



MEMO:

TO: Whatcom County Council

FROM: Satpal Sidhu, County Executive, Chair of Facility and Finance Board

DATE: June 16, 2024

RE: **Justice Project Stakeholder Group Charters**

Summary

On June 12, 2025, the Justice Project Finance and Facility Advisory Board (FFAB) unanimously passed a motion recommending that the County Council approve the Draft Stakeholder Group Charters (see attached). The document provides a foundational framework that will guide how each group contributes to and engages with the project.

Background

In March and April 2025, the County Executive's Office and STV (Owner's Representative) met with the leaders of the primary stakeholder groups to develop common expectations for how the County will ensure successful delivery of Whatcom County's Justice and Behavioral Health Facility. This work culminated in the drafting of a set of charters for the stakeholder groups.

This document outlines the roles, responsibilities, and expectations of stakeholder groups involved in the design and development of Whatcom County's new Justice and Behavioral Health Facility. Each charter defines a group's function within the project from operational programming and financial oversight to community-informed recommendations and funding approvals.

In parallel with the development of the Stakeholder Group Charters, STV and the Executive's Office developed an operational Communications Plan (also attached for your awareness). The Communications Plan is a working document that will continue to evolve as the design-builder comes on board.

Action Requested

FFAB adopted its recommendation with an understanding that the Council may wish to suggest revisions to role and responsibilities, including the Council's.

As Chair of the Finance and Facility Advisory Board, I am transmitting to you the Board's recommendation that the County Council review and adopt the Stakeholder Group Charters via a motion confirming the Council's agreement with the framework.

Attachments: Draft Stakeholder Group Charters, Draft Justice Project Communications Plan