

**RECORD OF THE PROCEEDINGS  
SKAGIT COUNTY BOARD OF COMMISSIONERS  
MONDAY, NOVEMBER 2, 2020**

The Skagit County Board of Commissioners met in regular session on Monday, November 2, 2020, with Chair Ron Wesen, Commissioner Kenneth A. Dahlstedt, and Commissioner Lisa Janicki present.

I. CALL TO ORDER:

Chair Wesen called the telephonic proceedings to order at 8:45 a.m.

II. AGENDA:

- a) 8:45 a.m. - 9:45 a.m. Briefing - County Administrator, Planning and Development Services, Public Works, Public Health, and Emergency Medical Services (Listen to the meeting by calling: 1 (872) 240-3412 Access Code: 121 357 389 or join by computer: <https://global.gotomeeting.com/join/121357389>)

Chair Wesen called the briefing to order at 8:45 a.m. The purpose of the briefing was for Planning and Development Services, Public Works, Public Health, and Emergency Medical Services departments to provide an update.

Attendees:

Chair Ron Wesen  
Commissioner Kenneth A. Dahlstedt  
Commissioner Lisa Janicki  
County Administrator Trisha Logue  
Deputy County Administrator Kayla Schott-Bresler  
Chief Civil Deputy Prosecuting Attorney Melinda Miller  
Public Works Director Dan Berentson  
County Engineer Paul Randall-Grutter  
Planning and Development Services Director Hal Hart  
Public Health Director Jennifer Johnson  
Emergency Medical Services Director Josh Pelonio  
Communications Coordinator Laura Han

Chair Wesen recessed the proceedings at 9:55 a.m.

Link to briefing documents:

<ftp://ftp.skagitcounty.net/countycommissioners/documents/agendapackets/11022020/>

- b) 12:00 p.m. - 1:00 p.m. Commissioners may attend a Virtual Assembly hosted by Washington State Association of Counties (WSAC)
- c) \*1:30 p.m. - 2:30 p.m. Consent Agenda, Vouchers, Warrants and Miscellaneous Items (Watch the meeting live on Skagit21 Television, streamed online at [www.skagitcounty.net/Skagit21](http://www.skagitcounty.net/Skagit21) or listen to the meeting by calling: 1 (872) 240-3212 Access Code: 944 178 613 or join by computer: <https://global.gotomeeting.com/join/944178613>).

Chair Wesen reconvened the proceedings at 1:35 p.m.

1. CONSENT AGENDA FOR MONDAY, NOVEMBER 2, 2020 (items 1 through 38):

A motion was made by Commissioner Janicki to approve Consent Agenda items 1 through 38, including all items requiring ratification, vouchers and warrants for Monday, November 2, 2020. Commissioner Dahlstedt seconded the motion.

The vote passed unanimously.

- a) COMMISSIONERS:

1. Record of the Proceedings for Monday, October 26, 2020. **(Approved)**
2. Record of the Proceedings for Tuesday, October 27, 2020. **(Approved)**
3. Record of the Proceedings for Wednesday, October 28, 2020. **(Approved)**
4. Resolution creating a new Skagit County Tourism Promotion Area (TPA) Fund from Fund 104. **(Resolution No. R20200185)**

b) ADMINISTRATIVE SERVICES:

5. Funding Agreement with Skagit Domestic Violence and Sexual Assault Services to provide Coronavirus Aid, Relief and Economic Security (CARES) Act funds for expenses to care for the homeless population in order to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions. Compensation shall not exceed \$12,500. The Agreement is ratified to commence on March 1, 2020, and continue to November 20, 2020. **(Contract No. C20200575)**
6. Funding Agreement with the Sedro-Woolley School District to facilitate the safe reopening of schools and advance educational access and mitigate transmission of COVID-19 in the school environment, as described in Resolution No. R20200178. Through this contract, the County will distribute funds provided by Section 601(a) of the Social Security Act, as added by Section 5001 of the Coronavirus Aid Relief, and Economic Security ("CARES Act") via the Washington State Department of Commerce, Skagit County Contract No. C20200207. Compensation shall not exceed \$221,100. The Agreement shall commence on the date of execution and continue until November 20, 2020. **(Contract No. C20200576)**
7. Funding Agreement with the La Conner School District to facilitate the safe reopening of schools and advance educational access and mitigate transmission of COVID-19 in the school environment, as described in Resolution No. R20200178. Through this contract, the County will distribute funds provided by Section 601(a) of the Social Security Act, as added by Section 5001 of the Coronavirus Aid Relief, and Economic Security ("CARES Act") via the Washington State Department of Commerce, Skagit County Contract No. C20200207. Compensation shall not exceed \$30,950. The Agreement shall commence on the date of execution and continue until November 20, 2020. **(Contract No. C20200577)**
8. Funding Agreement with Immaculate Conception Regional School District to facilitate the safe reopening of schools and advance educational access and mitigate transmission of COVID-19 in the school environment, as described in Resolution No. R20200178. Through this contract, the County will distribute funds provided by Section 601(a) of the Social Security Act, as added by Section 5001 of the Coronavirus Aid Relief, and Economic Security ("CARES Act") via the Washington State Department of Commerce, Skagit County Contract No. C20200207. Compensation shall not exceed \$9,200. The Agreement shall commence on the date of execution and continue until November 20, 2020. **(Contract No. C20200578)**
9. Funding Agreement with the Mount Vernon School District to facilitate the safe reopening of schools and advance educational access and mitigate transmission of COVID-19 in the school environment, as described in Resolution No. R20200178. Through this contract, the County will distribute funds provided by Section 601(a) of the Social Security Act, as added by Section 5001 of the Coronavirus Aid Relief, and Economic Security ("CARES Act") via the Washington State Department of Commerce, Skagit County Contract No. C20200207. Compensation shall not exceed \$346,400. The Agreement shall commence on the date of

execution and continue until November 20, 2020. **(Contract No. C20200579)**

c) BUDGET AND FINANCE:

10. Resolution to call for a public hearing regarding amending the 2020 Skagit County Budget. The public hearing is scheduled to take place on Monday, November 16, 2020, at 8:30 a.m., or as soon thereafter as possible. Please call the Clerk of the Board at 1 (360) 416-1300 before the meeting is scheduled to start if you would like to sign up to provide testimony. To participate in the public hearing, join by computer: <https://global.gotomeeting.com/join/207601597> or call 1 (872) 240-3212 Access Code: 207 601 597. **(Resolution No. R20200186)**

d) FACILITIES:

11. Amendment No. 1 to Agreement No. C20180678 with Skagit County Historical Society to provide funding for operation of the Museum, use of an artifact storage area, and support for information technology. This Amendment revises the terms of the Agreement. Compensation remains at an amount not to exceed \$170,000 annually. All other terms and conditions of the original Agreement shall remain in effect including the term that continues until December 31, 2021. **(Amendment No. A20200199)**
12. Resolution to approve a Request for Proposals in preparation for an Energy Savings Performance Contract toward installation of a ground-mounted photo-voltaic solar system at the Community Justice Center located at 201 Suzanne Lane in Mount Vernon. **(Resolution No. R20200187)**

e) HUMAN RESOURCES:

13. Resolution to amend Resolution No. R20190097, Human Resources Policies and Procedures Manual Policy 4.4 D "Vacation Cash-out", to mitigate the budget impact while continuing to provide for conversion of vacation. **(Resolution No. R20200188)**

f) INFORMATION SERVICES:

14. Amendment No. 1 to Agreement No. C20200326 with RFI Communications and Security Systems to add Access Point Packages to install, program, test and commission physical security access measures at the Skagit County Administration, Annex, Courthouse, Public Defender, Public Safety, and Office of Juvenile Court Buildings. This Amendment includes the addition of a security access control package to an additional door in the Auditors Office. Compensation is increased by \$5,815.13 for a new total compensation amount not to exceed \$333,711.22. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20200200)**

g) PARKS, RECREATION AND FAIR:

15. Amendment No. 1 to Personal Services Agreement No. C20200085 with Semrau Engineering & Surveying, PLLC to provide civil engineering and surveying services for the Veterans Plaza project at the Northern State Recreation Area and provide the necessary survey for the Skagit Playfields. This Amendment extends the term of the Agreement from January 1, 2021 to December 31, 2021. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20200201)**
16. Amendment No. 1 to Personal Services Agreement No. C20200009 with Carletti Architects, P.S. to prepare construction documents, permits, drawings and bid packets for the asphalt removal/replacement project for a portion of the fairgrounds along vehicle thoroughfares, buildings C, D, E and F at the fairgrounds, and to prepare documents for replacing the roof

of the bathroom structure at the new parking lot and trailhead at Presentin Park. This Amendment extends the term of the Agreement from January 1, 2021 to December 31, 2021. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20200202 this is a duplicate of Amendment No. A20200195)**

17. Amendment No. 1 to Personal Services Agreement No. C20200065 with Urban Forestry Services/Bartlett Consulting-A Division of the F.A. Bartlett Tree Expert Company to provide services including: tree risk assessment and tree management plans, landscape tree appraisals, landscape plan review and other related arboricultural and horticultural challenges. This Amendment extends the term of the Agreement from January 1, 2021 to December 31, 2021. Compensation remains the same and shall not exceed \$5,000. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20200203)**
- h) PROSECUTING ATTORNEY:
18. Resolution to provide legal defense to current Skagit County Public Defender's Office employees Keith Tyne, Robert Roth and Clifford Wesley Richards in a lawsuit filed by Kenneth Lohman. **(Resolution No. R20200189)**
- i) PUBLIC HEALTH:
19. Personal Services Agreement with Catholic Community Services of Western Washington to provide administration of the Coronavirus Aid, Relief, and Economic Security (CARES) Act Motel Voucher Program. Compensation shall not exceed \$6,500. The Agreement is ratified to commence on September 30, 2020, and continue until November 30, 2020. **(Contract No. C20200580)**
  20. Interlocal Cooperative Agreement with Sedro-Woolley School District to assist families that are eligible for assistance under the McKinney-Vento Act with rental assistance, motel vouchers and other housing related expenses to mitigate the impacts of COVID-19. Compensation shall not exceed \$30,000. The Agreement is ratified to commence on September 30, 2020, and continue until November 30, 2020. **(Contract No. C20200581)**
  21. Amendment No. A to Grant Agreement No. C20200355 with the Washington State Department of Commerce through the Community Services and Housing Division Housing Assistance Unit, Contract No. 20-4613C-123 to provide resources to prevent, prepare for, and respond to the COVID-19 pandemic among individuals and families who are homeless or receiving homeless assistance; and to support additional homeless assistance and homeless prevention activities to mitigate the impacts of COVID-19. This Amendment increases funding from \$267,575 to an amount not to exceed \$1,650,463, extends the term of the Agreement to September 30, 2022, and updates the Scope of Work to include youth and young adult performance measurement requirements and spend down requirements. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20200204)**
  22. Interlocal Cooperative Agreement with Swinomish Indian Tribal Community to provide case management and recovery support services to individuals enrolled in Skagit County Family Treatment Court. Compensation shall not exceed \$10,000 and is based on a reimbursement schedule. The Agreement is ratified to commence on July 1, 2020, and continue until December 31, 2020. **(Contract No. C20200582)**
  23. Memorandum of Understanding with Habitat for Humanity in Whatcom County regarding affordable housing assistance through the Community Development Block Grant (CDBG) eligible Homeownership Assistance Project as funded by a grant in the amount of \$750,000 from the United

States Department of Housing and Urban Development (HUD) and administered by the Washington State Department of Commerce (Commerce). The County shall provide assistance in the form of homeownership assistance provided directly by check submitted to eligible homebuyers escrow accounts. The Agreement shall commence on the date of execution and continue until Homeownership Assistance Project funds are fully expended. **(Contract No. C20200583)**

24. Personal Services Agreement with Anacortes Family Center for the provision of motel vouchers for homeless households that include individuals at the highest risk of complications from COVID-19. Compensation shall not exceed \$50,000. The Agreement is ratified to commence on September 30, 2020, and continue until November 30, 2020. **(Contract No. C20200584)**
25. Personal Services Agreement with Anacortes Family Center to provide administration of the Coronavirus Aid, Relief and Economic Security (CARES) Act Motel Voucher Program. Compensation shall not exceed \$5,000. The Agreement is ratified to commence on September 30, 2020, and continue until November 30, 2020. **(Contract No. C20200585)**
26. Personal Services Agreement with Catholic Community Services of Western Washington for the provision of motel vouchers for homeless households that include individuals at the highest risk of complications from COVID-19. Compensation shall not exceed \$50,000. The Agreement is ratified to commence on September 30, 2020, and continue until November 30, 2020. **(Contract No. C20200586)**
27. Personal Services Agreement with Community Action of Skagit County to provide administration of the Coronavirus Aid, Relief, and Economic Security (CARES) Act Motel Voucher Program. Compensation shall not exceed \$19,000. The Agreement is ratified to commence on September 30, 2020, and continue until November 30, 2020. **(Contract No. C20200587)**

j) PUBLIC WORKS:

28. Access Easement on Parcel No. P40825 granted by property owners Dennis and Kathleen Simpson to provide access and utility route between Prevedal Road and Carpenter Road. Compensation shall not exceed \$15,500. The Access Easement shall commence on the date of mutual execution and continue in perpetuity. **(Contract No. C20200588)**
29. Amendment No. 1 to Personal Services Agreement No. C20190159 with PRR, Inc. to fulfill the requirements of Task 5 of Grant Agreement No. GVL22580 (formerly N22580) with the Washington State Department of Health (Skagit County Contract No. C20170194). This Amendment revises Exhibit "A" Scope of Work to include Tasks 6 through 9, updates Exhibit "B" Compensation, increasing compensation by \$62,815 to an amount not to exceed \$150,338, and extends the term of the Agreement from March 31, 2021 to December 31, 2021. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20200205)**
30. Amendment No. 1 to Local Agency Professional Services Negotiation Hourly Rate Consultant Agreement No. C20180067 with Watershed Science & Engineering, Inc. to provide management and administration support of flood, stormwater, and drainage projects. This Amendment extends the term of the Agreement to December 31, 2021. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20200206)**
31. Farmland Legacy Program Grant Deed of Conservation Easement between Northwest Territory, LLC, an Oklahoma Limited Liability Company, Grantor, and Skagit County, Grantee. The Conservation Easement protects 81 acres of agricultural land on Parcel Numbers P34806 and P34811 and

eliminates 2 residential development rights for the compensation of \$165,000. The Conservation Values include protection of agricultural productivity and the protection of prime and important agricultural soils. The Agreement shall commence on mutual execution and continue in perpetuity. **(Contract No. C20200589)**

32. Personal Services Agreement with Canyon Environmental Group LLC to support the ongoing monitoring and reporting related to Skagit County's Helmick Wetland Mitigation Site. Compensation shall not exceed \$37,500, and is based on a fee schedule. The Agreement shall commence on the date of execution and continue until December 31, 2023. **(Contract No. C20200590)**
33. Interagency Agreement with Washington State Department of Commerce through the Energy Division for Clean Energy Fund 4 Guemes Ferry Charging Project, Contract No. 19-92201-010 for the Guemes Ferry Charging Project No. ESMVGUE-2 to provide funding to develop the Guemes ferry dock shore power charging infrastructure. Compensation to Skagit County shall not exceed \$1,455,000. The Agreement is ratified to commence on November 1, 2020 and continue until June 30, 2023. **(Contract No. C20200591)**

k) SHERIFF:

34. Subscriber Agreement with Public Safety Testing, Inc. to provide pre-employment testing services for the Sheriff's Office Deputies. Compensation is based on a rate schedule and shall not exceed \$4,936 for the first calendar year. Subscription fees are subject to an annual increase of 3%. The Agreement shall commence on January 1, 2021, and renew automatically until cancelled. **(Contract No. C20200592)**
35. Personal Services Agreement with Skagit Bonded Collectors, LLC to provide collection services of unpaid accounts referred by the Skagit County Sheriff's Office. The collection fee shall be 35% of the principal amount of the account, pursuant to RCW 19.16.500. The Agreement shall commence on January 1, 2021, and continue until December 31, 2025. **(Contract No. C20200593)**
36. Amendment No. 1 to Memorandum of Understanding (MOU) No. C20200376 between the Skagit County Sheriff's Office and Compass Health's Mobile Crisis Outreach Team (MCOT) to facilitate the coordination of services for individuals suffering from mental illness, substance use disorder who are in a behavioral health crisis and who are served by both organizations. This Amendment provides reimbursement to Compass Health for costs related to the MCOT program. Compensation shall not exceed \$4,000. All other terms and conditions of the original Agreement shall remain in effect including the term that continues until January 1, 2022. **(Amendment No. A20200207)**
37. Amendment No. 4 to Personal Services Agreement No. C20140522 with Everett Polygraph Services, LLC to provide polygraph and interview services for potential and existing employees of the Skagit County Sheriff's Office and the Skagit County Community Justice Center. This Amendment extends the term of the Agreement from December 31, 2020, through December 31, 2021. All other terms and conditions of the original Agreement shall remain in effect. **(Amendment No. A20200208)**

l) SUPERIOR COURT:

38. Interagency Agreement IAA21560 with Washington State Administrative Office of the Courts to provide reimbursement for interpreter services. Compensation to Skagit County shall not exceed \$20,869. The Agreement is ratified to commence on July 1, 2020, and shall continue until June 30, 2021. **(Contract No. C20200594)**

## 2. 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 \$183,149.51 (Transmittal No. C-126-20); and
  - b) ACH Transfer Request Form and Certification to Trusteed Plans Service Corporation from Clearing Fund 696 in the total dollar amount of \$131,415.05 (Transmittal No. C-128-20); and
  - c) Warrants numbered 523433 through 523672 from Clearing Fund 696 in the total dollar amount of \$2,163,585.09 (Transmittal No. C-130-20).

## 3. MISCELLANEOUS AGENDA (items 1 through 3):

A motion was made by Commissioner Dahlstedt to approve Miscellaneous Agenda items 1 and 2. Commissioner Janicki seconded the motion.

The vote passed unanimously.

## a) ADMINISTRATIVE SERVICES:

- 1. Resolution to declare a continued Public Health Emergency and modified purchasing, bidding, and public notice requirements associated with personal protective equipment. **(Resolution No. R20200190)**

## b) PARKS, RECREATION AND FAIR:

- 2. Vendor Services Agreement with Advanced Septic Treatment Systems, Inc. to provide inspection and reports of all TRD 1000 systems in Skagit County park locations as mandated by the Skagit County Health Department. Compensation shall not exceed \$4,850. The Agreement shall commence on the date of execution and continue for two years. **(Contract No. C20200595)**

Chair Wesen announced that he was advised to recuse himself from Miscellaneous item 3 because he was on the Board for Community Action of Skagit County.

A motion was made by Commissioner Janicki to approve Miscellaneous Agenda item 3. Commissioner Dahlstedt seconded the motion.

The vote passed unanimously.

## c) PUBLIC HEALTH:

- 3. Subrecipient Agreement with Community Action of Skagit County to administer the Community Development Block Grant (CDBG) Program services for the East County Critical Needs and Homeless Services Project pursuant to CDBG award Contract No. 20-62210-012. The Agreement is ratified to commence on July 1, 2020, and remains in effect for the time during which the Subrecipient remains in control of the CDBG funds. Skagit County shall pass through to Community Action of Skagit County an amount not to exceed \$58,688 in CDBG funds for eligible incurred costs and expenses for the project. **(Contract No. C20200596)**

d) 2:30 p.m. - 4:00 p.m. Executive Session (None Scheduled as of the Date of this Notice)

There were no executive sessions for Monday, November 2, 2020.

III. ADJOURNMENT:

Chair Wesen adjourned the proceedings at 1:40 p.m.

\*Note, to obtain an audio or video recording of this meeting; please contact the Skagit County Commissioners' office.

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

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Ron Wesen, Chair

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Kenneth A. Dahlstedt, Commissioner

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Lisa Janicki, Commissioner

ATTEST:

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Clerk of the Board