

SKAGIT COUNTY COMMISSIONERS' AGENDA

Meetings are held at 1800 Continental Place, Mount Vernon unless noted otherwise. Access for some meetings provided [through Zoom](#) or 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, DECEMBER 9, 2024:**

- a) 8:45 a.m. - 9:45 a.m. Briefing - Planning and Development Services, Facilities Management, and Public Health
- b) 10:00 a.m. - 10:30 a.m. Briefing - Public Works
- c) \*10:30 a.m. Pledge of Allegiance
- d) \*10:30 a.m. - 11:00 a.m. Presentation by Skagit Council of Governments Executive Director Kevin Murphy - Skagit Council of Governments (SCOG) Comprehensive Economic Strategy Community Stakeholder (CEDS) Group
- e) \*11:00 a.m. - 11:15 a.m. Public Works - Grace Kane, Director:
  - 1. Discussion/Possible Action - Adoption of the Six-Year Transportation Improvement Program (TIP) 2025-2030
  - 2. Miscellaneous
- f) \*11:15 a.m. - 11:30 a.m. Planning and Development Services - Jack Moore, Director:
  - 1. Discussion/Possible Action - Adoption of the 2025 - 2030 Capital Facilities Plan
  - 2. Miscellaneous
- g) \*11:30 a.m. - 12:00 p.m. Budget and Finance - Trisha Logue, Director:
  - 1. Discussion/Possible Action - Adoption of the 2025 Skagit County Budget and 2025 Tax Levies
    - a. Resolution Adopting the 2025 Skagit County Budget
    - b. Resolution Authorizing the Levying of Taxes in the Amount of 2024 Refunds
    - c. Resolution Authorizing the Property Tax Limit Factor for the 2025 General Levy
    - d. Resolution Authorizing the Property Tax Limit Factor for the 2025 Road Levy
    - e. Resolution Authorizing the Property Tax Limit Factor for the 2025 Conservation Futures Levy
    - f. Resolution Authorizing the Property Tax Levy for the 2025 General Levy
    - g. Resolution Authorizing the Property Tax Levy for the 2025 Road Levy
    - h. Resolution Authorizing the Property Tax Levy for the 2025 Conservation Futures Levy
    - i. Resolution Authorizing the Property Tax Levy for the 2025 Emergency Medical Services Levy
    - j. Resolution Authorizing a Diversion of \$1.35 Million from the Road Levy to the General Levy for Traffic Law Enforcement
- h) \*1:00 p.m. - 1:30 p.m. Consent Agenda, Vouchers, Warrants and Miscellaneous Items:
  - 1. Public Comment (Specifically related to agenda item)

***Continued OVER...***

- i) \*1:30 p.m. - 2:15 p.m. Planning and Development Services - Jack Moore, Director:
  - 1. Review 2024 Docket of Comprehensive Plan Land Use/Zoning Map and Policy Amendment Recommendations from the Planning Commission
  - 2. Miscellaneous
- j) 2:30 p.m. - 3:30 p.m. Work Session with Risk Management
- k) 3:30 p.m. - 4:30 p.m. Executive Session (Real Estate Acquisition - RCW 42.30.110(1)(b))
  - 1. Call Public Meeting to Order
  - 2. Executive Session
  - 3. Reconvene Public Meeting for the Sole Purpose of Adjournment

**II. TUESDAY, DECEMBER 10, 2024:**

- a) \*9:00 a.m. Pledge of Allegiance
- b) \*9:00 a.m. - 10:00 a.m. Public Works - Grace Kane, Director:
  - 1. Presentation - Annual Water Quality
  - 2. Public Hearing/Possible Action to Consider Testimony Regarding an Ordinance to Amend Skagit County Code 11.30 (Primitive Roads), Incorporating or Modifying Various County Roads or Portions Thereof
  - 3. Miscellaneous
- c) \*10:00 a.m. - 11:00 a.m. Public Works - Grace Kane, Director:
  - 1. Presentation - 14-Year Ferry Capital Improvement Plan
  - 2. Miscellaneous
- d) \*11:00 a.m. - 11:30 a.m. Parks, Recreation, and Fair -Brian Adams, Director:
  - 1. Presentation - Studley Land Acquisition
  - 2. Miscellaneous
- e) \*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.)
- f) 1:00 p.m. - 2:00 p.m. Work Session with Planning and Development Services
- g) 2:00 p.m. - 3:00 p.m. Executive Session (Potential Litigation - RCW 42.30.110(1)(i), Confidentiality - RCW 19.255.010, and 42.56.590)
  - 1. Call Public Meeting to Order
  - 2. Executive Session
  - 3. Reconvene Public Meeting for the Sole Purpose of Adjournment
- h) 3:15 p.m. - 4:00 p.m. Briefing with Innovative Environments

**III. WEDNESDAY, DECEMBER 11, 2024:**

- a) 1:00 p.m. - 2:30 p.m. Commissioners Briefing

- b) 2:30 p.m. - 3:30 p.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

**IV. THURSDAY, DECEMBER 12, 2024:**

- a) •7:30 a.m. Social Event - Breakfast with Elected Officials (Calico Cupboard, 121 Freeway Drive, Mount Vernon)
- b) 10:00 a.m. - 11:00 a.m. Snohomish, Whatcom, Island, San Juan and Skagit Counties (SWISS) Quarterly Meeting with remote option hosted by Washington State Association of Counties (WSAC)
- c) 11:00 a.m. - 12:00 p.m. Work Session with Department of Emergency Management

**FUTURE BID OPENINGS:**

- Monday, December 23, 2024, 10:30 a.m. Two (2) Security X-Ray Imaging Systems
- Tuesday, January 14, 2025, 12:00 p.m. Skagit County Prosecutor's Office Tenant Improvements (TI) Project

**FUTURE PUBLIC HEARINGS:**

- Friday, December 20, 2024, 1:30 p.m. To Consider Testimony Regarding Amending the Guemes Ferry Rate Schedule and Fare Revenue Target Methodology

**REQUEST FOR PROPOSALS or QUALIFICATIONS (RFP and RFQ):**

- Thursday, December 12, 2024, 4:00 p.m. 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)
- Thursday, December 17, 2024, 3:30 p.m. Digital Strategy and Performance Management Solution
- Thursday, December 19, 2024, 1:00 p.m. Skagit County Treasurer's Office Primary Banking Services
- Thursday, December 19, 2024, 5:00 p.m. Professional Services for the Hatchery Creek and Martin Slough Culvert Fish Passage Projects

**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](http://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](http://www.skagitcounty.net/Skagit21). •Social event – This is a social event only and no county business or action will be taken at this event.

1. **CONSENT AGENDA FOR MONDAY, DECEMBER 9, 2024 (items 1 through 25):**

a) **COMMISSIONERS:**

1. Record of the Proceedings for Monday, Monday, December 2, 2024.

b) **ASSIGNED COUNSEL:**

2. Personal Services Agreement with Law Office of P. Jayson Thibodaux, PLLC to provide consultation and representation for cases considered to be conflict of interest cases for the Skagit County Public Defender's Office that have been determined to be within the scope of indigent defense. Case referrals will be from Superior Court, Juvenile Court, and District Court. Compensation is based on a rate schedule and shall not exceed \$200,000. The Agreement shall commence on January 1, 2025 and continue until December 31, 2026.
3. Personal Services Agreement with Law Office of P. Jayson Thibodaux, PLLC to provide indigent defense representation for Guardianship cases to clients referred by Superior Court or approved by the Presiding Judge for Assigned Counsel. Cases include those under the Uniform Guardianship Act RCW 11.130.200. Compensation is based on a rate schedule and shall not exceed \$200,000. The Agreement shall commence on January 1, 2025 and continue until December 26, 2026.

c) **BUDGET AND FINANCE:**

4. Funding Agreement with Northwest Agriculture Business Center to award \$21,000 of Lodging Tax funds to support marketing and advertising as authorized by Resolution No. R20240220 for Skagit Farm Tours and Tasting. The Agreement shall commence on January 1, 2025 and continue until December 31, 2025.
5. Resolution to call for a public hearing to consider testimony regarding amending the 2024 Skagit County Budget. The public hearing is scheduled to take place on Monday, December 23, 2024, at 11:45 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 computer, tablet, or smartphone <https://us06web.zoom.us/j/87180001980?pwd=eEVGUGkxZ3NkQkhYSnhBMEo2RTQrdz09> or by phone: 1 (253) 215-8782 Meeting ID: 871 8000 1980.

d) **EMERGENCY MEDICAL SERVICES:**

6. Amendment No. 2 to Interlocal Cooperative Agreement No. C20180498 with the City of Mount Vernon through its Fire Department for the provision of Basic Life Support (BLS) Ongoing Training and Evaluation Program (OTEP) training in the "Mount Vernon Fire Department Training Hub" that includes training Fire Districts 2, 3, 7, 9 and 15 a minimum of 12 times per year for 2018 through 2024. This Amendment extends the term of the Agreement from December 31, 2024 to June 30, 2025. The estimated compensation amount remains the same and shall not exceed \$38,000. All other terms and conditions of the original Agreement and prior Amendment shall remain in effect.

e) **HUMAN RESOURCES:**

7. ~~Amendment No. 1 to Benefit Specification Form Agreement No. C20240438 with Costco Health Solutions for management of Skagit County's pharmacy benefit plan. This Amendment increases the High Deductible Health Plan (HDHP) deductible to \$1,650 for individuals and \$3,300 for families to match the 2025 IRS minimums. The Amendment shall commence on the date of execution and continue until terminated. All other terms and conditions of the original Agreement shall remain in effect. **(This items was removed, it will be considered on a future Consent Agenda.)**~~
8. Administrative Services Agreement with Healthcare Management Administrators, Inc. (HMA) to provide claims processing and other ministerial services for the Skagit County employee/dependents health plan. Compensation is based on a fee schedule. The Agreement shall commence on January 1, 2025 and continue through December 31, 2025 and will be renewed annually.

f) **PARKS, RECREATION AND FAIR:**

9. Resolution awarding the bid for Skagit County Parks - CXT at Howard Miller Steelhead Park project to Moeco LLC in the amount of \$66,338. The bid opening occurred on Tuesday, November 19, 2024.

g) **PUBLIC DEFENDER:**

10. Personal Services Agreement with Shauna Snyder dba Skepton Investigations to provide investigation services as requested by the Skagit County Public Defender. Investigation services include, but are not limited to, witness interview reports or transcripts, locating witnesses, service of subpoenas, preparation of diagrams, photographing items of evidentiary value, obtaining records, and court testimony. Annual compensation is based on a fee schedule and shall not exceed \$156,000. Total compensation for the two-year term of the

Agreement shall not exceed \$312,000. The Agreement shall commence on January 1, 2025 and continue until December 31, 2026.

11. Personal Services Agreement with Adam Putnam, dba Putnam Investigations LLC to provide investigation services as requested by the Skagit County Public Defender. Investigation services include, but are not limited to, witness interview reports or transcripts, locating witnesses, service of subpoenas, preparation of diagrams, photographing items of evidentiary value, obtaining records, and court testimony. Annual compensation is based on a fee schedule and shall not exceed \$156,000. Total compensation for the two-year term of the Agreement shall not exceed \$312,000. The Agreement shall commence on January 1, 2025 and continue until December 31, 2026.
12. Personal Services Agreement with Michelle Lawler, dba OMC Investigations to provide process service for the Skagit County Public Defender as requested. Compensation is based on a rate schedule and shall not exceed \$5,000. The Agreement shall commence on January 1, 2025 and continue until December 31, 2026.
13. Personal Services Agreement with Michelle Lawler, dba OMC Investigations to provide investigation services as requested by the Skagit County Public Defender. Investigation services include, but are not limited to, witness interview reports or transcripts, locating witnesses, service of subpoenas, preparation of diagrams, photographing items of evidentiary value, obtaining records, and court testimony. Annual compensation is based on a fee schedule shall and not exceed \$156,000. Total compensation for the two-year term of the Agreement shall not exceed \$312,000. The Agreement shall commence on January 1, 2025 and continue until December 31, 2026.

h) PUBLIC WORKS:

14. Vendor Services Agreement with NC Power Systems Co. to provide for the purchase and assembly of three (3) marine diesel engine packages for the vehicle and passenger ferry M/V Guemes. Compensation pursuant to bid award Resolution No. R20240228 shall not exceed \$526,866.75. The Agreement shall commence on the date of execution and continue for one (1) year.
15. Personal Services Agreement with Northwest Real Estate Valuation, LLC to prepare property evaluations, appraisal reviews, and other tasks as assigned for the Farmland Legacy Program or other programs as needed. Compensation is based on an hourly rate schedule and shall not exceed \$80,000. The Agreement shall commence on January 1, 2025 and continue until December 31, 2026.
16. Resolution authorizing Chair Peter Browning to electronically sign the submission of Water Quality Combined Financial Assistance Agreement with the Washington State Department of Ecology, Ecology Agreement No. WQC-2025-SkCoPW-00131, to provide funding in the amount of \$500,000 for the Lorenzan Creek Final Design and Restoration Project.
17. Water Quality Combined Financial Assistance Agreement with the Washington State Department of Ecology, Ecology Agreement No. WQC-2025-SkCoPW-00131, to provide funding in the amount of \$500,000 for the Lorenzan Creek Final Design and Restoration Project. The goal of this project is to permanently improve and protect water quality by removing any potential to pollute on the County site and to advance restoration of Lorenzan Creek. The Agreement is ratified to commence on July 1, 2024 and shall continue until June 30, 2027.
18. Right of Entry Agreement with Marilyn Wells Derig, Diane W. Musgrave and John A. Musgrave to allow Skagit County access to survey the property for the Mill Creek project. The property is located on Parcel number P43125, as described in Exhibit A. There is no compensation associated with this Agreement. The Agreement shall commence on the date of execution and continue for one (1) year.
19. Amendment No. 1 to Vendor Services Agreement No. C20230197 with SSI Shredding Systems, Inc. to provide compactor maintenance, inspection and repair on the compactor located at the Skagit County Transfer and Recycling Station, 14104 Ovenell Road in Mount Vernon. This Amendment extends the term of the Agreement for one (1) additional year from May 1, 2025 to May 1, 2026 and increases compensation from \$60,000 to an amount not to exceed \$160,000. All other terms and conditions of the original Agreement shall remain in effect.
20. Interlocal Cooperative Agreement with Skagit County Drainage and Irrigation District Consortium LLC to allow the County to work with the Consortium on a reimbursable basis for assistance to be provided by the Consortium to the County related to coordinating Drainage and Irrigation District issues and matters. Compensation is based on reimbursement for the work and services performed and shall not exceed \$100,000. The Agreement shall commence on January 1, 2025 and continue until December 31, 2025.
21. Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement with Coffman Engineers, Inc. to prepare the PS&E including design of the projects, preparation of project plans and specifications in surveying and topographic mapping, geotechnical design, and cultural resources investigation for eleven (11) Skagit County Fish Passage Improvement Projects - Culvert Bundle.

Compensation shall not exceed \$1,894,565.16. The Agreement shall commence on the date of execution and continue until December 31, 2026.

i) SHERIFF:

22. Amendment No. 6 to Personal Services Agreement No. C20190194 with Skagit Animals In Need to provide shelter services for horses and other livestock. Services shall include housing, vet care, farrier care, feeding, holding animals involved in criminal cases, adoption, euthanasia, and proper disposal of animals on a seven-day a week basis. This Amendment extends the term of the Agreement from December 31, 2024 to December 31, 2025. Compensation remains the same and shall not to exceed \$50,000. All other terms and conditions of the original Agreement and prior Amendments shall remain in effect.
23. Master Services and Purchasing Agreement with Axon Enterprise, Inc. to provide sixty-six (66) Axon Officer Safety Plan 10 Plu Bundles including body worn cameras and tasers, and related course and instructor services as per Washington State Contract No. #05720. Compensation is based on a fee schedule and shall not exceed \$1,142,449.09 plus sales taxes for the five (5) year term of the Agreement. The Agreement shall commence on the date of execution and continue until all subscriptions have expired or terminated.
24. Hold Harmless Agreement and Right of Entry with Tesoro Refining & Marketing Company LLC (TRMC) Agreement No. CW74337 to allow the Skagit County Sheriff's Office access to enter onto a portion of TRMC owned real property. There is no compensation associated with this Agreement. The Agreement shall commence on the date of execution and continue until February 22, 2029.
25. Master Services and Purchasing Agreement with Axon Enterprise, Inc. to provide twenty (20) Axon body worn cameras, and related course and instructor services as per Washington State Contract #05720. Compensation is based on a fee schedule and shall not exceed \$139,849.80 plus sales taxes for the five (5) year term of the Agreement. The Agreement shall commence on the date of execution and continue until all subscriptions have expired or terminated.

**2. MISCELLANEOUS AGENDA (items 1 and 2):**

a) PUBLIC HEALTH:

1. Subaward Agreement with Community Action of Skagit County to provide Tenant Based Rental Assistance (TBRA) in Skagit County with Federal HOME Funding through the Skagit HOME Consortium. Funding will be provided in the amount of \$117,770.98. The Agreement is ratified to commence on December 1, 2024 and continue until December 31, 2026.
2. Subaward Agreement with Opportunity Council to provide Tenant Based Rental Assistance (TBRA) in Whatcom County with Federal HOME Funding through the Skagit HOME Consortium. Compensation shall not exceed \$97,197.19. The Agreement is ratified to commence on December 1, 2024 and continue until December 31, 2026.