

**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 7, 2022  
11:05 AM  
Hybrid Meeting**

HYBRID MEETING - ADJOURNS BY 12:35 P.M.; MAY BEGIN EARLY  
(PARTICIPATE IN-PERSON OR SEE REMOTE JOIN INSTRUCTIONS AT  
[www.whatcomcounty.us/joinvirtualcouncil](http://www.whatcomcounty.us/joinvirtualcouncil) OR CALL 360.778.5010) - AGENDA  
REVISED 6.7.2022

**COUNCILMEMBERS**

Tyler Byrd  
Carol Frazey  
Kathy Kershner

**CLERK OF THE COUNCIL**

Dana Brown-Davis, C.M.C.

## **Call To Order**

Committee Chair Tyler Byrd called the meeting to order at 11:06 a.m. in a hybrid meeting.

## **Roll Call**

**Present:** 3 - Tyler Byrd, Carol Frazey, and Kathy Kershner

**Absent:** None

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

## **Announcements**

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

1. [AB2022-280](#) Ordinance amending Whatcom County Code Section 3.08.095, Small Works Roster Contract Award process, to update requirements for Bids and Proposals

***Kershner moved*** that the “Proposed Ordinance with Kershner Amendment” be RECOMMENDED FOR ADOPTION.

Brad Bennett, Administrative Services Department Finance, answered whether staff sees any issues with the amendments.

Kershner stated she talked to Ann Beck in the Health Department about the concern that putting this in the Code could potentially limit new contractors or businesses from getting any work with Whatcom County and that Beck said that it could be as simple as listing the intention to contract on the website so that it was noticed to people in the community that Whatcom County intended to issue work. Kershner said she is not sure if that has to be included in the Ordinance but she wants to make sure that they do not set it up where we have a small number of providers that get the work and that any new providers with new ideas get aced out because we do not have a Request for Proposal (RFP) process.

Bennett stated he would imagine that we would only use this process when we thought that the RFP process would be futile.

Byrd asked whether they could add in something that says they would review this in twelve months to see how many contracts went one way versus another (RFP versus straight to a vendor) and how many vendors were signed up or how many new vendors they got, so they can see how well it is working. He suggested amending the Ordinance to add a sunset clause where the program is reviewed and has to be voted on again based on the

data.

Satpal Sidhu, County Executive, stated he liked the idea that it should have a presence on the website or a department should have some kind of statement. He suggested they make the sunset clause for at least five years.

Byrd said he would like the length of time for a sunset to be two years at the most.

***Byrd moved*** to recommend to the Council that the Ordinance be amended to include a 24-month sunset clause for review of the program.

The motion carried by the following vote:

**Aye:** 3 - Kershner, Frazey, and Byrd

**Nay:** 0

***Kershner moved*** that all work be posted on the Whatcom County website under departments.

Councilmembers discussed the motion with the following people:

- Ann Beck, Health Department
- Brad Bennett
- Tyler Schroeder, Executive's Office

They discussed whether there should be a timeframe for posting so people have time to see the information, keeping it as open as possible, having a general statement on the website so that information does not have to be updated on a weekly or monthly basis, what the current process is for posting and knowing that information before making this amendment, what contracts this would apply to, listing the types of work performed on the website, whether they could list contracts by program and expiration dates, whether they could list upcoming contracts, the fact that contracts over \$40,000 would be posted in the Council agenda packet for notification and that would be some public notice to the contract, whether the vendor would already be selected by the time a contract is published in an agenda packet, and the fact that (for the most part) vendors reach out to the County already when they provide certain services.

***Kershner withdrew*** her motion.

**Kershner's motion that the Ordinance be RECOMMENDED FOR ADOPTION WITH PROPOSED AMENDMENT(S) carried by the following**

**vote:**

**Aye:** 2 - Frazey, and Kershner

**Nay:** 1 - Byrd

**Absent:** 0

2. [AB2022-319](#) Ordinance amending the 2022 Whatcom County Budget, request No. 8a, in the amount of \$1,500,000

***Frazey moved*** that the Ordinance be RECOMMENDED FOR ADOPTION.

Kershner thanked Chris Elder, Public Works Department, for meeting with her at the black slough property so they could look at the Stewart Mountain acquisition from across the valley. She would like to continue to have discussions with the Public Works staff on the components of the conservation easement.

Chris Elder, Public Works Department, stated they have the ability to ensure that any revenue generated from this acquisition does in fact go back into the management and stewardship of the site.

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

**Aye:** 2 - Frazey, and Kershner

**Nay:** 1 - Byrd

**Absent:** 0

3. [AB2022-317](#) Request authorization for the County Executive to enter into a contract between Whatcom County and Pyramid Communications for public communications for the Incarceration Prevention and Reduction Task Force in the amount of \$88,800.00

Dana Brown-Davis, Clerk of the Council, stated this item was withdrawn from the agenda.

**This agenda item was WITHDRAWN.**

**Council "Consent Agenda" Items**

***Frazey moved*** to approve Consent Agenda items one through eight. Councilmembers voted on those items (see votes on individual items below).

1. [AB2022-300](#) Request authorization for the County Executive to enter into a contract between Whatcom County and Lydia Place to provide operational funding for a new permanent supportive housing program known as Heart House, in the amount of \$57,145

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

**Aye:** 3 - Byrd, Frazey, and Kershner

**Nay:** 0

**Absent:** 0

2. [AB2022-305](#) Resolution updating the appendix of the 2022 Comprehensive Economic Development Strategy (CEDS)

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

**Aye:** 3 - Byrd, Frazey, and Kershner

**Nay:** 0

**Absent:** 0

3. [AB2022-306](#) Request authorization for the County Executive to enter into an interlocal agreement amendment between Whatcom County and the Washington State Department of Social and Health Services to provide funding for developmental disability services in the amount of \$4,099,797 for a total amended contract amount of \$8,225,332

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

**Aye:** 3 - Byrd, Frazey, and Kershner

**Nay:** 0

**Absent:** 0

4. [AB2022-307](#) Request authorization for the County Executive to enter into a contract amendment between Whatcom County and Language Exchange, Inc. to provide language interpreter and translation services for the Health Department in the amount of \$19,000 for a total amended contract amount of \$49,000

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

**Aye:** 3 - Byrd, Frazey, and Kershner

**Nay:** 0

**Absent:** 0

5. [AB2022-310](#) Request authorization for the County Executive to enter into an interlocal agreement amendment between Whatcom County and the Washington State Department of Health for the delivery and funding of various public health services in the amount of \$36,795, for a total amended agreement amount of \$5,959,895

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

**Aye:** 3 - Byrd, Frazezy, and Kershner

**Nay:** 0

**Absent:** 0

6. [AB2022-313](#) Request approval for the County Executive to enter into the Rural Arterial Program Funding Contract Amendment No. 1 between Whatcom County and the County Road Administration Board in the amount of \$690,000 for a total amended amount of \$860,100

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

**Aye:** 3 - Byrd, Frazezy, and Kershner

**Nay:** 0

**Absent:** 0

7. [AB2022-316](#) Request authorization for the County Executive to enter into an interlocal agreement between Whatcom County and Skagit Valley College for use of the Plantation Rifle Range for training purposes, in the amount of \$7,177.87

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

**Aye:** 3 - Byrd, Frazezy, and Kershner

**Nay:** 0

**Absent:** 0

8. [AB2022-328](#) Request approval for the County Executive to award Bid No 22-28 and enter into a contract with lowest responsible bidder, American Construction Co., Inc. for the Lummi Island Dolphin Repair Project in the amount of \$327,429

**Frazezy moved that the Bid Award be RECOMMENDED FOR AUTHORIZATION BY CONSENT. The motion carried by the following**

**vote:**

**Aye:** 3 - Byrd, Frazey, and Kershner

**Nay:** 0

**Absent:** 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 11:28 a.m.

ATTEST:

WHATCOM COUNTY COUNCIL  
WHATCOM COUNTY, WA

**Tyler Byrd-via email 6/14/2022**

\_\_\_\_\_  
Dana Brown-Davis, Council Clerk

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Tyler Byrd, Committee Chair

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Kristi Felbinger, Minutes Transcription

SIGNED COPY ON FILE