

**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 22, 2022**

**2:35 PM**

**Hybrid Meeting**

**HYBRID MEETING - ADJOURNS BY 4:30 P.M. (PARTICIPATE IN-PERSON AT  
311 GRAND AVENUE SUITE 101, SEE REMOTE JOIN INSTRUCTIONS AT  
[www.whatcomcounty.us/joinvirtualcouncil](http://www.whatcomcounty.us/joinvirtualcouncil), OR CALL 360.778.5010)**

**COUNCILMEMBERS**

Tyler Byrd  
Carol Frazey  
Kathy Kershner

**CLERK OF THE COUNCIL**

Dana Brown-Davis, C.M.C.

## Call To Order

Committee member Kathy Kershner called the meeting to order at 2:37 p.m. in a hybrid meeting.

*Clerk's note:* Byrd was present but not able to call the meeting to order. He acted as chair for the meeting after the reading of the first item.

## 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

### Special Presentation

1. [AB2022-666](#) Report from the Auditor's Office

Diana Bradrick, County Auditor, reported and answered why there has been a decrease in the number of recorded documents and licensing in the Auditor's Office in the last ten years, and why the Auditor's Office has not been able to fill a vacant position.

Byrd started to read the first item under the next section of the agenda (Committee Discussion and Recommendation to Council) but Kershner requested they hear from staff regarding AB2022-648 (from the Consent Agenda) first to accommodate staff (see this report below).

Before going to that item, Elenbaas asked whether the Auditor's request is that the County offer prospective employees more money or put them in a different category.

Dana Brown-Davis, Clerk of the Council, stated she could pass that question on to the Auditor since the Auditor had left the meeting.

**This agenda item was REPORTED.**

### Council "Consent Agenda" Item Presentation

3. [AB2022-648](#) Request authorization for the County Executive to enter into a contract between Whatcom County and Washington State Military Department for State Individual Assistance Grant Funds for November 2021 Flood housing assistance, in the amount of \$2,050,000

Kershner moved to discuss this item but a motion was not needed.

John Gargett, Division of Emergency Management, updated the Councilmembers (Councilmembers voted on this item later with the Consent Agenda).

ACTION SUMMARY: This item was presented here then voted on below in the Consent Agenda.

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

1. [AB2022-601](#) Ordinance amending the project based budget for the Courthouse Improvement Fund, request no. 2

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

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

**Nay:** 0

**Absent:** 0

2. [AB2022-604](#) Ordinance amending the Whatcom County Budget, request no. 15, in the amount of \$153,395

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

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

**Nay:** 0

**Absent:** 0

3. [AB2022-609](#) Ordinance amending the project based budget for the Courthouse Building Envelope Fund, request no. 5

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

Tyler Schroeder, Director of Administrative Services, spoke about the several items on the agenda regarding the Courthouse Improvement Fund and stated that the rest of the items that will be discussed and recommended to Council today are corresponding to Additional Service Requests (ASRs) in the 2023-2024 budget. He also answered whether they are for different projects for the Courthouse Improvement and whether they will be approved prior to approving the budget.

**Kershner's motion that the Ordinance be RECOMMENDED FOR**

**ADOPTION carried by the following vote:**

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

**Nay:** 0

**Absent:** 0

4. [AB2022-612](#) Ordinance amending the project budget for the Courthouse Improvement Fund, request no. 3

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

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

**Nay:** 0

**Absent:** 0

5. [AB2022-613](#) Ordinance amending the project budget for the Criminal Justice Integrated Case Management Systems Fund, request no. 1

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

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

**Nay:** 0

**Absent:** 0

6. [AB2022-614](#) Ordinance amending the project budget for the Finance System Software Fund, request no. 1

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

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

**Nay:** 0

**Absent:** 0

7. [AB2022-615](#) Ordinance amending the project budget for the Silver Lake Park Improvement Fund, request no. 4

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

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

**Nay:** 0

**Absent:** 0

8. [AB2022-616](#) Ordinance establishing the Bellingham Senior Center HVAC Replacement Fund and establishing a project based budget for the Bellingham Senior Center HVAC Replacement project

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

Bennett Knox, Parks and Recreation Department Director, answered whether the County is putting in appropriate filtration systems into this HVAC system since it will be functioning in a senior center with an older population that can be more susceptible to airborne viruses, and whether there are any other anticipated improvements that we should be thinking about for this building that will allow for a longer-term occupancy and ensure a return on our investment.

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

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

**Nay:** 0

**Absent:** 0

9. [AB2022-617](#) Ordinance establishing the Plantation Rifle Range Lead Reclamation & Capital Improvements Fund and establishing a project based budget for the Plantation Rifle Range Lead Reclamation & Capital Improvements project

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

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

**Nay:** 0

**Absent:** 0

10. [AB2022-637](#) Ordinance closing COVID-19 Emergency Response (CARES Act) Fund 134

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

Tyler Schroeder, Director of Administrative Services, briefed the Councilmembers and answered whether we have an anticipated number that we are going to need to be raising or finding to service a debt on a new correctional facility, and what a typical annual payment would be on a \$150 million bond.

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

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

**Nay:** 0

**Absent:** 0

11. [AB2022-638](#) Ordinance establishing a Capital Facilities Reserve Fund

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

Tyler Schroeder, Director of Administrative Services, answered whether they have made any decisions on how this fund is going to be funded.

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

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

**Nay:** 0

**Absent:** 0

12. [AB2022-644](#) Request authorization for the County Executive to enter into a contract between Whatcom County and Cando Recycling and Disposal to provide curbside collection services in Point Roberts, in the estimated amount of \$475,000

***Kershner moved*** that the Contract be RECOMMENDED FOR AUTHORIZATION.

Jennifer Hayden, Health Department, briefed the Councilmembers and answered whether new ownership has taken place in the company, whether resident concerns about this contract have been addressed and whether the County has been communicating with the community, and whether this is a competitive contract.

**Kershner's motion that the Contract be RECOMMENDED FOR AUTHORIZATION carried by the following vote:**

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

**Nay:** 1 - Byrd

**Absent:** 0

13. [AB2022-646](#) Request authorization for the County Executive to enter into a contract between Whatcom County and Opportunity Council to administer rental assistance to people with co-occurring disorders, in the amount of \$49,600

*Frazey moved* that the Contract be RECOMMENDED FOR AUTHORIZATION.

Jackie Mitchell, Health Department, briefed the Councilmembers and answered how many people we serve with this contract, whether there was a Request for Proposal (RFP) process, and whether there were any other applicants.

**Frazey's motion that the Contract be RECOMMENDED FOR AUTHORIZATION carried by the following vote:**

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

**Nay:** 1 - Byrd

**Absent:** 0

14. [AB2022-663](#) Request authorization for the County Executive to enter into a contract between Whatcom County and Opportunity Council to operate the Access ID Program, in the amount of \$45,000

*Frazey moved* that the Contract be RECOMMENDED FOR AUTHORIZATION.

The following people answered questions:

- Amanda Burnett, Health Department
- Kathleen Roy, Health Department
- Tyler Schroeder, Director of Administrative Services

They answered how much of this comes from General Funds and how much comes from the Behavioral Health Fund and whether there is a difficulty with transferring it all over to the Behavioral Health Fund and out of the General Fund, whether it is a possibility to save \$18,000 in the General Fund by putting that back in and instead taking it out of the Behavioral Health Fund, who has been served under this contract, whether they have any data from the Legal Advocates who were running the program before on how many people were served, and whether they were keeping track of whether those people were Behavioral Health dollar-eligible or not.

Schroeder stated the contract was originally just a General Fund contract. There are reporting requirements in the contract so the Opportunity Council will be providing a quarterly report on the individuals served, identification cards issued, and referral sources. It could be an item that the Health Department thinks about including in the reporting requirements for the

next year to be able to then report back if and when we extend this contract to think about whether or not we could transfer the fund to the Behavioral Health Fund.

Burnett answered whether a Request for Proposal (RFP) went out for the contract and where it was advertised.

Kershner stated she hopes they are continuing to see the need to develop new providers across the board with the services we have in our community.

**Frazey's motion that the Contract be RECOMMENDED FOR AUTHORIZATION carried by the following vote:**

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

**Nay:** 1 - Byrd

**Absent:** 0

15. [AB2022-670](#) Request authorization for the County Executive to enter into a contract between Whatcom County and Opportunity Council to provide Leasing Specialist and intensive case management services, in the amount of \$454,470

***Kershner moved* that the Contract be RECOMMENDED FOR AUTHORIZATION.**

Barbara Johnson-Vinna, Health Department Housing Program Specialist, answered whether this is for the senior building that is being put up on Forest Street, whether it is a total of 122 (80 plus 42) people that are being served, whether there is treatment available for those with substance use disorders and mental illness and what case management looks like for them, whether any of the clients served in this program are residing at 22 North or a similar model, whether we have any data on the success rate of folks graduating from the program and becoming more independent, and what they measure for outcomes of the program.

**Kershner's motion that the Contract be Recommended for Authorization FAILED by the following vote:**

**Aye:** 1 - Frazey

**Nay:** 1 - Byrd

**Absent:** 0

**Abstain:** 1 - Kershner

### **Council "Consent Agenda" Items**



Kershner *moved* to approve Consent Agenda items one through ten. Councilmembers discussed some of the items first.

**Consent Agenda Item number two (AB2022-647)**

Tyler Schroeder, Director of Administrative Services, answered whether there is not an increase in rate but just an agreement update that we may be using the Snohomish County Jail as a correctional facility, and whether we pass the cost on to the cities when we have to go to Snohomish County.

**Consent Agenda Item number four (AB2022-655)**

Kershner gave credit to and thanked Jim Karcher and James Lee in the Public Works Department for securing nearly \$9 million in funding to replace the bridge.

Jim Karcher, Public Works Department, stated they are excited to get started.

**Consent Agenda Item number nine (AB2022-672)**

Sue Sullivan, Health Department, answered whether this is a pass through to the City of Bellingham to take care of hazardous waste from Foundational Public Health Services Funds, whether the City is doing the work, whether this is only for public property and only for abandoned encampments, whether this is code for sweeps, whether this program is affiliated with the Purple Bag Program that the City has been working on implementing, whether coordination with the Homeless Outreach Team is built into the contract, and whether this service is available to people in Bellingham that are on private property and have a homeless encampment on that private property.

**Consent Agenda Item number six (AB2022-658)**

The following people answered questions:

- Tyler Schroeder, Director of Administrative Services
- Christ Thomsen, Parks and Recreation Department

They answered how much this is utilized, how much we have contracted with them in the past for these services, and whether there is any appetite to bump the funding up a little bit.

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

1. [AB2022-645](#) Request authorization for the County Executive to enter into a contract between

Whatcom County and Lydia Place to provide transitional housing services, in the amount of \$55,752

**Kershner 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. [AB2022-647](#) Request authorization for the County Executive to enter into an interlocal amendment between Whatcom County and the City of Everson to extend the term of the Jail Use Agreement until December 31, 2023

**Kershner 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

3. [AB2022-648](#) Request authorization for the County Executive to enter into a contract between Whatcom County and Washington State Military Department for State Individual Assistance Grant Funds for November 2021 Flood housing assistance, in the amount of \$2,050,000

**Kershner 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

4. [AB2022-655](#) Request authorization for the County Executive to enter into a local agency agreement between Whatcom County and Washington State Department of Transportation, for the North Lake Samish Drive Bridge No. 107 Replacement Project, CRP No. 913006, in the amount of \$8,997,310.00

**Kershner 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. [AB2022-656](#) Request authorization for the County Executive to enter into a contract between Whatcom County and Associated Earth Sciences, Inc to prepare a study plan and install monitoring equipment for the quantification of the timing and magnitude of groundwater pumping on streamflow depletion at three study locations, in the amount of \$99,192 (Council acting as the Whatcom County Flood Control Zone District Board of Supervisors)

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

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

**Nay:** 0

**Absent:** 0

6. [AB2022-658](#) Request authorization for the County Executive to enter into an agreement between Whatcom County and the South Fork Valley Community Association for operation of the Van Zandt Community Hall located at Josh VanderYacht Memorial Park, in the amount of \$1,000

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

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

**Nay:** 0

**Absent:** 0

7. [AB2022-664](#) Request authorization for the County Executive to enter into an interlocal agreement between Whatcom County and Whatcom Conservation District for Domestic-Municipal Water Use Efficiency Project, in the amount of \$33,400 (Council acting as the Whatcom County Flood Control Zone District Board of Supervisors)

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

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

Nay: 0

Absent: 0

8. [AB2022-671](#) Request authorization for the County Executive to enter into an interlocal agreement amendment between Whatcom County and Washington State Department of Children, Youth and Families to provide funding for the Nurse Family Partnership Program in the amount of \$414,362.59 for a total amended agreement amount of \$806,056.18

**Kershner 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

9. [AB2022-672](#) Request authorization for the County Executive to enter into an interlocal agreement between Whatcom County and City of Bellingham for the removal of solid and hazardous waste related to homeless encampments and illegal dump sites, in the amount of \$150,000

**Kershner 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

10. [AB2022-674](#) Request authorization for the County Executive to enter into a lease agreement between Whatcom County and John von Krusenstiern for warehouse space to store countywide records for a period of five years, in the amount of \$31,554.48 per year, for a total amount of \$157,772.40

**Kershner 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

**Items Added by Revision**

There were no agenda items added by revision.

**Other Business**

Tyler Schroeder, Director of Administrative Services, gave an update on the discussion about the budget for this evening. All the technical corrections and Council changes that have been discussed have been included in the document, and at the end of 2024 there will be an ending fund balance of \$17,250,000 for the General Fund which is exceeding the minimum reserve. The updated document has been uploaded to the file and is online for consideration tonight. Also, the General Fund levy Ordinance with the one percent (1%) increase for consideration tonight does not include the child and family tax. There is an item scheduled for introduction tonight for that levy if the vote for it were to pass by the time the election is certified. He outlined the process that will need to take place if the ballot measure is successful. The Council would need to consider to rescind the motion to adopt the General Fund levy Ordinance on December 6th if it is passed tonight and then adopt the one with the child and family levy lift.

**Adjournment**

The meeting adjourned at 4:09 p.m.

ATTEST:

WHATCOM COUNTY COUNCIL  
WHATCOM COUNTY, WA

**Tyler Byrd-via email 11/29/2022**

\_\_\_\_\_  
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