

**RECORD OF THE PROCEEDINGS
SKAGIT COUNTY BOARD OF COMMISSIONERS
MONDAY, APRIL 2, 2018**

The Skagit County Board of Commissioners met in regular session on Monday, April 2, 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. - 9:30 a.m. Briefing - County Commissioners/County Administrator with Planning and Development Services and Public Health and Emergency Medical Services Departments
- b) *9:45 a.m. - 10:15 a.m. Bi-Weekly Briefing with Public Works
- c) 1:30 p.m. - 2:30 p.m. Consent Agenda, Vouchers, Warrants and Miscellaneous Items
- d) *2:30 p.m. - 4:30 p.m. Executive Session (None Scheduled as of the Date of this Notice)

There were no executive sessions scheduled for the week of April 2, 2018.

III. PLEDGE OF ALLEGIANCE:

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

IV. CONSENT AGENDA ITEMS FOR FURTHER DISCUSSION:

Behavioral Health and Housing Program Coordinator Sarah Hinman provided additional information about Consent Agenda item no. 9.

V. CONSENT AGENDA FOR MONDAY, APRIL 2, 2018 (items 1 through 19):

A motion was made by Commissioner Janicki to approve the Consent Agenda items 1 through 19 including all items requiring ratification, vouchers and warrants, for Monday, April 2, 2018. Commissioner Wesen seconded the motion.

The vote passed unanimously.

a) COMMISSIONERS:

- 1. Resolution to appoint Keith Morrison to the Conservation Futures Program Advisory Board to fill the vacant Board At-Large position. Mr. Morrison's term expires on December 31, 2021. **(Resolution No. R20180073)**

2. Resolution to award the bid for 2018 - 2019 Skagit County legal printing to Skagit Publishing for \$10.76 per column inch. **(Resolution No. R20180074)**

b) AUDITOR:

3. Resolution to establish a stand-alone account at Key Bank to be used by the Auditor's Office for the sole purpose of writing checks to cover the cash received on a daily basis through the DRIVES System provided by the Washington State Department of Licensing (DOL). DOL Procedure VEH.7 Section D requires that all money collected through DRIVES in the DOL account be deposited by the close of the next business day. **(Resolution No. R20180075)**

c) FACILITIES MANAGEMENT:

4. Amendment No. 1 to Interlocal Agreement No. C20160157 between North Sound Behavioral Health Organization, LLC and Skagit County for use of County-owned building located at 201 Lila Lane in Burlington. This Amendment extends the term of the lease from March 30, 2018, to December 31, 2018. Monthly rent to Skagit County remains at an amount not to exceed \$5,020.83. All other terms and conditions of the original Agreement shall remain unchanged and in effect. **(Amendment No. A20180036)**

d) INFORMATION SERVICES:

5. Amendment No. 2 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 will provide Skagit County with a transition plan to convert from the on premise Version 6 Platform to Version 7 which will be hosted in Probatum's cloud environment. Total estimated compensation is increased from \$13,400 to \$17,000, which includes the records retention backup of \$200 for each request, not including taxes. All other terms and conditions of the original Agreement shall remain the same and in effect. **(Amendment No. A20180037)**

e) PROSECUTING ATTORNEY:

6. Multiple Tenant Commercial Lease Agreement with SaviBank for premises located at 208 East Blackburn, Suite 203 in Mount Vernon for use by the Skagit County Family Support Division. Monthly rent shall not exceed \$2,563.48 and the 12-month lease amount shall not exceed \$30,761 plus monthly triple net expenses. The lease is renewal after the 12-month period. **(Contract No. C20180177)**

f) PUBLIC HEALTH:

7. Grant Award by United Way of Skagit County to fund the Materni-Teas and Bringing Baby Home programs. Compensation to Skagit County shall not exceed \$3,500. The Agreement is ratified to commence on February 13, 2018, and continue until June 30, 2018. **(Contract No. C20180178)**
8. Personal Services Agreement with Community Action of Skagit County to provide motel vouchers for homeless households with children under the age of 18 who are enrolled in Housing Case Management Services. Skagit County shall reimburse Community Action of Skagit County for motel vouchers issued as described in Exhibit "A" Scope of Work for a total amount not to exceed \$10,000 and is funded by low-income housing funds, homeless housing funds and 1/10th of 1% chemical dependency or mental health treatment sales tax. The Agreement is ratified to commence on April 1, 2018, and continue until April 30, 2018. **(Contract No. C20180179)**
9. Personal Services Agreement with Skagit Valley Hospitality Association dba Friendship House to manage and operate Low-Barrier Emergency Winter Shelter (Shelter) and Motel Voucher through April 29, 2018. Shelter will be provided at the Mount Vernon Seventh Day Adventist Church located at 4520 East College Way in Mount Vernon. Compensation shall not exceed

\$30,000 and is funded by low-income housing funds. This one-month contract is due to the City of Mount Vernon granting a 30-day emergency shelter permit extension. The Agreement is ratified to commence on April 1, 2018, and continue until April 30, 2018. **(Contract No. C20180180)**

10. Interlocal Cooperative Agreement with Washington State University - Skagit County Extension (WSU) pursuant to the authority granted by Chapter 39.34 RCW, Interlocal Cooperation Act. The intent of this Interlocal Agreement is to provide Skagit County families with the Strengthening Families Program (SFP). SFP is delivered in local communities for groups of 7-12 families at a time over 7-11 weeks. Compensation is based on a cost reimbursement basis and shall not exceed \$120,000 which is funded by 1/10th of 1% chemical dependency or mental health treatment sales tax and Behavioral Health Organization funds. The Agreement is ratified to commence on April 1, 2018, and continue until June 30, 2019. **(Contract No. C20180181)**
11. Skagit County Volunteer and Student Placement Agreement with Tammy Hargett to provide a volunteer opportunity to participate in public service by providing assistance to the Public Health Department. Ms. Hargett may be reimbursed for expenses and nominal fees when authorized as outlined in the Agreement. The Agreement shall commence on August 16, 2018, and continue until November 30, 2018. **(Contract No. C20180182)**
12. Amendment No. 1 to Personal Services Agreement No. C20180028 with NAMI Skagit to provide education and outreach to eligible individuals living with mental illness. This Amendment increases compensation from \$15,000 to \$21,650, due to the expansion of the educational program offered. Compensation is funded through Millage funds and is based on a reimbursement for service fee schedule as outlined in Exhibit "B". All other terms and conditions remain the same including the termination date of December 31, 2018. **(Amendment No. A20180038)**
13. Amendment No. 1 to Consolidated Contract with the Washington State Department of Health (DOH CONTRACT # CLH18259), Skagit County Contract No. C20180132, to facilitate the delivery of public health services in Skagit County. This Amendment revises Exhibit "A", Statements of Work; increases compensation to Skagit County from \$107,125 to \$350,099, and replaces Exhibit "C-1", Federal Awards. All other terms and conditions of the original Agreement shall remain the same including the termination date of December 31, 2020. **(Amendment No. A20180039)**

g) PUBLIC WORKS:

14. Resolution requesting qualifications for professional engineering and right-of-way services for the Josh Wilson Road - Phase 1 Project #ES33000-9. The closing date for submittal of statements of qualifications is April 25, 2018, at 4:00 p.m. **(Resolution No. R20180076)**
15. Vendor Services Agreement with Miles Sand & Gravel to provide gravel and concrete products as listed in Exhibit "A" for chip sealing and other activities to maintain County roads and right-of-ways. Compensation shall not exceed \$250,000 and is based on a fee schedule. The Agreement shall commence on the date of execution and shall continue until March 31, 2019. **(Contract No. C20180183)**
16. Vendor Services Agreement with Casey's Quarry to provide gravel and rock products as listed in Exhibit "A" to maintain County roads and right-of-ways. Compensation shall not exceed \$50,000 and is based on a fee schedule. The Agreement shall commence on the date of execution and shall continue until March 31, 2019. **(Contract No. C20180184)**
17. Vendor Services Agreement with Skagit Aggregates LLC to provide gravel as listed in Exhibit "A" for chip sealing and other activities to maintain County roads and right-of-ways. Compensation shall not exceed \$50,000 and is based on a fee schedule. The Agreement shall commence on the date of execution and shall continue until March 31, 2019. **(Contract No. C20180185)**
18. Vendor Services Agreement with ISCO Industries, Inc. (Snap-Tite Division) to provide road maintenance materials for culvert lining as listed in Exhibit "A". Compensation is based on a fee schedule and shall not exceed \$200,000. The Agreement shall

commence on the date of execution and continues until March 31, 2019. **(Contract No. C20180186)**

h) **SHERIFF:**

19. Personal Services Agreement with Travis Brown to provide all labor and equipment necessary to transport and remove animals from 12354 Bay View Cemetery Road in Mount Vernon per Emergency Resolution No. R20180034 as requested by the Skagit County Sheriff's Animal Control Officer. Compensation shall not exceed \$3,000 and is based on a rate schedule. The Agreement is ratified to commence on January 23, 2018, and continue until January 31, 2018. **(Contract No. C20180187)**

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 \$111,281.75 (Transmittal No. C-52-18); and
 - b) ACH Transfer Request Form and Certification to Delta Dental from Clearing Fund 696 in the total dollar amount of \$6,933.15 (Transmittal No. C-53-18); and
 - c) ACH Transfer Request Form and Certification to Delta Dental from Clearing Fund 696 in the total dollar amount of \$77,622.31 (Transmittal No. C-54-18); and
 - d) Warrants numbered 478602 through 478893 from Clearing Fund 696 in the total dollar amount of \$4,397,497.11 (Transmittal No. C-55-18).

VII. **ADJOURNMENT:**

Chair Dahlstedt adjourned the proceedings at 1:43 p.m.

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

Kenneth A. Dahlstedt, Chair

Lisa Janicki, Commissioner

Ron Wesen, Commissioner

ATTEST:

Clerk of the Board