreement with Debt Recovery Specialists LLC for the collection services for non-law and justice accounts on behalf of the County. The collection fee shall be 23.08% of any amount collected, pursuant to RCW 19.16.500. The Agreement is ratified to commence on February 1, 2018, and continue until January 31, 2020. **(Contract No. C20180091)**
17. Vendor Services Agreement with Dahlman Pump & Well Drilling, Inc. to repair the South Similk Pump Station. Compensation shall not exceed \$547.93 which includes costs for labor, tools, permit fees (if applicable) necessary supplies and appropriate sales tax. The Agreement is ratified to commence on December 28, 2017, and continue for one year from the date of execution. **(Contract No. C20180092)**
18. Grant Sub-award Agreement between Skagit County and the University of Washington (Sub-award Recipient) under the Washington State Department of Health Grant No. N22580, Skagit County Contract No. C20170194 to provide services to the County for tasks pertaining to the Pollution Identification and Correction Program (PIC). The project will confirm the presence of livestock chemical tracers previously identified during a previous phase of the project, and use these chemical tracers to identify livestock and human fecal coliform sources in the Samish and Padilla Watersheds. Sub-award Recipient shall be paid by the County an amount not to exceed \$26,730 for completed work and services rendered. The Agreement shall commence on the date of mutual execution and continue until March 31, 2019. **(Contract No. C20180093)**
19. Local Agency Professional Services Consultant Agreement with Natural Systems Design to support the management and administration of flood, stormwater, and drainage projects. Compensation shall not exceed \$200,000 and is based on an hourly rate schedule. The Agreement shall commence on the date of mutual execution and continue until December 31, 2020. **(Contract No. C20180094)**

20. Amendment No. 1 to Personal Services Agreement No. C20170558 with PFM Financial Advisors LLC to provide financial advisory and consulting services for debt planning and financing services initiated by Skagit County. This Amendment changes the commencement of the contract from "date of mutual execution" to November 8, 2017. Compensation amount remains unchanged at an amount not to exceed \$100,000, which is based on a fee and hourly rate schedule. All other terms and conditions shall remain in effect including the termination date of December 31, 2018. **(Amendment No. A20180020)**

h) TREASURER:

21. Resolution to approve the list of 2017 property tax refunds which were processed by the Skagit County Treasurer's Office. **(Resolution No. R20180027)**
22. Interlocal Agreement with Skagit Transit System (SKAT) to authorize the Skagit County Treasurer to act as custodian of SKAT moneys per RCW 36.29.020, 36.29.022, and 36.29.024. The Skagit County Treasurer shall disburse funds to SKAT when requested in writing by the SKAT Treasurer and Auditor for monthly expenses and payroll. SKAT agrees to reimburse the County Treasurer for costs of the safekeeping and wire transfer fees. The Agreement shall commence on March 1, 2018, and continue until February 28, 2021. **(Contract No. C20180095)**

VI. MISCELLANEOUS AGENDA (items 1 through 3):

Commissioner Wesen explained that he was the Chair of Community Action of Skagit County Board of Directors and recused himself from voting on Miscellaneous Items no. 1 and 2.

a) PUBLIC HEALTH:

A motion was made by Commissioner Janicki to approve Miscellaneous Agenda item no. 1. Chair Dahlstedt seconded the motion.

The vote passed unanimously.

1. Amendment No. 1 to HOME Investment Partnerships Program Sub-recipient Agreement No. C20160524 with Community Action of Skagit County to utilize Community Action of Skagit County as a sub-recipient to administer the Tenant-Based Rental Assistance (TBRA) program in Skagit County to provide tenant based rental assistance to approximately 40 low-income individuals and/or families who are homeless or at risk of becoming homeless. This Amendment replaces Exhibit "C" Budget to reflect the values included in the Community Action of Skagit County's budget. The amount that Skagit County reimburses the sub-recipient remains the same at an amount not to exceed \$329,552. The HOME Program Agreement is funded through Skagit County Contract No. C20160443 and Skagit County Resolution No. R20150301. All other terms and conditions of the original Agreement shall remain in effect including the termination date of June 30, 2018. If on this date, funds have not been fully expended this contract will extend until funds expire on June 30, 2020 for 2015 funds and June 30, 2021 for 2016 funds. **(Amendment No. A20180021)**

A motion was made by Commissioner Janicki to approve Miscellaneous Agenda item no. 2. Chair Dahlstedt seconded the motion.

The vote passed unanimously.

2. Amendment No. 2 to Funding Agreement No. C20170357 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. This Amendment increases compensation to Community Action of Skagit County from \$703,689.50 to \$716,439.50 due to additional funding from the Department of Commerce. The term remains the same and shall continue until June 30, 2018. All other terms and conditions of the original Agreement and subsequent Amendment shall remain in effect. **(Amendment No. A20180022)**

b) COMMISSIONERS:

Commissioner Wesen and Chair Dahlstedt spoke in support of the efforts of lobbying for funding for Payment in Lieu of Taxes (PILT) and Secure Rural Schools (SRS) on behalf of western rural areas. They noted that the contract was no scheduled for renewal after the four (4) month term.

A motion was made by Commissioner Wesen to approve Miscellaneous Agenda item no. 3 Chair Dahlstedt seconded the motion.

The vote passed on a 2 - 1 vote with Commissioner Janicki dissenting.

3. Personal Services Agreement with Robert K. Weidner, Chartwell Enterprises, to serve as the Washington, D.C., government relations advisor regarding timber related funding to Skagit County and other counties of the Evergreen Forest County Group. This Agreement is for federal lobbying only. Compensation shall not exceed \$12,000 and is based on actual work performed. The Agreement shall commence on the date of execution and continue for four (4) months. **(Contract No. C20180096)**

c) *2:30 p.m. - 3:00 p.m. Work Session with Geographic Information Services

Chair Dahlstedt reconvened the proceedings at 2:30 p.m.

The purpose of the work session was to discuss the GIS operations within Skagit County.

Attendees:

Chair Kenneth A. Dahlstedt, Commissioner Lisa Janicki, Commissioner Ron Wesen, County Administrator Tim Holloran and GIS Director Geoff Almvig.

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

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

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

Chair Dahlstedt reconvened the proceedings at 3:40 p.m. and announced that the Commissioners would be attending an executive for approximately one hour.

Chair Kenneth A. Dahlstedt, Commissioner Lisa Janicki and Commissioner Ron Wesen attended an executive session on Monday, February 12, 2018, from 3:40 p.m. to 4:20 p.m. The purpose of the executive session was Litigation - RCW 42.30.110(1)(i). (Matters relating to County enforcement actions, actual litigation, or potential litigation.) The following attorneys were present at the executive session and gave legal advice to the Board of County Commissioners: Prosecutor Rich Weyrich, Chief Civil Deputy Prosecuting Attorney Melinda Miller and Senior Civil Deputy Prosecuting Attorney Arne Denny.

Other attendees: County Administrator Tim Holloran, Human Resources/Risk Management Director Jessica Neill Hoyson, Public Works Director Dan Berentson and Greg Jackson with the Washington Counties Risk Pool (WCRP).

Chair Dahlstedt concluded the executive session at 4:20 p.m.

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) Warrants numbered 475670 through 476022 from Clearing Fund 696 in the total dollar amount of \$6,473,265.89 (Transmittal No. C-28-18); and

- b) ACH Transfer Request Form and Certification to Trusteed Plans Service Corporation from Clearing Fund 696 in the total dollar amount of \$150,762.59 (Transmittal No. C-29-18); and
- c) Warrants numbered 476023 through 476022 from Clearing Fund 696 in the total dollar amount of \$300.00 (Transmittal No. C30-18); and
- d) Payroll warrants numbered 395713 through 396439 in the total dollar amount of \$1,366,762.83 (Transmittal No. P-05-18); and
- e) Junior District Payroll warrants numbered 8184283 through 818554 in the total dollar amount of \$265,793.58 (Transmittal No. P-06-18).

VIII. ADJOURNMENT:

Chair Dahlstedt adjourned the proceedings at 4:20 p.m.

**BOARD OF COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Kenneth A. Dahlstedt, Chair

Ron Wesen, Commissioner

Lisa Janicki, Commissioner

ATTEST:

Clerk of the Board