

SKAGIT COUNTY COMMISSIONERS' AGENDA

Meetings are held at 1800 Continental Place, Mount Vernon unless noted otherwise
Access for some meetings is provided [through Zoom](#) or by Telephone: 1 (253) 215-8782 #871 8000 1980
Public comments prior to final action per RCW 42.30.20(4) must relate to the specific agenda item

I. MONDAY, NOVEMBER 11, 2024:

VETERAN'S DAY HOLIDAY - COUNTY OFFICES CLOSED

II. TUESDAY, NOVEMBER 12, 2024:

- a) 9:00 a.m. - 10:00 a.m. Briefing – Planning and Development Services, Public Health, and Facilities
- b) 10:00 a.m. - 10:30 a.m. Briefing – Public Works
- c) 10:30 a.m. - 11:00 a.m. Briefing – Central Services
- d) *11:00 a.m. Pledge of Allegiance
- e) *11:00 a.m. - 11:30 a.m. Consent Agenda, Vouchers, Warrants and Miscellaneous Items:
 - 1. Public Comment (Specifically related to the agenda item)
- f) *11:30 a.m. - 11:45 a.m. Board of County Commissioners:
 - 1. Public Comment Period
 - 2. County and Individual Success Stories
 - 3. Miscellaneous (announcements, letters, etc.)
- g) 2:00 p.m. - 3:00 p.m. Work Session with Public Health
- h) *3:00 p.m. - 4:00 p.m. Public Health – Keith Higman, Director:
 - 1. Presentation: Veteran's Services and Resources in Skagit County
 - 2. Miscellaneous
- i) 6:00 p.m. Community Meeting – District 2 (Skagit County Commissioners Hearing Room, 1800 Continental Place, Mount Vernon)

III. WEDNESDAY, NOVEMBER 13, 2024:

- a) 7:30 a.m. - 9:00 a.m. United Way of Skagit County Annual Kick-Off Breakfast (Swinomish Casino and Lodge, 12885 Casino Drive, Anacortes)
- b) 12:00 p.m. - 1:30 p.m. 911 Board of Directors Meeting
- c) *3:00 p.m. Pledge of Allegiance
- d) *3:00 p.m. - 4:30 p.m. Closed Record Appeal No. PL24-0356 from Jan M. Edelstein and Robert Eleveld and Appeal No. PL24-0357 from Kimberly Sanford, Danny Sanford, Jacob Koopmans and Greg Wittendorf Regarding the Hearing Examiner's Decision on Shoreline Substantial Development Permit, Shoreline Variance, and a Shoreline Conditional Use Permit Application No. PL22-0528 for stormwater outfall improvements to convey stormwater from detention ponds across the Overlook Golf Course and proposed Overlook Crest development through the existing stormwater system into Big Lake

Continued OVER...

IV. THURSDAY, NOVEMBER 14, 2024:

- a) 7:00 a.m. Forest Advisory Board (FAB) Meeting
- b) 7:30 a.m. Breakfast with Elected Officials (Calico Cupboard, 121 Freeway Drive, Mount Vernon)
- c) 9:30 a.m. - 10:15 a.m. Executive Session (Potential Litigation - RCW 42.30.110(1)(i))
 - 1. Call Public Meeting to Order
 - 2. Executive Session
 - 3. Reconvene Public Meeting for the sole purpose of Adjournment
- d) 10:30 a.m. – 11:30 a.m. Work Session to Present 2025 Preliminary Budget to Elected Officials & Department Heads
- e) 3:00 p.m. - 4:00 p.m. Work Session with Public Works
- f) 4:00 p.m. - 5:00 p.m. Commissioners Briefing

V. SATURDAY, NOVEMBER 16, 2024:

- a) 5:30 p.m. Mount Vernon Rotary Club Foundation Auction (Swinomish Casino and Lodge, 12885 Casino Drive, Anacortes)

TUESDAY, NOVEMBER 12, 2024: BID OPENING (Clerk of the Board & Public Works Staff)

*1:15 p.m. (or soon thereafter) 2025 Haul Out and Maintenance for the Vehicle and Passenger Ferry M/V Guemes, Project #FEH025-1

FUTURE BID OPENINGS:

Monday, December 2, 2024, 12:15 p.m. Two (2) New Latest Model Kick-Off Broom

Tuesday, January 14, 2025, 12:00 p.m. Skagit County Prosecutor's Office Tenant Improvements (TI) Project

FUTURE PUBLIC HEARING:

Monday, November 18, 2024, 10:00 a.m. To Consider Testimony Regarding Proposed Revisions to the Planning and Development Services Fee Schedule

REQUEST FOR QUALIFICATIONS (RFQ):

Thursday, November 7, 2024, 4:00 p.m. Professional Engineering, Environmental Permitting, and Right of Way Services for the North Osterman Creek Crossing Project No. EO212-318; FEMA Project No. 45993 DR-WA-188906

Thursday, December 19, 2024, 1:00 p.m. Skagit County Treasurer's Office Primary Banking Services

NOTE: ALL TIMES ARE ESTIMATES TO ASSIST IN SCHEDULING AND MAY BE CHANGED SUBJECT TO THE BUSINESS OF THE DAY AT THE BOARD'S DISCRETION

Sessions marked with an asterisk * will be televised live on Comcast Channel 21, WAVE cable channel 21 (La Conner and surrounding areas,) and in Anacortes on Comcast channel 26 and streamed online live at www.skagitcounty.net/skagit21. Recorded meetings are re-broadcast daily at 3:00, 6:00, 9:00, 12:00 am and pm and can also be viewed ON DEMAND online at www.skagitcounty.net/Skagit21.

1. CONSENT AGENDA FOR TUESDAY, NOVEMBER 12, 2024 (items 1 through 33):

a) COMMISSIONERS:

1. Record of the Proceedings for Monday, November 4, 2024.
2. Record of the Proceedings for Thursday, November 7, 2024.
3. Resolution to appoint Brian Wilbur to serve on the La Conner Regional Library Board of Trustees. Mr. Wilbur shall fill the remainder of the term vacated by Dr. William Smith which will expire on October 31, 2025.

b) AUDITOR:

4. Amendment No. 1 to Washington State Department of Licensing Subagent Agreement No. C20190544 between Skagit County Licensing Agent and Subagent AMSI Vehicle Licensing, LLC which allows the Subagent to provide vehicle and vessel registration and licensing services. This Amendment extends the term of the Agreement from December 31, 2024 to December 31, 2029. All other terms and conditions of the original Agreement shall remain in effect.
5. Amendment No. 1 to Washington State Department of Licensing Subagent Agreement No. C20190546 between Skagit County Licensing Agent and Subagent Skagit Auto Licensing, Inc. which allows the Subagent to provide vehicle and vessel registration and licensing services. This Amendment extends the term of the Agreement from December 31, 2024 to December 31, 2029. All other terms and conditions of the original Agreement shall remain in effect.

c) BUDGET AND FINANCE:

6. Funding Agreement with Willowbrook Manor to award \$7,500 of Lodging Tax funds to support marketing and advertising as authorized by Resolution No. R20240220. The Agreement shall commence on January 1, 2025 and continue until December 31, 2025.
7. Funding Agreement with Skagit Art Association to award \$2,000 of Lodging Tax funds to support marketing and advertising as authorized by Resolution No. R20240220. The Agreement shall commence on January 1, 2025 and continue until December 31, 2025.
8. Funding Agreement with Skagit Bicycle Club to award \$3,500 of Lodging Tax funds to support marketing and advertising as authorized by Resolution No. R20240220. The Agreement shall commence on January 1, 2025 and continue until December 31, 2025.
9. Funding Agreement with Skagit County Historical Museum to award \$40,000 of Lodging Tax funds to support marketing and advertising as authorized by Resolution No. R20240220. The Agreement shall commence on January 1, 2025 and continue until December 31, 2025.
10. Interlocal Cooperative Agreement with the City of Mount Vernon to assist in providing library materials to the residents of unincorporated Skagit County during 2024. Compensation shall not exceed \$13,595. The Agreement shall commence on the date of execution and continue until December 31, 2024.

d) FACILITIES MANAGEMENT:

11. Vendor Services Agreement with Elevator Support Company to provide elevator inspections, maintenance and repairs at all applicable Skagit County facilities. Compensation is based on a fee schedule and shall not exceed \$200,000 plus any applicable taxes. The Agreement is ratified to commence on November 9, 2024 and shall continue for two years.

e) OFFICE OF JUVENILE COURT:

12. Interlocal Cooperative Agreement with Mount Vernon School District to fund a BECCA Case Manager Position to help file truancy petitions, provide truancy intervention, and case management. Compensation shall not exceed \$16,325. The Agreement is ratified to commence on September 1, 2024 and continue through August 31, 2025.

f) PARKS AND RECREATION:

13. Real Estate Purchase and Sale Agreement (Donation) and statutory Warranty Deed with Mark A. Studley and Diane L. Studley for the donation of real property known as Skagit County Assessor Tax Parcel Numbers P24310 and P24312 to Skagit County for Parks and Recreation purposes. Compensation shall not exceed \$10. The Agreement shall commence on the date of execution.

g) PLANNING AND DEVELOPMENT SERVICES:

14. Resolution to call for public hearing regarding establishing the annual assessment for the Edison Subarea of the Clean Water (Shellfish Protection) District. The public hearing is scheduled to take place on Monday, November 25, 2024, at 10:30 a.m. or as soon thereafter as possible in the Skagit County Commissioners Hearing Room located at 1800 Continental Place in Mount Vernon. Attendance will be in-person or remote by phone: 1 (253) 215-8782 Meeting ID: 871 8000 1980 or by computer, tablet, or smartphone: <https://us06web.zoom.us/j/87180001980?pwd=eEVGUGkxZ3NkQkhYSnhBMEo2RTQrdz09>

h) PUBLIC HEALTH:

15. Amendment No. 1 to Personal Services Agreement No. C20240368 with Skagit Valley YMCA to operate the Oasis Teen Shelter program, seven days per week, every day of the year. This Amendment reflects a decrease in services for approximately nine months while the shelter is being renovated and services temporarily relocated. Compensation remains the same and shall not exceed \$75,500. The term remains the same and shall continue until June 30, 2025. All other terms and conditions of the original Agreement shall remain in effect.

i) PUBLIC WORKS:

16. Resolution to issue a Request for Qualifications for Professional Engineering, Bid Support, and Construction Management & Inspection Services for the South Osterman Creek Culvert Repair Project #EO214-5; FEMA Project No. 4650DR-WA-674680. The closing date for submittal of Statements of Qualifications is 4:00 p.m. on December 2, 2024.
17. Resolution awarding the bid for the Purchase & Assembly of (QTY 3) Marine Diesel Engine Packages for the Vehicle & Passenger Ferry M/V Guemes Project #FE8-60 to NC Power Systems Co. in the amount of \$526,866.75.
18. Resolution to call for public hearing regarding the 2025-2030 Six-Year Transportation Improvement Program (TIP). The public hearing is scheduled to take place on Monday, November 25, 2024, at 11:00 a.m. or as soon thereafter as possible in the Skagit County Commissioners Hearing Room located at 1800 Continental Place in Mount Vernon. Attendance will be in-person or remote by phone: 1 (253) 215-8782 Meeting ID: 871 8000 1980 or by computer, tablet, or smartphone through this link: <https://us06web.zoom.us/j/87180001980?pwd=eEVGUGkxZ3NkQkhYSnhBMEo2RTQrdz09>
19. Resolution to issue a Request for Qualifications for Professional Engineering, Environmental Permitting, Hydraulic Evaluation, and Right of Way Services for the Concrete Sauk Valley Road Bank Stabilization – Milepost 3.7 Project #ES8000-12; Federal Aid #CDS-29SV(001). The closing date for submittal of Statements of Qualifications is 4:00 p.m. on December 12, 2024.
20. Personal Services Agreement with Harris Environmental Group, Inc. to provide Cultural Resources Investigations Services on an as-needed, task order basis, for non-federally funded capital projects. Compensation shall not exceed \$25,000 and is based on a rate schedule. The Agreement shall commence on the date of execution and continue for two years.
21. Personal Services Agreement with Geosyntec Consultants, Inc. dba Aspect Consulting to provide Geology/Geotechnical Engineering Services on an as-needed, task order basis, for non-federally funded capital projects. Compensation shall not exceed \$125,000 and is based on a rate schedule. The Agreement shall commence on the date of execution and continue for two years.
22. Personal Services Agreement with David Evans and Associates, Inc. to provide Civil and Structural Professional Engineering Services on an as-needed, task order basis, for non-federally funded capital projects. Compensation shall not exceed \$175,000 and is based on a rate schedule. The Agreement shall commence on the date of execution and continue for two years.
23. Personal Services Agreement with DKS Associates, Inc. to provide Transportation and Traffic Engineering Services on an as-needed, task order basis, for non-federally funded capital projects. Compensation shall not exceed \$150,000 and is based on a rate schedule. The Agreement shall commence on the date of execution and continue for two years.
24. Vendor Services Agreement with Dakota Creek Industries, Inc. to provide moorage and temporary services from October 8 through October 10, 2024 for the M/V Guemes during unanticipated engine maintenance/repairs. Compensation shall not exceed \$3,934. The Agreement is ratified to commence on October 8, 2024 and shall continue for one year.
25. Amendment No. 3 to License and Services Agreement No. C20200612 with Cyclomedia Technology, Inc. to provide roadway data inventory analysis and data collection targeted to spatially locate Skagit County's road assets for prioritization and identification of projects and maintenance programs within Skagit County. This

Amendment extends the term from November 30, 2024 to November 30, 2025 and increases compensation by \$28,000. Total compensation shall not exceed \$710,867. All other terms and conditions of the original Agreement and prior Amendments shall remain in effect.

26. Amendment No. 1 to Vendor Services Agreement No. C20220342 with Pacific Star Marine, Inc. to perform maintenance and repair work on the M/V Guemes outdrives. This Amendment increases compensation from \$350,000 to \$375,000 and extends the term of the Agreement from December 31, 2024 to December 31, 2025. All other terms and conditions of the original Agreement shall remain in effect.
27. Amendment No. 1 to Vendor Services Agreement No. C20230071 with MER Equipment, Inc. to provide as needed maintenance, repair, and technical support for the John Deere Generator on the MV Guemes Ferry. This Amendment increases compensation from \$40,000 to \$115,000 and extends the term of the agreement from December 7, 2024 to December 7, 2025. All other terms and conditions of the original Agreement shall remain in effect.

j) RISK MANAGEMENT:

28. Amendment No. 5 to Personal Services Agreement No. C20220552 with Listen Audiology Services, Inc. to provide on-site audiometric testing services at various county locations. This Amendment updates the Scope of Work to include employee training and increases compensation from \$31,500 to \$45,000. The term remains the same and shall continue until December 31, 2025. All other terms and conditions of the original Agreement and prior Amendments shall remain in effect.
29. Amendment No. 5 to Personal Services Agreement No. C20210625 with Lisam America Inc. to provide SDSpro On-Demand (SaaS) Annual Lease Program which includes SDSpro Application, Unlimited Employee SDS Access via intranet, Integrated Backup, Web Inventory Manager License (WIM), and Chemical Authorization Request (CAR). This Amendment increases compensation for the 2025 renewal from \$5,500 to \$5,600. Total compensation shall not exceed \$18,846 plus any applicable taxes or fees. The term remains the same and shall continue until December 31, 2025. All other terms and conditions of the original Agreement and prior Amendments shall remain in effect.
30. Stop-Loss Insurance Policy Renewal with Sun Life for high cost medical claims for employees. Compensation shall not exceed \$1,115,642.80. The policy is effective January 1, 2025 and shall continue through December 31, 2025.

k) SHERIFF:

31. Organized Crime Drug Enforcement Task Forces (OCDETF) FY 2025 Agreement, Investigation/Strategic Initiative Number PA-WAW-0389, to receive reimbursement for costs incurred by the Skagit County Sheriff's Office in providing resources to joint operations/task forces for Fiscal Year 2025. OCDETF shall reimburse Skagit County \$15,000. The Agreement is ratified to commence on October 1, 2024 and shall continue until September 30, 2025.
32. Master Agreement with Assisted Patrol, LLC to lease two (2) bait devices to track criminal activity. Compensation shall not exceed \$4,000 plus applicable taxes. The Agreement shall commence on December 1, 2024, and continue until November 30, 2025.
33. Amendment No. 3 to Personal Services Agreement No. C20170602 with Gregg Davidson to assist with requested administrative services required by the Skagit County Jail Finance Committee as Chair for the Jail Finance Committee. This Amendment extends the term of the Agreement from December 31, 2024 to December 31, 2025. Compensation remains the same and shall not exceed \$250 per meeting. All other terms and conditions of the original Agreement and prior Amendments shall remain in effect.

2. MISCELLANEOUS AGENDA (items 1 and 2):

a) PUBLIC HEALTH:

1. Personal Services Agreement with Chinook Enterprises to provide system navigation services through the Bridges Program to eligible young adults as they prepare to exit their high school transition programs. Compensation is based on a fee schedule and shall not exceed \$35,000. The Agreement is ratified to commence on August 1, 2024 and continue until July 30, 2025.

b) PUBLIC WORKS:

2. Personal Services Agreement with Bronlea M. Consulting, LLC to provide communications services for the Skagit County Public Works Ferry Division in the form of newsletters and other outreach materials. Compensation is based on a rate schedule and shall not exceed \$15,000. The Agreement shall commence on the date of execution and continue for one year.