

**Whatcom County  
Council Finance and Administrative Services Committee**

**COUNTY COURTHOUSE  
311 Grand Avenue, Ste #105  
Bellingham, WA 98225-4038  
(360) 778-5010**



**Committee Minutes - Draft Minutes**

**Tuesday, June 4, 2024  
10:45 AM  
Hybrid Meeting**

**HYBRID MEETING - ADJOURNS BY 12:00 PM - MAY BEGIN EARLY -  
(PARTICIPATE IN-PERSON, SEE REMOTE JOIN INSTRUCTIONS AT  
[www.whatcomcounty.us/joinvirtualcouncil](http://www.whatcomcounty.us/joinvirtualcouncil), OR CALL 360.778.5010)**

**COUNCILMEMBERS**

Tyler Byrd  
Todd Donovan  
Kaylee Galloway

**CLERK OF THE COUNCIL**

Dana Brown-Davis, C.M.C.

## **Call To Order**

Committee Chair Todd Donovan called the meeting to order at 0:47 a.m. in a hybrid meeting.

## **Roll Call**

**Present:** 3 - Tyler Byrd, Kaylee Galloway, and Todd Donovan

Also Present: Barry Buchanan, Ben Elenbaas, Jon Scanlon, and Mark Stremmer

## **Announcements**

### **Council "Consent Agenda" Items**

Councilmembers asked questions and discussed the following:

#### **Consent Agenda Item #1 (AB2024-345)**

Ann Beck, Health and Community Services, answered whether winter shelters could be a part of emergency shelter provisions (as referenced in the staff memo) and whether the money could be used for emergency sheltering. She stated the Department of Commerce is just moving from using Federal funds to State funding so that is why there is a zero-dollar value. There is not really a change in funding amount. However, this can be used for emergency sheltering and is often the kind that they use.

Chris D'Onofrio, Health and Community Services, stated the simple answer to the question is yes. The dollars have a wide range of different strategies that they can invest in - everything from street outreach to emergency shelters to more permanent rental-assistance-based interventions.

#### **Consent Agenda Item #3 (AB2024-354)**

Scanlon stated he was curious to know more about the handoff when people are released from jail. His understanding is that there is a bit of a gap and we are not necessarily tracking all of that. He would like to know about that gap and how we make sure we have a better handoff. It may be something they talk more about in the Criminal Justice and Public Safety Committee.

#### **Consent Agenda Item #7 (AB2024-361)**

Donovan pointed out that Parks has a request on this agenda for authorization to enter into a grant agreement to get the overhang for the ceiling at the East Whatcom Regional Resource Center (AB2024-361) and stated it would be cool if it goes through.

***Galloway moved*** to recommend approval of Consent Agenda items one

through eleven. Councilmembers voted on the Consent items (see votes on individual items below).

1. [AB2024-345](#) Request authorization for the County Executive to enter into an interlocal agreement amendment between Whatcom County and Washington State Department of Commerce to maintain current levels of homeless subsidies and emergency housing services in the amount of \$0 for a total amended agreement amount of \$2,890,020

**Galloway moved that the Interlocal be RECOMMENDED FOR AUTHORIZATION BY CONSENT. The motion carried by the following vote:**

**Aye:** 3 - Byrd, Galloway, and Donovan

**Nay:** 0

2. [AB2024-353](#) Request authorization for the County Executive to enter into an interlocal agreement between Whatcom County and Washington State Department of Health for Health Officer coverage, in the amount of \$0

**Galloway moved that the Interlocal be RECOMMENDED FOR AUTHORIZATION BY CONSENT. The motion carried by the following vote:**

**Aye:** 3 - Byrd, Galloway, and Donovan

**Nay:** 0

3. [AB2024-354](#) Request authorization for the County Executive to enter into a grant contract amendment between Whatcom County and Washington Health Care Authority to continue the Medication for Opioid Use Disorder (MOUD) program in the jail in the amount of \$200,000 for a total amended amount of \$705,075

**Galloway moved that the Contract be RECOMMENDED FOR AUTHORIZATION BY CONSENT. The motion carried by the following vote:**

**Aye:** 3 - Byrd, Galloway, and Donovan

**Nay:** 0

4. [AB2024-355](#) Resolution requesting authorization to make an application and enter into a grant agreement with the Washington State Recreation and Conservation Office for funding through the Aquatic Lands Enhancement Act Program for completion of the initial phase of park improvements at Birch Bay Beach Park

**Galloway moved that the Resolution be RECOMMENDED FOR APPROVAL. The motion carried by the following vote:**

**Aye:** 3 - Byrd, Galloway, and Donovan

Nay: 0

5. [AB2024-357](#) Resolution requesting authorization to make an application and enter into a grant agreement with the Washington State Recreation and Conservation Office for funding through the Washington Wildlife and Recreation Program for acquisition costs of the recently purchased Carrasco Farm parcel at South Fork Park

**Galloway moved that the Resolution be RECOMMENDED FOR APPROVAL. The motion carried by the following vote:**

Aye: 3 - Byrd, Galloway, and Donovan

Nay: 0

6. [AB2024-360](#) Request authorization for the County Executive to enter into a contract between Whatcom County and Washington State Military Department to purchase CERT supplies and public educational materials to be funded by a federal Dept. of Homeland Security (DHS) Emergency Management Performance Grant, in the amount of \$15,000

**Galloway moved that the Contract be RECOMMENDED FOR AUTHORIZATION BY CONSENT. The motion carried by the following vote:**

Aye: 3 - Byrd, Galloway, and Donovan

Nay: 0

7. [AB2024-361](#) Resolution requesting authorization to make an application and enter into a grant agreement with the Washington State Recreation and Conservation Office for funding through the Community Outdoor Athletic Facilities Program for construction of a covered multi-sport court at the East Whatcom Regional Resource Center

**Galloway moved that the Resolution be RECOMMENDED FOR APPROVAL. The motion carried by the following vote:**

Aye: 3 - Byrd, Galloway, and Donovan

Nay: 0

8. [AB2024-365](#) Resolution authorizing the County Executive to grant an easement to Puget Sound Energy across park property to allow for installation and operation of private electrical services to a parcel adjacent to Stimpson Family Nature Reserve

**Galloway moved that the Resolution be RECOMMENDED FOR APPROVAL. The motion carried by the following vote:**

Aye: 3 - Byrd, Galloway, and Donovan

Nay: 0

9. [AB2024-366](#) Resolution authorizing the County Executive to act as the authorized representative on behalf of Whatcom County for Washington State Recreation and Conservation Office (RCO) Washington Wildlife and Recreation Forestland Preservation project grants

**Galloway moved that the Resolution be RECOMMENDED FOR APPROVAL. The motion carried by the following vote:**

**Aye:** 3 - Byrd, Galloway, and Donovan

**Nay:** 0

10. [AB2024-368](#) Request authorization for the County Executive to enter into a contract amendment between Whatcom County and Master's Touch, LLC to print and mail notices as well as maintain efile and online fillable forms for the Assessor's office, in the amount of \$26,000 for a total amended contact amount of \$50,500

**Galloway moved that the Contract be RECOMMENDED FOR AUTHORIZATION BY CONSENT. The motion carried by the following vote:**

**Aye:** 3 - Byrd, Galloway, and Donovan

**Nay:** 0

11. [AB2024-369](#) Request authorization for the County Executive to enter into an interlocal agreement amendment between Whatcom County and WA State Department of Commerce for pass through CDBG grant funding for direct public services to low and moderate income persons in Whatcom, Island, and San Juan Counties in the amount of \$130,000, for a total amended amount of \$395,000

**Galloway moved that the Interlocal be RECOMMENDED FOR AUTHORIZATION BY CONSENT. The motion carried by the following vote:**

**Aye:** 3 - Byrd, Galloway, and Donovan

**Nay:** 0

### **Committee Discussion and Recommendation to Council**

1. [AB2024-333](#) Ordinance closing the Vactor Truck Storage Building Fund 379

**Galloway moved that the Ordinance be RECOMMENDED FOR ADOPTION. The motion carried by the following vote:**

**Aye:** 3 - Byrd, Galloway, and Donovan

**Nay:** 0

2. [AB2024-335](#) Ordinance closing the South Fork Park Improvement Fund 363

**Galloway moved that the Ordinance be RECOMMENDED FOR ADOPTION. The motion carried by the following vote:**

**Aye:** 3 - Byrd, Galloway, and Donovan

**Nay:** 0

3. [AB2024-337](#) Ordinance amending Whatcom County Code 3.08.060, Bids and Proposals Required

Brad Bennett, Administrative Services Department Finance, answered questions about the proposed code amendments and whether they were part of a broader discussion around improving County Finance processes and procedures.

Kayla Schott-Bresler, Executive's Office, stated they have asked staff in the departments for their ideas about things that would speed up the long process with its barriers and roadblocks and would welcome the opportunity to have a work session to discuss things openly with Councilmembers.

Scanlon stated it is a conversation he would be interested in.

Donovan asked why there was a contract under the Consent Agenda (AB2024-360) requesting authorization for an amount under the Council's \$40,000 threshold. Bennett stated he would have to look at that.

Galloway stated another agenda item states that Council authorization is required per Revised Code of Washington (RCW) for agreements between public agencies, and Bennett stated that is the reason. Galloway stated she is interested in a work session as was suggested by Schott-Bresler above.

**Galloway moved that the Ordinance be RECOMMENDED FOR ADOPTION. The motion carried by the following vote:**

**Aye:** 3 - Byrd, Galloway, and Donovan

**Nay:** 0

### **Committee Discussion**

1. [AB2024-349](#) Discussion regarding a proposed resolution to declare Whatcom County Real Property as Surplus and Approve Transfer

Roland Middleton, Public Works Department, briefed the Councilmembers and stated this was a piece of property that was purchased for mitigation but it will be completely covered by a conservation easement so they are requesting it to be surplussed and transferred to the Lummi Nation.

*Galloway moved* that it be recommended for approval.

Andrew Hester, Public Works Department, stated the related resolution (AB2024-348) is scheduled to be introduced tonight and then will need a public hearing.

*Galloway withdrew* her motion because a motion was not needed.

**This agenda item was DISCUSSED.**

### **Items Added by Revision**

There were no agenda items added by revision.

### **Other Business**

Elenbaas requested that someone else chair the Planning and Development Committee since he was on the road, and Scanlon stated he could do that.

### **Adjournment**

The meeting adjourned at 11:03 a.m.

ATTEST:

WHATCOM COUNTY COUNCIL  
WHATCOM COUNTY, WA

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Dana Brown-Davis, Council Clerk

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Todd Donovan, Committee Chair

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Kristi Felbinger, Minutes Transcription