

**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 18, 2024
9 AM
Hybrid Meeting**

**HYBRID MEETING - ADJOURNS BY 10:30 AM (PARTICIPATE IN-PERSON, SEE
REMOTE JOIN INSTRUCTIONS AT 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 9 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

Galloway moved to recommend approval of Consent Agenda items one through twenty-four.

Stremmer stated he had a question about Consent Agenda #19 (**AB2024-398**) and the following staff answered questions:

- Allison Williams, Health and Community Services Department
- Sarah Simpson, Health and Community Services Department

They answered why the contract is for interns but does not mention full time professionals being involved. Williams stated the interns are graduate-level students. They are pre-licensure, but they are at a point in their graduate program that they have to do a practicum and so are looking for placements. Simpson stated they are supervised by licensed clinicians who are full time and have all the appropriate licenses.

Scanlon stated he has heard that they do great work in the community.

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

Byrd stated he will pull Consent Agenda items #4 (**AB2024-382**), #6 (**AB2024-385**), #20 (**AB2024-399**), and #24 (**AB2024-413**) this evening to vote separately on those.

1. [AB2024-375](#) Request authorization for the County Executive to enter into a contract between Whatcom County and Sustainable Connections to provide commercial waste reduction and recycling technical assistance and education, in the amount of \$95,000

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

2. [AB2024-377](#) Request authorization for the County Executive to enter into an interlocal agreement between Whatcom County and US Department of Justice Organized Crime Drug Enforcement Task Force (OCDETF) for reimbursement of overtime, in the amount of \$5,000

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

3. [AB2024-381](#) Request authorization for the County Executive to enter into a contract between Whatcom County and Opportunity Council to temporarily relocate Dorothy Place tenants during facility renovations, in the amount of \$80,000

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

4. [AB2024-382](#) Request authorization for the County Executive to enter into a contract between Whatcom County and Opportunity Council to expand, administer and manage the Whatcom Resource Information Collaborative website, in the amount of \$65,000

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

5. [AB2024-384](#) Request authorization for the County Executive to enter into an interlocal agreement amendment between Whatcom County and Washington State Department of Commerce to fund homelessness crisis response systems in the amount of \$5,016,231 for a total amended agreement amount of \$17,361,346

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

6. [AB2024-385](#) Request authorization for the County Executive to enter into a contract amendment between Whatcom County and Opportunity Council to administer rental assistance for people with co-occurring disorders in the amount of \$74,457.60 for a total amended contract amount of \$173,715.20

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. [AB2024-386](#) Request authorization for the County Executive to enter into an Interlocal agreement between Whatcom County and North Whatcom Fire and Rescue for the transfer of property related to the purchase of the Power Load gurney lift and restraint system for the Agency, in the amount of \$49,092.00

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

8. [AB2024-387](#) Request authorization for the County Executive to enter into an Interlocal agreement between Whatcom County and Whatcom County Fire District No. 14 to transfer property related to the purchase of the Power Load gurney lift and restraint system for the Agency, in the amount of \$73,638.00

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

9. [AB2024-388](#) Request authorization for the County Executive to enter into a contract amendment between Whatcom County and Lifeline Connections to provide funding for jail substance use disorder assessments and post-assessment treatment coordination in the amount of \$181,977 for a total amended contract amount of \$320,619

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

10. [AB2024-389](#) Request authorization for the County Executive to enter into an Interlocal agreement between Whatcom County and Whatcom County Fire District No.5 to transfer property related to the purchase of the Power Load gurney lift and restraint system for the Agency, in the amount of \$24,546.00

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

11. [AB2024-390](#) Request authorization for the County Executive to enter into an Interlocal agreement between Whatcom County and Whatcom County Fire District No.16 to transfer property related to the purchase of the Power Load gurney lift and restraint system for the Agency, in the amount of \$24,546.00

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

12. [AB2024-391](#) Request authorization for the County Executive to enter into an Interlocal agreement between Whatcom County and City of Lynden Fire Department to transfer property related to the purchase of the Power Load gurney lift and restraint system for the Agency, in the amount of \$24,546.00

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

13. [AB2024-392](#) Request authorization for the County Executive to enter into an Interlocal agreement between Whatcom County and South Whatcom Fire Authority to transfer property related to the purchase of the Power Load gurney lift and restraint system for the

Agency, in the amount of \$24,546.00

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

14. [AB2024-393](#) Request authorization for the County Executive to enter into a contract amendment between Whatcom County and Lydia Place to provide motel rooms for families with children who would otherwise experience unsheltered homelessness in the amount of \$330,000 for a total amended contract amount of \$2,376,275

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

15. [AB2024-394](#) Request authorization for the County Executive to award bid #24-48 and enter into a contract between Whatcom County and Western Refinery Services for the 2024 and 2025 Swift Creek Channel Excavation in the amount of \$509,836.80

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

Aye: 3 - Byrd, Galloway, and Donovan

Nay: 0

16. [AB2024-395](#) Request authorization for the County Executive to enter into a contract amendment between Whatcom County and Catholic Community Services to operate the permanent supportive housing facility known as Francis Place in the amount of \$396,917 for a total amended contract amount of \$901,487

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

17. [AB2024-396](#) Request authorization for the County Executive to enter into a contract between Whatcom County and Glyph Language Services, Inc. to provide language

interpretation and translation services, in the amount of \$65,000

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

18. [AB2024-397](#) Request authorization for the County Executive to enter into a contract between Whatcom County and Equinox Research and Consulting International Inc to provide on-call professional cultural and historical resource services, in the amount not to exceed \$100,000

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

19. [AB2024-398](#) Request authorization for the County Executive to enter into a contract between Whatcom County and Mobile Mama Strategies, Inc. to administer a perinatal mental health internship pilot project, in the amount of \$164,235

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

20. [AB2024-399](#) Request authorization for the County Executive to enter into a contract between Whatcom County and Opportunity Council to administer the Single Entry Access to Services (SEAS) Program, in the amount of \$450,000

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

21. [AB2024-404](#) Request authorization for the County Executive to enter into a grant agreement between Whatcom County and the Washington State Department of Commerce for grant funding through the 2024 Local Community Projects Program in the amount of

\$486,940 for renovation of the Van Zandt Community Hall located at Josh VanderYacht Memorial Park

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

22. [AB2024-409](#) Request approval for the County Executive to authorize the purchase of three (3) replacement mower heads, using the Washington State Contract #05218, in an amount of \$266,926.83

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

Aye: 3 - Byrd, Galloway, and Donovan

Nay: 0

23. [AB2024-412](#) Request authorization for the County Executive to enter into a lease between Whatcom County and Unity Care Northwest to lease space in the Way Station, in the amount of \$1.00 annually

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

24. [AB2024-413](#) Request authorization for the County Executive to enter into a contract amendment between Whatcom County and Opportunity Council to operate the Whatcom Homeless Service Center in the amount of \$2,023,518 for a total amended contract amount of \$15,504,103

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

Special Presentation

1. [AB2024-407](#) Quarterly Report from the Finance Division

Brad Bennett, Administrative Services Department Finance, reported on highlights of the quarterly report and stated (at the end of the first quarter) they have collected 20.2 percent of budgeted revenues which is consistent with the pandemic years. If he backs out the one-time prepayments that governments do not typically get, they are at about 17 percent, which is consistent with the pre-pandemic years. They have expended 21.5 percent of the County's budget, but that includes an extra payroll (one more than last year at this time) because of how pay dates fall on the calendar. If they adjust for that, they are at about 19 percent which is under a quarter of the budget, so they are doing pretty good. However, annualized, and accounting for that, they are spending about \$5 million more than they were spending last year. They are predicting an ending balance of \$26.5 million.

He spoke about what the one percent increase in property taxes has generated and the fact that this has been a good new construction year in that regard, the fact that the 2001 levy rate was two and a half times the amount of the current rate, and the fact that the more the levy rate falls, the less our revenue will increase as a result of new construction. He answered whether the increase in new construction is bumping us up to compensate for less sales tax revenue. He stated they are down (depending on the resolution of a Department of Revenue adjustment mistake) about \$250,000 in sales tax revenue and have gone back to the pre-pandemic default growth rate of about five percent. That means, right now, it does not look like they will make their sales tax projection number.

He spoke about licenses and permits being up because of an unusual surge in building permits, and that interest earnings are about twice what they were last year at this point. He answered whether he can tell, from where they are right now, what they might be expecting for a budget lapse going into the next year, and stated it is pretty early to determine, but he expects that it will be greater than five percent but less than eight.

This agenda item was REPORTED.

Committee Discussion

1. [AB2024-344](#) Ordinance adopting amendments to the Six-Year Capital Improvement Program for Whatcom County Facilities 2023-2028

Lucas Clark, Planning and Development Services Department, read from a presentation (on file) and also spoke about what changed in the "Substitute Proposed Ordinance for 6.18.2024."

Rob Ney, Administrative Services Department Facilities, answered why the jail is not included in the list of four new general government projects that Facilities is proposing to add to the Six-Year Capital Improvement Plan (CIP) and whether that is because it is already in the CIP. He stated he believes it is listed on a different table already.

Cathy Halka, Council Legislative Analyst, stated this item is scheduled for a public hearing tonight, and no motion is needed today since it is just a discussion item in committee.

This agenda item was DISCUSSED.

2. [AB2024-350](#) Resolution adopting changes to WCC 100.07 Birch Bay Watershed and Aquatic Resources Management district funding mechanism, by revising the rate structure, service charge adjustments and exemptions (Council acting as the Whatcom County Flood Control Zone District Board of Supervisors)

Holly Faulstich, Public Works Department, gave a background of the district and service charge and the recommended rate structure. She answered why this is done by resolution and not by ordinance, and stated it is because it is a resolution of the Flood Control Zone District Board of Supervisors. She answered how long the current rates have been in place and whether the rate will be increased each year. She stated they have been in place for 15 years and described how the rates would be increased (see Exhibit A). She answered what they have been hearing from the community on this and stated they have heard very little.

This agenda item was DISCUSSED.

Committee Discussion and Recommendation to Council

1. [AB2024-351](#) Ordinance amending the project budget for the Silver Beach Creek Stormwater Improvements Project Fund, request no. 2

The following staff briefed the Councilmembers and answered questions:

- Kraig Olason, Public Works Department
- Cody Swan, Public Works Department

Swan stated this budget is for the construction of a stream rehabilitation off of Hillsdale Road to provide a fish habitat and water quality on that reach of the creek and this should be the last request to complete this project.

Olason stated this is a project that is in response to the big flood that took place in 2021. They are getting this out pretty quickly because they were able to get this through the Fish Habitat Enhancement Projects (FEHAP)

permitting process. He answered what was not anticipated in the original budget request of \$429,000 that they are now asking for with this \$910,000, and stated the initial request was to do the design and permitting work and to get the project to bid. They do that because they do not always have a good handle on what the cost of the project will be. They come back with the second request when they have the design estimate so that they are not asking for more than they need.

Galloway noted a scrivener's error in the ordinance where it lists Councilmember Donovan as chair of the Council (that error was corrected).

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. [AB2024-352](#) Resolution amending the 2024 Flood Control Zone District and Subzones Budget, request no. 4, in the amount of \$207,000 (Council acting as the Whatcom County Flood Control Zone District Board of Supervisors)

Gary Stoyka, Public Works Department, briefed the Councilmembers and stated this is just adding the extra expenditure for design work on culverts in the Black Slough area to go with the \$207,000 Brian Abbot Fish Barrier Removal Board grant.

Galloway moved that the Resolution (FCZDBS) be RECOMMENDED FOR APPROVAL.

She thanked the staff in Public Works for pursuing these grant opportunities and stated the Brian Abbot Fish Barrier Removal Board receives some funding from the Climate Commitment Act so it is important that we continue to explore those funding sources and make sure that we can bring them home to our communities.

Galloway's motion that the Resolution (FCZDBS) be RECOMMENDED FOR APPROVAL carried by the following vote:

Aye: 3 - Byrd, Galloway, and Donovan

Nay: 0

3. [AB2024-372](#) Ordinance amending the 2024 Whatcom County Budget, request no. 8, in the amount of \$4,642,972.

Galloway moved that the Ordinance be RECOMMENDED FOR ADOPTION.

Stremler asked about the request to fund School-Based Health Center planning from grant proceeds (#4683).

Erika Lautenbach, Health and Community Services Director, answered how many of these clinics are in our county that would be comparable to this, and stated even though this was pass-through funding, Councilmembers had to approve it when it was coming in through the consolidated contracts from the State Department of Health, and they also have to approve it going out. This request is to approve the going out.

Louise Trapp, Health and Community Services, stated there are multiple existing facilities in the Seattle area.

Aly Robinson, Health and Community Services, stated there is one school-based health center that is operational at Lummi Tribal School in Whatcom County, one in Skagit County, dozens in the Seattle region, and more in the state.

Elenbaas stated not all Councilmembers approved it (coming in), but it did pass.

Trapp answered what the parental involvement is on a day to day basis with some of the choices given to students at the school, and stated there is a requirement for consent from parents so each student that will be receiving services has to register. They are following Washington State consent rules in the same manner other school-based health centers are following them. She answered what the long-term financial road is for a clinic like this and stated the idea would be that the County would assist in the creation and in getting it up and running, and ultimately, in this case, the clinic will be run and administered by Sea Mar.

Lautenbach answered whether parents will be involved with immunizations here and stated she recommends that Councilmembers speak directly with the Mt. Baker School District or with Sea Mar about how services will be delivered.

Kayla Schott-Bresler, Executive's Office, spoke about the request from Council for recommendations for ways to reduce administrative burden and the reason this keeps coming up, is because of so many Council actions associated with a single decision. In this case, they approved the revenue contract from the Department of Commerce, they are now approving a

budget action to allow them to engage in a contract with the Mt. Baker School District to send this money out, and then the department will be bringing to the Council the actual contract with the school district. So, there are three Council actions for one decision.

Scanlon asked about the request to fund Finance Director overlap (#4690).

Brad Bennett, Administrative Services Department Finance, answered whether the person hired for this position will be the designated successor and stated that is his understanding.

Schott-Bresler stated they are bringing on the next Finance Director and actively recruiting for that position. This will fund overlap and will allow for additional dedicated project management capacity for Bennett for the JD Edwards EnterpriseOne software transition as well as some more focused support as they engage in the biennial budget process. She answered how long of a position overlap they will have, and stated they discussed six to twelve months.

Scanlon stated as they are doing that, it would be interesting to see if having extra capacity in the Finance office can help improve timelines for contracts. If it helps, and they can track that, they can let Council know.

Schott-Bresler, stated they will be continuing to prioritize Administrative Services capacity as they think about the biennial budget process. She invited Councilmembers to come talk to her if they have concerns about timelines for contract processes. She thanked the Finance Department for their work.

Scanlon stated he thinks they are understaffed, so if this helps to make the case that increasing staff in that office helps, then we can bring that into our budget. They are doing a great job and he thinks we need more.

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

Aye: 2 - Galloway, and Donovan

Nay: 1 - Byrd

4. [AB2024-411](#) Request authorization for the County Executive to enter into a contract between Whatcom County and Mission Critical Partners, LLC to complete a countywide fire and EMS study in the amount of \$223,056

Galloway moved that the Contract be RECOMMENDED FOR

AUTHORIZATION. The motion carried by the following vote:

Aye: 3 - Byrd, Galloway, and Donovan

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 9:45 a.m.

ATTEST:

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WA

Dana Brown-Davis, Council Clerk

Todd Donovan, Committee Chair

Kristi Felbinger, Minutes Transcription