

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

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



Committee Minutes - Final

Tuesday, November 21, 2023

10:35 AM

Hybrid Meeting

HYBRID MEETING - ADJOURNS BY NOON (PARTICIPATE IN-PERSON, SEE REMOTE JOIN INSTRUCTIONS AT www.whatcomcounty.us/joinvirtualcouncil, OR CALL 360.778.5010)

COUNCILMEMBERS

Todd Donovan
Carol Frazey
Kathy Kershner

CLERK OF THE COUNCIL

Dana Brown-Davis, C.M.C.

Call To Order

Committee Chair Kathy Kershner called the meeting to order at 10:37 a.m. in a hybrid meeting.

Roll Call

Present: 3 - Todd Donovan, Carol Frazey, and Kathy Kershner

Also Present: Barry Buchanan, Ben Elenbaas, and Kaylee Galloway

Announcements

Council "Consent Agenda" Items

Donovan moved to approve Consent Agenda items one through fifteen and eighteen through twenty, and to consider items sixteen (**AB2023-766**) and seventeen (**AB2023-767**) separately. Councilmembers voted on the Consent items (see votes on individual items below).

1. [AB2023-737](#) Request authorization for the County Executive to enter into a contract amendment between Whatcom County and Bennett Engineering, LLC to monitor closed landfills in the amount of \$46,810 for a total amended contract amount of \$83,296

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

Aye: 3 - Donovan, Frazey, and Kershner

Nay: 0

2. [AB2023-739](#) Request authorization for the County Executive to enter into an interlocal agreement amendment between Whatcom County and Washington State Department of Health to fund various public health programs in the amount of \$70,889 for a total amended agreement amount of \$14,142,658

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

Aye: 3 - Donovan, Frazey, and Kershner

Nay: 0

3. [AB2023-740](#) Request authorization for the County Executive to enter into a contract amendment between Whatcom County and National Alliance on Mental Illness (NAMI) of Whatcom County to provide mental illness education and support in the amount of \$38,000 for a total amended contract amount of \$114,000

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

Aye: 3 - Donovan, Frazey, and Kershner

Nay: 0

4. [AB2023-741](#) Request authorization for the County Executive to enter into a grant agreement between Whatcom County and Department of Ecology to provide funding to advance the technical work needed to develop and evaluate flood mitigation alternatives, with focus on the Everson-Sumas overflow corridor, and to support the FLIP planning process and add staffing capacity to the River and Flood division, in the amount of \$2,738,00.00 (Council acting as the Whatcom County Flood Control Zone District Board of Supervisors)

Donovan moved that the Contract (FCZDBS) be RECOMMENDED FOR AUTHORIZATION BY CONSENT. The motion carried by the following vote:

Aye: 3 - Donovan, Frazey, and Kershner

Nay: 0

5. [AB2023-745](#) Request authorization for the County Executive to enter into a contract between Whatcom County and Osborn Consulting, Inc to provide stormwater improvements, in the amount of \$250,149.53 (Council acting as the Whatcom County Flood Control Zone District Board of Supervisors)

Donovan moved that the Contract (FCZDBS) be RECOMMENDED FOR AUTHORIZATION BY CONSENT. The motion carried by the following vote:

Aye: 3 - Donovan, Frazey, and Kershner

Nay: 0

6. [AB2023-753](#) Request authorization for the County Executive to enter into an interlocal amendment between Whatcom County and the City of Ferndale to extend the term of the Jail Use Agreement until December 31, 2024

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

Aye: 3 - Donovan, Frazey, and Kershner

Nay: 0

7. [AB2023-755](#) Request authorization for the County Executive to enter into a grant agreement

between Whatcom County and the Washington State Military Department to acquire 12 properties within Whatcom County that were substantially damaged during the November 2021 flood, in the amount of \$9,371,642 (Council acting as the Whatcom County Flood Control Zone District Board of Supervisors)

Donovan moved that the Contract (FCZDBS) be RECOMMENDED FOR AUTHORIZATION BY CONSENT. The motion carried by the following vote:

Aye: 3 - Donovan, Frazey, and Kershner

Nay: 0

8. [AB2023-756](#) Request authorization for the County Executive to award bid #23-67 and enter into a contract between Whatcom County and Masterwork Roofing, Inc to replace the roof of the Silver Lake Park Day Lodge, in the amount of \$269,000

Donovan moved that the Bid Award be RECOMMENDED FOR AUTHORIZATION BY CONSENT. The motion carried by the following vote:

Aye: 3 - Donovan, Frazey, and Kershner

Nay: 0

9. [AB2023-757](#) Request authorization for the County Executive to enter into a contract amendment between Whatcom County and Cooper Zietz Engineers, Inc (dba Akana) to conduct Phase 1 Environmental Site Assessments (ESAs) for an additional twelve properties that the Whatcom County Flood Control Zone District is acquiring using FEMA grant funds, in the amount of \$50,790 for a total amended amount of \$66,995 (Council acting as the Whatcom County Flood Control Zone District Board of Supervisors)

Donovan moved that the Contract (FCZDBS) be RECOMMENDED FOR AUTHORIZATION BY CONSENT. The motion carried by the following vote:

Aye: 3 - Donovan, Frazey, and Kershner

Nay: 0

10. [AB2023-758](#) Request authorization for the County Executive to enter into a three year contract between Whatcom County and Carahsoft Technology Corporation for the purchase, implementation and subscription of the Granicus GovQA public records management software platform in the amount of \$270,165.25

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

Aye: 3 - Donovan, Frazey, and Kershner

Nay: 0

11. [AB2023-759](#) Request authorization for the County Executive to enter into a contract amendment between Whatcom County and Herrera Environmental Consultants to provide additional support to update and broaden the scope of the 1999 Lower Nooksack River Comprehensive Flood Hazard Management Plan and continue Floodplain Integrated Planning (FLIP) process support, in the amended amount of \$1,207,840 for a total amended amount of \$2,407,540 (Council acting as the Whatcom County Flood Control Zone District Board of Supervisors)

Donovan moved that the Contract (FCZDBS) be RECOMMENDED FOR AUTHORIZATION BY CONSENT. The motion carried by the following vote:

Aye: 3 - Donovan, Frazey, and Kershner

Nay: 0

12. [AB2023-761](#) Resolution approving a salary schedule and policies for Unrepresented Whatcom County employees effective January 1, 2024 through December 31, 2024

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

Aye: 3 - Donovan, Frazey, and Kershner

Nay: 0

13. [AB2023-762](#) Request authorization for the County Executive to enter into an interlocal agreement between Whatcom County and Camano Fire and Rescue to reimburse the EMS Levy for the costs incurred while enrolled in the Paramedic training program, in the amount of \$28,211.95

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

Aye: 3 - Donovan, Frazey, and Kershner

Nay: 0

14. [AB2023-764](#) Request authorization for the County Executive to enter into an interlocal agreement between Whatcom County and North County Regional Fire Authority to reimburse the EMS Levy for the costs incurred while enrolled in the Paramedic training program, in the amount of \$28,211.95

Donovan moved that the Interlocal be RECOMMENDED FOR

AUTHORIZATION BY CONSENT. The motion carried by the following vote:

Aye: 3 - Donovan, Frazey, and Kershner

Nay: 0

15. [AB2023-765](#) Request authorization for the County Executive to enter into an interlocal agreement between Whatcom County and Marysville Fire District to reimburse the EMS Levy for the costs incurred while enrolled in the Paramedic training program, in the amount of \$63,455.25

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

Aye: 3 - Donovan, Frazey, and Kershner

Nay: 0

16. [AB2023-766](#) Request authorization for the County Executive to enter into an interlocal agreement between Whatcom County and Whatcom County Fire Protection District #7 for the provision of Advanced Life Support services, in the amount of \$3,189,754.00

This item was considered separately (see below).

17. [AB2023-767](#) Request authorization for the County Executive to enter into an interlocal agreement between Whatcom County and the City of Bellingham for the provision of Advanced Life Support services, in the amount of \$12,830,990.00

This item was considered separately (see below).

18. [AB2023-772](#) Request approval for the County Executive to authorize the purchase of 11 replacement computer servers from CDW-G, using the Washington State Contract/NASPO #05815-021, which expires 01/31/2024, in the amount of \$144,649.60

Donovan moved that the Bid Award be RECOMMENDED FOR AUTHORIZATION BY CONSENT. The motion carried by the following vote:

Aye: 3 - Donovan, Frazey, and Kershner

Nay: 0

19. [AB2023-773](#) Request authorization for the County Executive to enter into a contract amendment between Whatcom County and Shawna Bosman, ARNP for examination, diagnosis, testing, coordination of services and oversight on all prescribed medication to ensure youth in Juvenile Detention receive appropriate medical care in the amount of

\$35,919 for a total amended amount of \$131,598

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

Aye: 3 - Donovan, Frazey, and Kershner

Nay: 0

20. [AB2023-774](#) Request authorization for the County Executive to enter into a contract amendment between Whatcom County and Shawna Bosman, ARNP, for services related to examination, diagnosis, testing coordination of services and oversight on all prescribed medications in the Juvenile Detention Center in the amount of \$2,128 for a total amended amount \$95,679

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

Aye: 3 - Donovan, Frazey, and Kershner

Nay: 0

Council "Consent Agenda" Items Considered Separately

16. [AB2023-766](#) Request authorization for the County Executive to enter into an interlocal agreement between Whatcom County and Whatcom County Fire Protection District #7 for the provision of Advanced Life Support services, in the amount of \$3,189,754.00

Donovan asked about the \$263,717.00 for an Emergency Medical Services (EMS) captain for Fire District 7 as outlined in the memo. He stated he has been hearing some confusion about what that position is and how it should be defined. He is trying to look for a mechanism where the Council can pull that and then have a discussion among the groups who are concerned about how that position is described as a captain/supervisor for District 7.

Tyler Schroeder, Director of Administrative Services, stated the overall contract with District 7 is very important to get approved by the end of the year since it is what continues the Advanced Life Support (ALS) services for District 7. Council could hold the item and come back with a revised contract by the end of the year, but there is a lot of interest from Fire District 7 and Chief Hoffman to move forward with the contract as written. They could also pass the contract as written, knowing that the EMS captain does not come into play until July first of 2024, and request the operational groups of the EMS to take into consideration any concerns the Council may have.

Donovan moved to approve the contract without the Emergency Medical Services (EMS) position and have a discussion among interested parties about how that should be defined.

Councilmembers discussed the motion and whether the contract should just be held with the following people:

- Mike Hilley, Emergency Medical Services (EMS) Manager
- Tyler Schroeder

Donovan restated his motion to remove the EMS captain position from the budget and then approve the budget item.

Councilmembers and the speakers discussed whether District 7 has a supervisor, how the contract fits in with the EMS Levy Plan, how the contract got negotiated and what broke down to get to the point they are today, whether the fire chief would be hesitant to sign a contract without the position identified at some point, whether the contract specifies what the two entities have to spend their money on, and determining how the position will be defined in terms of administrative support versus being an EMS captain.

The following people addressed the Council to give their perspectives on the issue and answer questions:

- Hunter Elliott, IAFF Local 106 Vice President
- Larry Hoffman, Fire Chief at Whatcom County Fire District No. 7

Councilmembers and the speakers discussed how to proceed and whether they should amend the motion to hold the item until December 5th to give the parties a chance to resolve the issue.

Donovan withdrew his motion *and moved* to recommend that they hold the item.

Hoffman and Elliot gave closing comments.

Donovan's motion that the Interlocal be RECOMMENDED TO HOLD IN COMMITTEE carried by the following vote:

Aye: 3 - Donovan, Frazey, and Kershner

Nay: 0

17. [AB2023-767](#) Request authorization for the County Executive to enter into an interlocal agreement between Whatcom County and the City of Bellingham for the provision of Advanced Life Support services, in the amount of \$12,830,990.00

Donovan moved that the Interlocal be RECOMMENDED TO HOLD IN COMMITTEE. The motion carried by the following vote:

Aye: 3 - Donovan, Frazey, and Kershner

Nay: 0

Committee Discussion

1. [AB2023-714](#) Ordinance Authorizing the Levy of Taxes for Conservation Futures Purposes for 2024

Dana Brown-Davis, Clerk of the Council, answered a question about the difference between this and Galloway's version (**AB2023-760**) and stated that both cover the same issue but Galloway's version reflects a change to the amount. Instead of taking a zero percent (or no change) over the previous year, it increases it to 5.6 percent.

Galloway briefed the Councilmembers on her proposed version.

Tyler Schroeder, Director of Administrative Services, answered whether this is 5.6 years-worth of banked capacity, and whether they would be using all of the banked capacity.

This agenda item was DISCUSSED.

2. [AB2023-715](#) Ordinance Authorizing the Levy of Taxes for County Road Purposes for 2024

Tyler Schroeder, Director of Administrative Services, answered whether the proposed levy amount is just saying it is staying level and stated that is correct.

This agenda item was DISCUSSED.

3. [AB2023-716](#) Ordinance Authorizing the Levy of Taxes for Countywide Emergency Medical Purposes for 2024

Galloway stated one of her questions was whether or not we needed to take some of our banked capacity for the Emergency Medical Services (EMS) levy in order to accommodate growth in the Community Paramedic Program. She stated, as she understood it, the EMS levy recommended an expansion of the Community Paramedic Program by two, but it was never funded and it would require between \$450,000 and \$500,000 to fund that expansion. She would like to discuss the options for that.

Tyler Schroeder, Director of Administrative Services, stated the EMS community needs to discuss the operational and EMS perspective on community paramedics in 2024. If the Council and community decide to add the community paramedics next year, there would be a fund balance available for that, and then the Council can consider the levy amount for the next year and whether the banked capacity would be needed. He and Mike Hilley, Emergency Medical Services (EMS) Manager, answered what amount we are currently collecting.

This agenda item was DISCUSSED.

4. [AB2023-717](#) Ordinance Authorizing the Levy of Taxes for County and State Purposes in Whatcom County, Washington, for the Year of 2024

Tyler Schroeder, Director of Administrative Services, answered questions about the increase of the levy percentage amount from the previous year, whether the .33 percent remainder has to go to the Healthy Children's Fund, whether it is generally one percent per year that the government can take, whether we have not taken that one percent (except for maybe las year) for many decades, and whether an ordinance was passed that removed the limits (set by Ordinance 2010-025 in 2010) on banked capacity.

This agenda item was DISCUSSED.

5. [AB2023-718](#) Resolution authorizing the levy of taxes for the Whatcom County Flood Control Zone District for 2024

Tyler Schroeder, Director of Administrative Services, answered whether we are taking one percent and stated we are not. He answered a question about the fund balance and whether the threshold for reserves should be higher since the County got close to running the balance down after the last flood event. It is a conversation they could have.

This agenda item was DISCUSSED.

6. [AB2023-721](#) Resolution adopting the 2024 budget for the Whatcom County Flood Control Zone District and Subzones (Council acting as the Flood Control Zone District Board of Supervisors)

No questions were asked.

This agenda item was DISCUSSED.

7. [AB2023-729](#) Ordinance amending the 2024 Whatcom County Budget, request no. 1, in the amount of \$54,123,315

Dana Brown-Davis, Clerk of the Council, stated this item will be discussed later today in Committee of the Whole.

Tyler Schroeder, Director of Administrative Services, answered if it is true that we are not increasing our *spending* by \$54,123,315, but that the number represents the sum of all the revenues and expenditures that we are changing, and he stated that is accurate. He answered whether this includes the request from the Prosecuting Attorney's Office for 13 additional positions, and stated this is presented as the Executive originally presented the budget.

Buchanan stated he met with the prosecutor last week and he will update the Councilmembers at this afternoon's meeting.

Schroeder stated the Administration is working on the numbers that would accomplish that agreement so they should be prepared to amend this to be accurate to whatever Council decides to do.

Clerk's note: See further discussion of this item in Committee of the Whole under **AB2023-711**.

This agenda item was DISCUSSED.

8. [AB2023-760](#) Ordinance authorizing the levy of taxes for Conservation Futures for 2024, in an increased amount of 5.6% from the previous year

Kershner stated this is Galloway's version of the Conservation Futures levy (see **AB2023-714** above).

This agenda item was DISCUSSED.

Committee Discussion and Recommendation to Council

1. [AB2023-693](#) Ordinance amending the project based budget for the Swift Creek Capital Projects Fund, Request No. 2

Frazezy moved that the Ordinance be RECOMMENDED FOR ADOPTION.

The motion carried by the following vote:

Aye: 3 - Donovan, Frazey, and Kershner

Nay: 0

2. [AB2023-697](#) Ordinance amending the project-based budget for the Jackson Road / Terrell Creek Bridge No. 81 Replacement Fund, request no. 1

Donovan moved that the Ordinance be RECOMMENDED FOR

ADOPTION. The motion carried by the following vote:

Aye: 3 - Donovan, Frazey, and Kershner

Nay: 0

3. [AB2023-708](#) Ordinance Authorizing an Interfund Loan for the Purchase of Real Property
Frazezy moved that the Ordinance be RECOMMENDED FOR ADOPTION.

Tyler Schroeder, Director of Administrative Services, answered a question about the amount ultimately coming from the Conservation Futures Fund and stated they are waiting for a State grant and they just need a bridge loan in the meantime.

Frazezy's motion that the Ordinance be RECOMMENDED FOR ADOPTION carried by the following vote:

Aye: 3 - Donovan, Frazezy, and Kershner

Nay: 0

4. [AB2023-723](#) Ordinance establishing a Whatcom County Climate Action Fund and establishing an initial budget for the Climate Action Fund

Donovan moved that the Ordinance be RECOMMENDED FOR ADOPTION.

The following people answered questions:

- Tyler Schroeder, Director of Administrative Services
- Elizabeth Kosa, Public Works Department Director

They answered questions about the FTE that this fund will pay for and what they will do when the American Rescue Plan Act (ARPA) funds go away since half of the funding is coming from that source.

Donovan's motion that the Ordinance be RECOMMENDED FOR ADOPTION carried by the following vote:

Aye: 3 - Donovan, Frazezy, and Kershner

Nay: 0

5. [AB2023-724](#) Ordinance amending the 2024 Whatcom County Budget, request no. 2, in the amount of \$16,303,061

Frazezy moved that the Ordinance be RECOMMENDED FOR ADOPTION.

Tyler Schroeder, Director of Administrative Services, answered why they are on Whatcom County Budget request number two since they have not yet passed request number one, and stated this is the Annual Construction Program from the Road Fund and the other ordinance is for the General

Fund. It is cleaner to do them separately. He answered whether they are proposing to take the one percent levy amount for the Road Fund this year and stated they are not.

Frazeys motion that the Ordinance be RECOMMENDED FOR ADOPTION carried by the following vote:

Aye: 3 - Donovan, Frazey, and Kershner

Nay: 0

6. [AB2023-725](#) Ordinance closing the Triage Center Expansion Fund 374

Tyler Schroeder, Director of Administrative Services, answered whether we had more funds available than what we expected the construction costs were going to be, and where that money will go.

Donovan's motion that the Ordinance be RECOMMENDED FOR ADOPTION carried by the following vote:

Aye: 3 - Donovan, Frazey, and Kershner

Nay: 0

7. [AB2023-726](#) Ordinance amending the project budget for the Integrated Land Records and Permit Management System Fund, request no. 2.

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

Aye: 3 - Donovan, Frazey, and Kershner

Nay: 0

8. [AB2023-728](#) Ordinance amending the 2023 Whatcom County Budget, request no. 15, in the amount of 1,295,786

Donovan moved that the Ordinance be RECOMMENDED FOR ADOPTION.

Tyler Schroeder, Director of Administrative Services, answered whether there is a position in here funded by American Rescue Plan Act (ARPA) money, and stated it is from the General Fund but there is some lapse from already-existing ARPA-funded positions that they are going to use. They just needed to transfer those dollars. He answered whether this is for when our public defenders are unable to represent somebody because they have a conflict of interest, and stated that is correct.

Kershner stated the temporary help for the Whatcom County Ferry Advisory Committee is also included in this supplemental.

**Donovan's motion that the Ordinance be RECOMMENDED FOR
ADOPTION carried by the following vote:**

Aye: 3 - Donovan, Frazey, and Kershner

Nay: 0

Items Added by Revision

There were no agenda items added by revision.

Other Business

There was no other business.

Adjournment

The meeting adjourned at 11:53 a.m.

ATTEST:

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WA

Kathy Kershner-via email 12/11/2023

Dana Brown-Davis, Council Clerk

Kathy Kershner, Committee Chair

Kristi Felbinger, Minutes Transcription

SIGNED COPY ON FILE