

**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, June 20, 2023
10:45 AM
Hybrid Meeting**

**HYBRID MEETING - ADJOURNS BY 11:45 A.M., MAY BEGIN EARLY
(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

Roll Call

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

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

Announcements

Council "Consent Agenda" Items

Frazey moved to approve Consent Agenda items one through eleven. Councilmembers voted on the Consent items (see votes on individual items below).

1. [AB2023-381](#) Request authorization for the County Executive to enter into a contract between Whatcom County and Jessica Dubek, DDS to provide Dental Services for inmates at the Whatcom County Jail and Work Center in the amount of \$36,000

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

Aye: 2 - Frazey, and Kershner

Nay: 0

Temp Absent: 1 - Donovan

2. [AB2023-385](#) Request authorization for the County Executive to enter into a contract amendment between Whatcom County and The Language Exchange to provide language translation and interpreter services in the amount of \$29,600 for a total amended contract amount of \$83,600

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

Aye: 2 - Frazey, and Kershner

Nay: 0

Temp Absent: 1 - Donovan

3. [AB2023-388](#) Request authorization for the County Executive to enter into a Contract Amendment for Supplemental Agreement No. 2 between Whatcom County and Geo Test Services, Inc., in the amount of \$50,000

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

Aye: 2 - Frazey, and Kershner

Nay: 0

Temp Absent: 1 - Donovan

4. [AB2023-392](#) Request authorization for the County Executive to enter into a contract amendment for Local Agency Agreement Supplemental No. 1 between Whatcom County and the Washington State Department of Transportation, in the amount of \$1,974,900, for a total amended amount of \$10,972,210.00

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

Aye: 2 - Frazey, and Kershner

Nay: 0

Temp Absent: 1 - Donovan

5. [AB2023-408](#) Request authorization for County Executive to enter into a contract amendment between Whatcom County and Department of Commerce for pass through funding for direct public services to low and moderate income people in Whatcom, Island and San Juan counties in the amount of \$134,000 for a total amended amount of \$265,000

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

Aye: 2 - Frazey, and Kershner

Nay: 0

Temp Absent: 1 - Donovan

6. [AB2023-409](#) Request authorization for the County Executive to enter into a contract between Whatcom County and Status Electrical Corporation, dba Status Automation to provide design, installation, programming and maintenance of the Digital Video Management System (DVMS) at various Whatcom County facilities, in the amount of \$58,975.04

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

Aye: 2 - Frazey, and Kershner

Nay: 0

Temp Absent: 1 - Donovan

7. [AB2023-394](#) Request authorization for the County Executive to enter into a contract between Whatcom County and the US Army Corps of Engineers (USACE) to repair the Timon Levee along the right bank of the Nooksack River located between the towns of Everson and Lynden, in the amount of \$405,207, which is 20% of the total estimated cost of \$2,025,984 (Council acting as the Whatcom County Flood Control Zone District Board of Supervisors)

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

Aye: 2 - Frazey, and Kershner

Nay: 0

Temp Absent: 1 - Donovan

8. [AB2023-395](#) Request authorization for the County Executive to enter into a contract between Whatcom County and US Army Corps of Engineers (USACE) to repair the Upper Hampton Levee along the right bank of the Nooksack River located between the towns of Everson and Lynden, in the amount of \$221,804, which is 20% of the total amount of \$1,109,020 (Council acting as the Whatcom County Flood Control Zone District Board of Supervisors)

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

Aye: 2 - Frazey, and Kershner

Nay: 0

Temp Absent: 1 - Donovan

9. [AB2023-376](#) Request authorization for the County Executive to enter into an interlocal agreement between Whatcom County and Washington State Department of Social and Health Services to outline general terms and conditions that govern the work to be performed under agreements between DSHS and Whatcom County

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

Aye: 2 - Frazey, and Kershner

Nay: 0

Temp Absent: 1 - Donovan

10. [AB2023-386](#) Request authorization for the County Executive to enter into an interlocal agreement amendment between Whatcom County and Snohomish County Health Department to support participation in planning and engagement in youth cannabis and tobacco prevention strategies and activities in the amount of \$14,928 for a total amended agreement amount of \$97,928

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

Aye: 2 - Frazey, and Kershner

Nay: 0

Temp Absent: 1 - Donovan

11. [AB2023-389](#) Request authorization for the County Executive to enter into a contract amendment between Whatcom County and the US Forest Service for Jail Work Crew Services in the amount of \$109,512.00, for a total of \$353,520.00

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

Aye: 2 - Frazey, and Kershner

Nay: 0

Temp Absent: 1 - Donovan

Special Presentation

1. [AB2023-405](#) Report from the Finance Division

Brad Bennett, Administrative Services Department Finance, presented.

Kershner spoke about Finance's internal controls and stated if there are any processes that are delaying payments or the department's processes that the Council has put in place and could fix, the committee would be a good place to talk about it.

Bennett stated the Council's processes are not delaying any payments but one of the problems is that everyone is overloaded, and that includes our

vendors. There are things that can cause delays for payments including not adequately documenting the invoice as required under the contract or the billing not specifically being in compliance with the contract, and those are part of the department's internal controls. He answered whether the projected ending fund balance of about \$24 million will be more than was expected.

Galloway stated she has heard repeated frustrations with the County's financial processes and stated if there is something that is delaying the efficient and effective implementation of the financial processes she would urge that the Council be asked what they can do.

Frazezy stated she has heard that the \$40,000 Council approval threshold may be slowing things down and they may want to discuss that.

Donovan stated they raised the threshold in his first years on the Council to \$40,000 from \$20,000 but maybe it is time to re-examine that.

Kershner stated that she and Galloway have a request in to meet with Finance and the Administration so maybe they can bring some of this up and come back to the committee with a recommendation.

Frazezy stated she would like to see the number of contracts since 2016 that were \$40,000 and above and how that has changed.

This agenda item was REPORTED.

Committee Discussion and Recommendation to Council

1. [AB2023-374](#) Ordinance amending the 2023 Whatcom County Budget, request no. 9, in the amount of \$842,550

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

Aye: 3 - Donovan, Frazezy, and Kershner

Nay: 0

2. [AB2023-375](#) Ordinance amending the project budget for the Hovander Park Building Improvements Project, request no. 1

Frazezy moved that the Ordinance be RECOMMENDED FOR ADOPTION.

Bennett Knox, Parks and Recreation Department Director, answered a question about a residence currently occupied by a tenant and what we are

doing to ensure a gentle transition. He stated there is a resident and they have been working with her closely, and he spoke about the project.

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

Aye: 3 - Donovan, Frazey, and Kershner

Nay: 0

3. [AB2023-382](#) Request authorization for the County Executive to enter into a contract amendment between Whatcom County and Opportunity Council to support operations at the permanent supportive housing facility known as 22 North in the amount of \$304,550 for a total amended contract amount of \$838,102

Donovan moved that the Contract be RECOMMENDED FOR AUTHORIZATION.

Barbara Johnson-Vinna, Health and Community Services, answered whether this is an additional request for extra services or whether this is an ongoing funding source, and whether we are providing the services in six-month increments. She stated it is for ongoing services and they are trying to get all their housing contracts on the calendar year, so this contract would run through December of this year and then they will start with a new one-year contract in 2024. She answered whether this contract is increasing the amount we are paying for indirect rate and whether they added funds to support the behavioral health position last year as a result of some of the issues that were coming up with that contract. She stated their intent is to make sure all three of our permanent supportive housing programs based in facilities have a behavioral health position and it was added recently. She answered whether the Council could get a report from the Opportunity Council on what has changed from last year to this year at 22 North, and whether she could forward the monthly monitoring plans to the Council.

Kershner stated she has not heard from the community on a daily basis like she was and assumes there have been some improvements made, but she also did hear that there had recently been a death in the building. She wants to make sure we are paying attention to what is going on there.

Donovan's motion that the Contract be RECOMMENDED FOR AUTHORIZATION 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 11:07 a.m.

ATTEST:

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WA

Kathy Kershner-via email 6/30/2023

Dana Brown-Davis, Council Clerk

Kathy Kershner, Committee Chair

Kristi Felbinger, Minutes Transcription

SIGNED COPY ON FILE