

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

The Skagit County Board of Commissioners met in regular session on Monday, March 12, 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 8:30 a.m.

II. AGENDA:

- a) *8:30 a.m. - 10:00 a.m. Briefing - County Commissioners/County Administrator with Public Works and Planning and Development Services

b) PLEDGE OF ALLEGIANCE:

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

- c) 10:00 a.m. - 10:30 a.m. Presentation/Public Hearing/Possible Action: To Consider Public Testimony Regarding a Proposed Ordinance Amending Skagit County Code 2.04 Regarding Hours of Business and Use of County Properties

County Administrator Tim Holloran provided additional information regarding the proposed amendments to Ordinance 2.04. He said that he had worked with the Prosecuting Attorney's Office and received input from other elected officials and department heads to complete a comprehensive update.

Chair Dahlstedt opened the public hearing at 10:08 a.m. Seeing no one present to provide public testimony, Commissioner Janicki made a motion to close the public hearing which was seconded by Commissioner Wesen. The vote passed unanimously.

A motion was made by Commissioner Janicki to approve the Ordinance Amending Skagit County Code 2.04 Regarding Hours of Business and Use of County Properties (**Ordinance No. O20180004**). Commissioner Wesen seconded the motion.

The vote passed unanimously.

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

- d) 10:30 a.m. - 11:00 a.m. Certification of 2017 Fixed Asset Inventory

Chair Dahlstedt reconvened the proceedings at 10:30 a.m. and introduced Financial System Administrator Chris Stamey.

Mr. Stamey provided an overview of the annual certification process and what kinds of inventory and items were accounted for every year in order to safeguard public assets. Some of the items included: computers, items \$300 or greater that were high-risk, items valued at \$500 or more, equipment, vehicles, buildings, land, bridges, roads, right-of-ways, and development rights.

Discussion was held on the process underway to asset sticker items in the new Community Justice Center, the process in place to dispose an item, the recent theft problem at the Burlington Road Shop of chainsaws, and the corrective actions taken to prevent losses.

The Commissioners appreciated the time it took to complete the annual process and safeguard public assets.

Mr. Stamey thanked Administrative Coordinator Vicky Gonzalez for her help to complete the inventory certification.

A motion was made by Commissioner Wesen to approve the 2017 Fixed Asset Inventory. Commissioner Janicki seconded the motion.

The vote passed unanimously.

Chair Dahlstedt recessed the proceedings at 10:48 a.m.

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

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

1. Consent Agenda Items for Further Discussion:

Parks and Recreation Director Brian Adams provided additional information about Consent Agenda item #17.

Project Manager David Walde provided additional information about Consent Agenda item #22 and 23.

Habitat Restoration Specialist Emily Derenne provided additional information about Consent Agenda item #24 and 27.

2. Consent Agenda for Monday, March 12, 2018 (items 1 through 31):

A motion was made by Commissioner Wesen to approve Consent Agenda items 1 through 31, including all items requiring ratification, vouchers and warrants for Monday, March 12, 2018. Commissioner Janicki seconded the motion.

The vote passed unanimously.

a) COMMISSIONERS:

1. Record of the Proceedings for Monday, February 26, 2018. **(Approved)**
2. Record of the Proceedings for Tuesday, February 27, 2018. **(Approved)**
3. Record of the Proceedings for Wednesday, February 28, 2018. **(Approved)**
4. Resolution to re-appoint Jim English to the Skagit County Ferry Advisory Committee for Washington State. Mr. English shall serve a four-year term which will expire on March 10, 2022. **(Resolution No. R20180050)**
5. Resolution to appoint members to the Emergency Management Advisory Board (EMAB) per Skagit County Code 9.28.040. **(Resolution No. R20180051)**
6. Resolution to appoint Robert Hancock to the La Conner Regional Library Board of Trustees for the remainder of Brad York's five year term, effective March 1, 2018, and ending November 1, 2020. **(Resolution No. R20180052)**

b) ADMINISTRATIVE SERVICES:

7. Interlocal Cooperative Agreement with Washington State University for the provision of Cooperative Extension Services. Compensation shall not exceed \$334,184. The Agreement is ratified to commence on January 1, 2018, and shall continue until December 31, 2018. **(Contract No. C20180124)**

c) BUDGET AND FINANCE:

8. Funding Agreement with the Skagit Valley Festival of Family Farms which awards \$20,000 of Lodging Tax funds to support marketing and advertising as authorized by Resolution No. R20170248. The Agreement commenced on January 1, 2018, and shall continue until December 31, 2018. **(Contract No. C20180125)**
9. Funding Agreement with Skagit Racing Association which awards \$5,000 of Lodging Tax funds to support marketing and advertising as authorized by Resolution No. R20170248. The Agreement commenced on January 1, 2018, and shall continue until December 31, 2018. **(Contract No. C20180126)**
10. Resolution calling for a public hearing to amend the 2018 Skagit County budget. The public hearing is scheduled to take place on Tuesday, March 27, 2018, at 9:30 a.m. or as soon as possible thereafter in the Commissioners Hearing Room. **(Resolution No. R20180053)**

d) EMERGENCY MEDICAL SERVICES:

11. Amendment No. 8 to Personal Services Agreement No. C20140640 with City of Anacortes for the provision of trauma and verified ambulance services 24 hours per day/7 days per week. This Amendment updates the monthly compensation amount from \$70,331.04 to \$73,770 in Exhibit "B" Compensation to reflect the increase agreed to for 2018. The term remains the same, ending December 31, 2018. All other terms and conditions of the original Agreement and subsequent Amendments remain in effect. **(Amendment No. A20180027)**

e) FACILITIES MANAGEMENT:

12. Personal Services Agreement with Dude Solutions, Inc. to provide utilities use history and tracking through EnergyManager software. Compensation shall not exceed \$8,040 for the initial year. For following years, compensation will be based on the amount of the annual software subscription fees. This Agreement shall commence on the date and execution and will continue until terminated. **(Contract No. C20180127)**

f) HUMAN RESOURCES:

13. Labor Agreement between Skagit County and Skagit County Public Defenders Local 176-PD, Council #2, AFSCME. The Agreement is effective January 1, 2017, through December 31, 2019. **(Contract No. C20180128)**

g) INFORMATION SERVICES:

14. Amendment No. 1 to Personal Services Agreement No. C20170530 with Prime West Systems to provide hardware and software support services for Skagit County Information Services. This Amendment changes the contractors name change from Prime West Systems to Allixo Technologies due do a company merger, and, increases the hourly rate by \$10 which will total \$89 per hour. This Amendment is ratified to be effective January 1, 2018 and will continue until December 31, 2018. Total compensation remains the same and shall not exceed \$80,000. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20180028)**

15. Resolution declaring a sole source purchase for an additional fire mobile client license with the Spillman Public Safety System for use by Fire Protection District No. 14. **(Resolution No. R20180054)**
16. Amendment No. 26 to Contract No. 00484 with Spillman Technologies, Inc. to provide and install one (1) additional fire mobile client license for use by Fire Protection District No. 14. Compensation shall not exceed an additional \$776, which includes sales tax for a new estimated compensation amount not to exceed approximately \$918,167, plus associated taxes and maintenance costs. All other terms and conditions of the original Agreement and subsequent Amendments shall remain in effect. **(Amendment No. A20180029)**

h) PARKS AND RECREATION:

17. Utility Easement with Puget Sound Energy, Inc. for the placement of an underground electrical line across an Abandoned Railroad Right of Way on Parcel No. P42768. This easement conveys to Puget Sound Energy a nonexclusive perpetual easement for installing and maintaining electrical utility systems. This easement is permanent and shall be recorded with the Skagit County Auditor. No monetary consideration is being paid. **(Contract No. C20180129)**
18. Personal Services Agreement with Graham-Bunting & Associates to provide wetland related regulatory services and critical area site assessment for P25048 and P25050 for use as athletic fields and associated facilities. Compensation shall not exceed \$9,000 and is based on an hourly rate schedule. The Agreement shall commence on the date of execution and continue until December 31, 2019. **(Contract No. C20180130)**

i) PUBLIC HEALTH:

19. Interlocal Agreement with Skagit Regional Health for the provision of tuberculosis services in the community including chest x-rays. Compensation shall not exceed \$20,000 and is based on a fee schedule. The Agreement is ratified to commence on January 1, 2018, and shall continue through December 31, 2019. **(Contract No. C20180131)**
20. Consolidated Contract with the Washington State Department of Health (DOH CONTRACT # CLH18259) to facilitate the delivery of public health services in Skagit County. Compensation to Skagit County will not exceed \$242,974 and is based on an allocation schedule. The Agreement is ratified to commence on January 1, 2018, and shall continue through December 31, 2020. **(Contract No. C20180132)**
21. Washington Statewide Pharmacy-Local Health Jurisdiction Memorandum of Understanding for the utilization of existing pharmacy infrastructure to assist in addressing health and medical needs of an affected population during a Public Health Incident, Emergency, or Disaster using coordinated and standardized emergency protocols. **(Contract No. C20180133)**

j) PUBLIC WORKS:

22. Interlocal Cooperative Agreement with the Housing Authority of Skagit County (HASC) to facilitate the construction of road and sewer improvements along Lafayette Road as agreed to in C20160375. The estimated amount of Compensation to Skagit County totals \$293,739 which includes the estimated costs for the design, construction, and connection of sewer facilities and a payment in the amount of \$145,000 to contribute towards construction of the road improvement portion of the project. The Agreement shall commence on the date of execution and continue through completion of the project, or until December 31, 2018. **(Contract No. C20180134)**

23. Resolution for the approval of maps, plans and specifications and calling for bids for the Lafayette Road Improvements (Raspberry Ridge) Project #61400-1. The bid opening is scheduled to take place Monday, April 2, 2018, at 2:30 p.m. or as soon as possible thereafter in the Commissioners' Hearing Room. **(Resolution No. R20180055)**
24. Funding Board Project Grant Agreement with the Washington State Salmon Recovery Funding Board and the Recreation and Conservation Office for the Martin Ranch Road Culvert Fish Passage Project. This Grant Agreement awards \$221,000 to Skagit County. Skagit County will provide a 15% match in the amount of \$39,000. Total compensation for the Fish Passage Project shall not exceed \$260,000. The Agreement is ratified to commence on January 19, 2018, and shall continue until October 31, 2019. **(Contract No. C20180135)**
25. Amendment No. 2 to Vendor Services Agreement No. C20170273 with Overhead Door Company of Bellingham for inspection and repair of roll-up doors at the Skagit County Recycling and Transfer Station. This Amendment increases compensation by \$2,500 for repairs needed. Total compensation shall not exceed \$24,500. The term remains the same, ending on June 11, 2018. All other terms and conditions of the original Agreement and subsequent Amendment shall remain in effect. **(Amendment No. A20180030)**
26. Amendment No. 2 to Grant Agreement No. C20150166 with the Washington State Department of Ecology (DOE), Agreement No. WQC-2015-SkCoPW-00034, to contribute funding for the restoration and enhancement of Trumpeter and Nookachamps Creeks. This Amendment updates the distribution of funding between tasks and the scope of work. The term remains the same, ending November 30, 2018. All other terms and conditions remain the same, including total compensation: DOE will contribute \$248,663 in funding with Skagit County providing a match of \$82,887.67. **(Amendment No. A20180031)**
27. Funding Board Project Grant Agreement with the Washington State Salmon Recovery Funding Board and the Recreation and Conservation Office for the South Fork Delta Channel Final Design. This Grant Agreement awards \$200,000 to Skagit County and total cost of the project shall not exceed \$200,000. The Agreement is ratified to commence on January 19, 2018, and shall continue until January 19, 2019. **(Contract No. C20180136)**
28. Personal Services Agreement with Lithtex NW to provide copying, printing, and bulk mailing services for Natural Resources Division projects and programs. Compensation shall not exceed \$20,000. The Agreement shall commence on the date of execution and continue until December 31, 2019. **(Contract No. C20180137)**
29. Amendment No. 1 to Vendor Services Agreement No. C20170209 with At Work to provide landscaping and maintenance for divisions in Public Works to include the Guemes Island Ferry Terminal, Operations, and Solid Waste. This Amendment extends the term by one year and increases compensation by \$18,534. Total compensation for the two year period shall not exceed \$37,068. The term shall continue through April 24, 2019. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20180032)**

k) SHERIFF:

30. Amendment No. 1 to Vendor Services Agreement No. C20170464 with Tulip Valley Supply to provide chemicals for laundry and general cleaning at the Skagit County Community Justice Center. This Amendment reflects the contractors name change from Tulip Valley Supply to Txley Corporation. Compensation remains the same and shall not exceed \$15,000. This Amendment is ratified to be effective February 1, 2018. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20180033)**
31. Letter of Award from the Washington State Parks and Recreation Commission regarding acceptance of a Recreational Boating Safety (RBS) Federal Financial Assistance Grant to assist with local marine law enforcement

and boating safety program. Compensation to Skagit County shall not exceed \$16,279.62. Skagit County will provide funding in the amount of \$29,007.36. Total compensation shall not exceed \$45,286.98. The Agreement shall commence on March 1, 2018, and continue until September 30, 2018. **(Contract No. C20180138)**

3. 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 \$2,973.41 (Transmittal No. C-39-18); and
 - b) ACH Transfer Request Form and Certification to Trusteed Plans Service Corporation from Clearing Fund 696 in the total dollar amount of \$100,494.31 (Transmittal No. C-40-18); and
 - c) Warrants numbered 476932 through 477300 from Clearing Fund 696 in the total dollar amount of \$2,965,792.95 (Transmittal No. C-41-18);
 - d) Warrants numbered 477301 through 477696 from Clearing Fund 696 in the total dollar amount of \$7,632,598.18 (Transmittal No. C-42-18);
 - e) ACH Transfer Request Form and Certification to Trusteed Plans Service Corporation from Clearing Fund 696 in the total dollar amount of \$225,189.04 (Transmittal No. C-43-18); and
 - f) Payroll warrants numbered 397175 through 397895 in the total dollar amount of \$1,207,525.55 (Transmittal No. P-09-18); and
 - g) Junior District Payroll warrants numbered 818694 through 818820 in the total dollar amount of \$233,189.96 (Transmittal No. P-10-18).

4. Miscellaneous Agenda (items 1 through 2):

Commissioner Wesen announced that since he was the Community Action of Skagit County Board Chair, it had been suggested to him by the Skagit County Deputy Prosecuting Attorney to recuse himself from making any decisions on the two miscellaneous items.

a) PUBLIC HEALTH:

1. Personal Services Agreement with Western Economic Services, LLC for the purpose of completing an Analysis of Impediments to Fair Housing Choice on behalf of Skagit County and the Skagit HOME Consortium. Compensation shall not exceed \$24,790 and is based on an hourly rate schedule. The Agreement is ratified to commence on January 26, 2018, and shall continue until August 1, 2018. **(Contract No. C20180139)**

A motion was made by Commissioner Janicki to approve the Personal Services Agreement with Western Economic Services, LLC. Chair Dahlstedt seconded the motion.

The vote passed unanimously.

2. Subrecipient Agreement with Community Action of Skagit County to carry out projects under the Washington State Community Development Block Grant (CDBG) Program for the Skagit CDBG Microenterprise Assistance for On-Farm Infrastructure Project in compliance with all applicable local, state and federal laws, regulations and policies. Compensation to Community Action shall not exceed \$600,000 and is based on the budget listed in Attachment #2. The Agreement is ratified to commence on January 1, 2018, and shall continue through December 31, 2018.
(Contract No. C20180140)

A motion was made by Commissioner Janicki to approve Subrecipient Agreement with Community Action of Skagit County. Chair Dahlstedt seconded the motion.

The vote passed unanimously.

Chair Dahlstedt recessed the proceedings at 1:44 p.m.

- f) 2:30 p.m. - 2:45 p.m. Emergency Medical Services - Jeff Sargent, Director:

Chair Dahlstedt reconvened the proceedings at 2:32 p.m. and introduced EMS Director Jeff Sargent.

1. Presentation/Possible Action: Resolution Calling for Public Hearing Regarding the Placement of Ballot Measure: Skagit County - Proposition No. 1, Continuation of Emergency Medical Services Levy (Skagit County EMS System) on the August 7, 2018, Primary Election and if Necessary the November 6, 2018, General Election

Mr. Sargent provided additional information about the Resolution calling for the upcoming presentation and public hearing regarding the EMS levy. The proposed levy would be increased from .375 to .44 cents per assessed thousand dollars.

Mr. Sargent said that the providers would be discussing their needs on Monday, April 9, 2018 and discussion was held on the importance of passing the EMS Levy.

A motion was made by Commissioner Wesen to approve the Resolution calling for public hearing regarding the Placement of Ballot Measure: Skagit County - Proposition No. 1, Continuation of Emergency Medical Services Levy (Skagit County EMS System) on the August 7, 2018, Primary Election and if Necessary the November 6, 2018, General Election **(Resolution No. R20180056)**. Commissioner Janicki seconded the motion.

The vote passed unanimously.

- g) *3:00 p.m. - 4:30 p.m. Executive Session (None Scheduled as of the Date of this Notice)

No executive sessions were scheduled for the week of March 12, 2018.

III. ADJOURNMENT:

Chair Dahlstedt adjourned the proceedings at 2:41 p.m.

**BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Kenneth A. Dahlstedt, Chair

Lisa Janicki, Commissioner

Ron Wesen, Commissioner

ATTEST:

Clerk of the Board