

**RECORD OF THE PROCEEDINGS
SKAGIT COUNTY BOARD OF COMMISSIONERS
MONDAY, APRIL 3, 2017**

The Skagit County Board of Commissioners met in regular session on Monday, April 3, 2017, with Chair Ron Wesen, Commissioner Kenneth A. Dahlstedt, and Commissioner Lisa Janicki present.

I. CALL TO ORDER:

Chair Wesen called the proceedings to order at 10:33 a.m.

II. PLEDGE OF ALLEGIANCE:

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

III. AGENDA:

- a) *8:30 a.m. - 9:30 a.m. Briefing - County Commissioners/County Administrator with Planning and Development Services and Public Health Departments
- b) *9:45 a.m. - 10:15 a.m. Bi-Weekly Work Session - Public Works Department
- c) 10:30 a.m. - 11:00 a.m. Public Health - Kayla Schott-Bresler, Public Health Analyst Housing, Homeless Services, & Community Development:

HOME Program Manager Felicia Medlen introduced Community Action of Skagit County Community Services Division Director Lynn Christofersen.

Ms. Christofersen provided the 2016 Impact Report and noted that the Community Development Block Grant Funding (CDBG) in the amount of \$65,286 would focus on the east Skagit County area and would serve the Towns of Concrete, Hamilton, Lyman, Birdsvie, Marblemount and Rockport. She said that due to the remoteness and lack of economic opportunities in the east Skagit County area, the CDBG funding was necessary to help people with limited resources.

Ms. Christofersen reported that Community Action of Skagit County had served 1,313 east County residents in 2016. It was reported that 78% of the people served were at 100% or more below the poverty line; 24% were employed; 28% were homeless; and 56% were receiving social security.

The Commissioners spoke about the benefits of the partnership with Community Action of Skagit County and expressed their support for the grant request.

Link to 2016 Impact Report:

<ftp://ftp.skagitcounty.net/countycommissioners/documents/agendapackets/04032017/>

- 1. Public Hearing to Consider Testimony Regarding an Application for Community Development Block Grant Funding to Assist Community Action of Skagit County with the Provision of Critical Needs Resources and Services at the East County Resource Center

Chair Wesen opened the public hearing at 10:52 a.m.

Seeing no public testimony forthcoming, Commissioner Dahlstedt made a motion to close the public hearing. Commissioner Janicki seconded the motion, which passed unanimously.

- 2. Possible Action - Resolution to Authorize the Submission of the Application for Community Development Block Grant to the Department of Commerce for the Total Sum of \$65,286

A motion was made by Commissioner Dahlstedt to approve the Resolution to authorize the submission of the application for the Community Development Block Grant to the Department of Commerce for the total amount of \$65,286. **(Resolution No. R20170078)** Commissioner Janicki seconded the motion.

The vote passed unanimously.

Chair Wesen recessed the proceedings at 10:54 a.m.

d) 11:00 a.m. - 11:30 a.m. Port of Skagit - Report by Executive Director Patsy Martin

Chair Wesen reconvened the proceedings at 11:00 a.m.

Executive Director of the Port of Skagit Patsy Martin provided handouts about the work the Port was doing. Ms. Martin discussed the Sedro-Woolley Innovation for Tomorrow Center (SWIFT Center) (fka Northern State). She explained that SWIFT was a collaborative planning effort between the Port of Skagit, City of Sedro-Woolley and Skagit County for the adaptive reuse and future transfer of the 225-acre property to the Port of Skagit. She explained that the Port of Skagit had a transfer agreement with the State and anticipated taking ownership of the property in June 2018.

Ms. Martin spoke about the two behavioral health organizations that were located at the SWIFT Center that would eventually transition from the property. She provided information about North Sound Behavioral Health Organization and Skagit County's work to develop an Acute Care Capital Facilities Plan.

Ms. Martin spoke about the work that the Port of Skagit was doing to develop a regional fiber optic plan that would get fiber from Anacortes to Concrete.

Ms. Martin reported on the Innovation Partnership Zone (IPZ) and explained that the purpose of the partnership was to determine ways to develop value-added agriculture in the Skagit valley.

The Commissioners thanked Ms. Martin for the presentation.

Chair Wesen recessed the proceedings at 11:21 a.m.

e) 11:30 a.m. - 12:00 p.m. Public Health - Felicia Medlen, HOME Program Manager:

Chair Wesen reconvened the proceedings at 11:30 a.m.

HOME Program Manager Felicia Medlen reported that the public hearing was part of a required public participation process for the HOME Investment Partnerships Program. She went on to provide an overview of the activities that would be funded with the County's 2017 HOME allocation and estimated that the 2017 allocations would be released in April or May. The estimated 2017 allocation amount is \$660,000 which would be split between the three county HOME Program Consortium. Ms. Medlen explained that the breakdown of the allocation was based on population and estimated that the allocation for Island County would be \$115,000; Whatcom County's allocation would be \$170,000; and Skagit County's allocation would be \$210,000. She explained that the cost to administer the grant was approximately \$65,000.

1. Public Hearing to Consider Testimony Regarding the HOME investment Partnerships Program: Consolidated Action Plan for 2017-2018

Chair Wesen opened the public hearing at 11:38 a.m.

Nikki Quinn with Kulshan Community Home Trust of Whatcom County; Jodi Monroe with Home Trust of Skagit County; Community Development Programmer Paul Schissler commented on the funding and how it helped people in their communities and complimented County staff on their knowledge and expertise in navigating through the federal grant process.

Seeing no further public testimony forthcoming, Commissioner Wesen closed the public hearing at 11:55 a.m.

Ms. Medlen mentioned that today was the beginning of the 30-day comment period and that a second public hearing was scheduled for Monday, May 15, 2017 at 11:00 a.m. in the Skagit County Commissioners' Hearing Room. Ms. Medlen mentioned that the plan was available for review by contacting the Skagit County Public Health Department at 700 South Second Street in Mount Vernon or by contacting them by telephone at (360) 416-1500.

Chair Wesen recessed the proceedings at 11:57 a.m.

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

Chair Wesen reconvened the proceedings at 1:31 p.m.

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

There were no executive sessions scheduled for Monday, April 3, 2017.

IV. CONSENT AGENDA DISCUSSION ITEMS:

V. CONSENT AGENDA FOR MONDAY, APRIL 3, 2017 (items 1 through 16):

A motion was made by Commissioner Janicki to approve the Consent Agenda items 1 through 16 including all items requiring ratification, vouchers and warrants for Monday, April 3, 2017. Commissioner Dahlstedt seconded the motion.

The vote passed unanimously.

a) COMMISSIONERS:

1. Record of the Proceedings for Monday, March 27, 2017. **(Approved)**
2. Resolution to award the bid for the 2017 - 2018 Skagit County legal printing to Skagit Publishing in the amount of \$10.76 per column inch. **(Resolution No. R20170079)**

b) BUDGET AND FINANCE:

3. Personal Services Agreement with the SpyGlass Group, LLC to provide auditing services of the County's primary telecommunications service accounts (local voice, long distance voice, data, internet, and wireless) to seek cost recovery service elimination and cost reduction recommendations. Compensation is based on the savings generated by the recommendations that are implemented. The Agreement shall commence on the date of execution and ends 12 months after the County has implemented the recommended changes. **(Contract No. C20170168)**

c) FACILITIES MANAGEMENT:

4. Vendor Services Agreement with Great Floors to remove, dispose, and replace the tile flooring in one restroom at the Administration Building, located at 700 South 2nd Street in Mount Vernon, and two restrooms off the lobby of the Public Safety Building, located at 600 South 3rd Street in Mount Vernon. Compensation shall not exceed \$12,563.50 plus any applicable taxes and is based on fee schedule. This Agreement is being ratified to commence on March 15, 2017, and shall continue for six months from the date of execution. **(Contract No. C20170169)**
5. Vendor Services Agreement with Lyndale Glass for the removal and disposal of insulated glass, all old glazing material and install new clear insulated glass into the existing aluminum/wood frames. The glass will be installed at the Skagit County Commissioners' Administrative Building located at 1800 Continental Place in Mount Vernon; Skagit County Technology Center located at 1700 East College Way in Mount Vernon; and the Skagit County Courthouse located at 205 West Kincaid Street in Mount Vernon. Compensation shall not exceed \$2,275 plus any applicable taxes and is based on a fee schedule. The Agreement shall commence on the date of execution and continue for three months from the date of execution. **(Contract No. C20170170)**

6. Resolution authorizing the declaration of a sole source contract for installation and maintenance services by ATS Automation for an Alerton HVAC Management System. **(Resolution No. R20170080)**
- d) INFORMATION SERVICES:
7. Purchase Reimbursement Agreement PRA17001 with Washington State Administrative Office (AOC) of the Courts for the partial reimbursement for costs associated with the purchase of six (6) desktop computers and six (6) monitors. Skagit County will be reimbursed up to \$650 for each desktop computer, \$140 for each monitor, or the actual cost, whichever is lower. The Agreement shall commence on the date of execution and continue until June 30, 2017. **(Contract No. C20170171)**
- e) PLANNING AND DEVELOPMENT SERVICES:
8. Interlocal Cooperative Agreement with the Sedro-Woolley School District (District) to provide for the County's collection and distribution of impact fees for building permits that the County issues within the District's boundaries. Skagit County will collect impact fees pursuant to the District's fee schedule and provide those fees to the District. The Agreement shall commence on the date of execution and continue until terminated. **(Contract No. C20170172)**
- f) PUBLIC HEALTH:
9. Personal Services Agreement with Community Action of Skagit County to provide rental assistance vouchers issued by Compass Health Skagit for a minimum of ten (10) eligible clients enrolled in the Assertive Community Treatment (PACT) Program. Compensation shall not exceed \$37,000 and is funded by the 1/10th of 1% chemical dependency or mental health treatment sales tax. This Agreement is being ratified to commence on January 1, 2017, and continue until December 31, 2017. **(Contract No. C20170173)**
 10. Memorandum of Understanding with Parkview Services to utilize affordable housing assistance through the Community Development Block Grant (CDBG) eligible Homeownership Assistance Project as funded by the United States Department of Housing and Urban Development (HUD) and administered by the Washington State Department of Commerce. Skagit County will provide assistance in the form of CDBG homeownership assistance provided directly by check submitted to eligible homebuyers' escrow accounts. Funds will be used solely to provide assistance to persons of low-income to moderate income by using such assistance to finance the acquisition of homes. Maximum assistance shall not exceed \$25,000 per household. The Agreement shall commence on the date of execution and continue until the Homeownership Assistance Project funds are fully expended. **(Contract No. C20170174)**
 11. Resolution to award grant funding for Economic Development and Public Facilities projects in Skagit County as follows: Home Trust of Skagit County - Impact and Utility Fees for four (4) homes \$68,668; and Skagit County Habitat for Humanity - Impact and Utility Fees for two (2) homes \$33,332. **(Resolution No. R20170081)**
 12. Personal Services Agreement with Sunrise Services to provide support services in accordance with the Department of Commerce 10B Home Security requirement fees for individuals exiting inpatient behavioral health settings who are homeless, or homeless individuals with behavioral health disorders if homelessness is exacerbating their mental health issues. Compensation shall not exceed \$5,000 and is funded by Interagency Agreement with North Sound Behavioral Health Organization, Contract #NORTH SOUND BHO-SKAGIT-ADMIN-17, Skagit County Contract No. C20160560. This Agreement is being ratified to commence on April 1, 2017, and continue until June 30, 2017. **(Contract No. C20170175)**
 13. Grant Award by United Way of Skagit County to Skagit County to help fund the maintenance and hosting of the Skagit County Trends Website. Compensation to Skagit County shall not exceed \$6,500. The Agreement is being ratified to commence on January 1, 2017, and shall continue until December 31, 2017. **(Contract No. C20170176)**
- g) PUBLIC WORKS:

14. Amendment No. 1 to Vendor Services Agreement No. C20150414 with Pacific Northwest Scale Company, Inc., for scale calibration, maintenance and repair as it relates to the Skagit County Transfer and Recycling Station located at 14158 Ovenell Road in Mount Vernon and the Sauk Transfer Station located at 50796 Sauk Landfill Road in Concrete. This Amendment increases funding by an additional \$5,000 due to an increase need for services. The new compensation amount shall not exceed \$29,000. All other terms and conditions shall remain in effect, the termination date remains as June 1, 2017. **(Amendment No. A20170027)**
15. Vendor Services Agreement with Cherry Valley Logging, Co. for the purchase of 120 pieces of large woody debris (logs with attached rootwads). The large woody debris will be used in in-water habitat, restoration, and stomwater projects. This Agreement was awarded pursuant to Resolution No. R20170046, dated March 6, 2017. Compensation shall not exceed \$104,160 and is based on a fee schedule. The Agreement shall commence on the date of execution and continue for one year. **(Contract No. C20170177)**
16. Amendment No. 1 to Grant Agreement TCPRA-2014-SkCoPW-00058, Skagit County Contract No. C20150390, with the Washington State Department of Ecology to provide partial funding for the environmental investigation of the Whitmarsh Landfill. The purpose of this Amendment is to extend the term of the Agreement from June 30, 2017, to June 30, 2019. All other terms and conditions of the original Agreement shall remain in effect, including the Department of Ecology reimbursing Skagit County an amount not to exceed \$55,000. **(Amendment No. A20170028)**

VI. MISCELLANEOUS (1 item):

County Engineer Paul Randall-Grutter provided additional information about Miscellaneous Agenda item no. 1.

a) PUBLIC WORKS:

1. Change Order No. 1 to Construction Contract Agreement No. C20160568 with Foss Maritime Company for the 2017 Haul Out and Maintenance for the Vehicle and Passenger Ferry M/V Guemes, Project #FEHO17-1. The purpose of this change order to repair the thruster bracket. Compensation is increased by an additional \$79,726 for a new compensation amount not to exceed \$706,613.71. All other terms and conditions of the original Agreement shall remain in effect including the project continuing until it is completed and accepted by Skagit County. **(Amendment No. A20170029)**

A motion was made by Commissioner Dahlstedt to approve Miscellaneous Agenda item no. 1. Commissioner Janicki seconded the motion.

The vote passed unanimously.

VII. 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 \$99,457.64 (Transmittal No. C-48-17); and
 - b) ACH Transfer Request Form and Certification to Trusteed Plans Service Corporation from Clearing Fund 696 in the total dollar amount of \$146,166.10 (Transmittal No. C-47-17); and
 - c) Warrants numbered 459166 through 459583 from Clearing Fund 696 in the total dollar amount of \$6,339,592.18 (Transmittal No. C-50-17).

VII. ADJOURNMENT:

Chair Wesen adjourned the proceedings at 1:34 p.m.

**BOARD OF COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Ron Wesen, Chair

Kenneth A. Dahlstedt , Commissioner

Lisa Janicki, Commissioner

ATTEST:

Clerk of the Board