

# **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 19, 2024**

**10:15 AM**

**Hybrid Meeting - Council Chambers**

**HYBRID MEETING - ADJOURNS BY 11:45 A.M. (PARTICIPATE IN-PERSON,  
SEE REMOTE JOIN INSTRUCTIONS AT [www.whatcomcounty.us/joinvirtualcouncil](http://www.whatcomcounty.us/joinvirtualcouncil),  
OR CALL 360.778.5010)**

### **COUNCILMEMBERS**

Tyler Byrd  
Todd Donovan  
Kaylee Galloway

### **CLERK OF THE COUNCIL**

Cathy Halka, AICP, CMC

## **Call To Order**

Committee Chair Todd Donovan called the meeting to order at 10:15 a.m. in a hybrid meeting.

## **Roll Call**

**Present:** 2 - Tyler Byrd, and Todd Donovan

**Absent:** 1 - Kaylee Galloway

Also Present: Ben Elenbaas, Jon Scanlon, and Mark Stremler

## **Announcements**

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

Councilmembers asked questions about some of the Consent Agenda items.

#### **Consent Agenda Item #6 (AB2024-772)**

Ashley Geleynse, Health and Community Services, answered what housing related projects are funded by this contract, and the definition of “low-barrier program” as noted in the table on page 14 of the contract.

Erika Lautenbach, Health and Community Services Director, answered when the Opportunity Council last gave a presentation on the projects this money is going to fund, and stated Greg Winter from Opportunity Council will be at the meeting in two weeks and they could set up a presentation.

Byrd moved that AB2024-772 be held for two weeks for approval and discussion after the Opportunity Council's presentation, but there was not a main motion on the floor yet.

***Byrd moved*** to recommend approval of Consent Agenda item number 1-5 and 7-9 (and hold item number six).

Scanlon requested that staff send them the reported outcomes from this contract and quarterly reports for case management services as noted on page 18 of the contract.

Geleynse answered whether the Opportunity Council is on track for the outcomes that are in the contract and stated they are.

Councilmembers and staff discussed reporting on contracts that have goals and outcomes and how often that should happen.

Consent Agenda Item #4 (AB2024-769)

Kayla Schott-Bresler, Executive's Office, answered questions about projects that were not funded despite there being a 2025 projected fund balance of over \$5 million, who decides who is on the tourism board, and whether there is Council representation. She stated it is an executive board but if Council wants to look at adding a representative they could put that on the work program. She spoke about the fund balance and stated she is not prepared to speak about the health of this fund or policy decisions around applications, but Council could have a policy discussion about those in two weeks. She spoke about the discussion around allocation of the funds, and stated a lot of it had to do with the priority of using the funding sources primarily outside of the city of Bellingham since City of Bellingham has their own lodging tax funds. That is why some of the Bellingham-centric events did not rise to the top.

Councilmembers and staff discussed waiting two weeks to approve this.

***Byrd amended*** his motion ***and moved*** to recommend approval of Consent Agenda items number 1-3, 5, and 7-9 (and hold item numbers six and four).

Councilmembers voted on the Consent items (see votes on individual items and motions on items four and six below).

1. [AB2024-741](#) Request authorization for the County Executive to enter into a contract between Whatcom County and Caspio, Inc. to purchase and implement a low-code software solution, in the amount of \$68,049

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

**Aye:** 2 - Byrd, and Donovan

**Nay:** 0

**Absent:** 1 - Galloway

2. [AB2024-762](#) Request authorization for the County Executive to enter into a contract amendment between Whatcom County and ACCU Reference Medical Lab for Jail Lab Services in the amount of \$40,000 for a total contract amount of \$65,000

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

**Aye:** 2 - Byrd, and Donovan

**Nay:** 0

**Absent:** 1 - Galloway

3. [AB2024-764](#) Request authorization for the County Executive to enter into a contract between Whatcom County and Dr. Tyson Hawkins for Jail Administrative Physician Services in the amount of \$13,940

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

**Aye:** 2 - Byrd, and Donovan

**Nay:** 0

**Absent:** 1 - Galloway

4. [AB2024-769](#) Resolution approving the 2025 recommended convention center allocations for tourism-related facilities and activities as defined through RCW 67.28.1816

This item was considered separately below.

5. [AB2024-771](#) Request authorization for the County Executive to enter into a contract between Whatcom County and YWCA Bellingham to provide supportive services and oversight for families supported in emergency motel shelter during the winter season, in the amount of \$98,158

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

**Aye:** 2 - Byrd, and Donovan

**Nay:** 0

**Absent:** 1 - Galloway

6. [AB2024-772](#) Request authorization for the County Executive to enter into a contract between Whatcom County and Opportunity Council to provide housing case management services, in the amount of \$1,003,932

This item was considered separately below.

7. [AB2024-773](#) Request authorization for the County Executive to enter into a contract between Whatcom County and AssetWorks, Inc. to provide professional services for the implementation of the new ER&R asset management system, in the amount of

\$197,345.78

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

**Aye:** 2 - Byrd, and Donovan

**Nay:** 0

**Absent:** 1 - Galloway

8. [AB2024-777](#) Resolution approving a salary schedule and policies for Unrepresented Whatcom County employees effective January 1, 2025 through December 31, 2025

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

**Aye:** 2 - Byrd, and Donovan

**Nay:** 0

**Absent:** 1 - Galloway

9. [AB2024-786](#) 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 \$404,218.60, for a total amended contract amount of \$818,837.20

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

**Aye:** 2 - Byrd, and Donovan

**Nay:** 0

**Absent:** 1 - Galloway

### **Council "Consent Agenda" Items Considered Separately**

4. [AB2024-769](#) Resolution approving the 2025 recommended convention center allocations for tourism-related facilities and activities as defined through RCW 67.28.1816

**Byrd moved that the Resolution be RECOMMENDED TO HOLD IN COMMITTEE until more information can be provided. The motion carried by the following vote:**

**Aye:** 2 - Byrd, and Donovan

Nay: 0

Absent: 1 - Galloway

6. [AB2024-772](#) Request authorization for the County Executive to enter into a contract between Whatcom County and Opportunity Council to provide housing case management services, in the amount of \$1,003,932

***Byrd moved*** to hold for two weeks until they can get a presentation form the Opportunity Council.

**Byrd's motion that the Contract be RECOMMENDED TO HOLD IN COMMITTEE carried by the following vote:**

Aye: 2 - Byrd, and Donovan

Nay: 0

Absent: 1 - Galloway

Motion approved that AB2024-772 be held for two weeks for approval and discussion after the Opportunity Council's presentation.

### **Special Presentation**

1. [AB2024-787](#) Report from the Auditor's Office

Stacy Henthorn, County Auditor, read from a presentation (on file) on an overview of the services the Auditor's Office provides.

Stremmer commended Henthorn on the recent election day process.

Henthorn answered how many temporary staff members they brought on to help with the Presidential election this year, and stated it was about 30.

**This agenda item was REPORTED.**

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

1. [AB2024-719](#) Ordinance amending the project budget for the Central Shop NPDES Stormwater Improvements Project Fund, request no. 1

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

**The motion carried by the following vote:**

Aye: 2 - Byrd, and Donovan

Nay: 0

Absent: 1 - Galloway

2. [AB2024-723](#) Ordinance amending the project based budget for the Goshen Road/Anderson Creek

Bridge No. 248 Replacement Fund and Project Based Budget, request no. 1, in the amount of \$200,000, for a total amended amount of \$700,000

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

**The motion carried by the following vote:**

**Aye:** 2 - Byrd, and Donovan

**Nay:** 0

**Absent:** 1 - Galloway

3. [AB2024-739](#) Ordinance amending Whatcom County Code Chapter 2.130 Economic Development Investment Board

Donovan spoke about an email he sent out about this item and stated there are still a couple things he would like to have discussion on. His understanding is that it is not time sensitive and they can still pass the request regarding Habitat for Humanity before they change this.

***Donovan moved*** to recommend to hold in Committee and schedule for Committee of the Whole in two weeks.

The following people spoke and answered questions:

- Cathy Halka, Clerk of the Council
- Kayla Schott-Bresler, Executive's Office
- Jill Boudreau, Whatcom County Economic Development Investment Board facilitator
- George Roche, Prosecuting Attorney's Office

Schott-Bresler stated they support holding for further discussion and are prepared to present on the proposal and discuss it with Council. They can proceed with the budget supplemental for Habitat for Humanity but will not process a contract for them until these code changes are approved.

Donovan spoke about potential changes to the ordinance.

Boudreau stated they have a presentation, but Councilmembers decided to wait on that until more Councilmembers were present.

Schott-Bresler spoke about the procedural steps to approve the code first before they sign the Habitat for Humanity contract so there are no audit issues. If they introduce new code on December 3rd, the contract can be signed in January.

Donovan stated the State law has already been changed that allows them to spend the funds as proposed in item #10 (**AB2024-778**). He asked whether they can execute the contract before this ordinance is formally passed.

Roche stated he would need to look in greater detail to fully answer this question.

Schott-Bresler spoke about how they would move forward with the budget supplemental.

**Donovan's motion that the Ordinance be RECOMMENDED TO HOLD IN COMMITTEE carried by the following vote:**

**Aye:** 2 - Byrd, and Donovan

**Nay:** 0

**Absent:** 1 - Galloway

Motion approved to recommend to hold in Committee and schedule for Committee of the Whole in two weeks.

4. [AB2024-744](#) Ordinance amending the 2024 Whatcom County Budget, request no. 14, in the amount of \$4,564,923

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

**The motion carried by the following vote:**

**Aye:** 2 - Byrd, and Donovan

**Nay:** 0

**Absent:** 1 - Galloway

5. [AB2024-748](#) Ordinance amending the project budget for the 23-Hour Crisis Relief Center Project Fund, request no. 1

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

**The motion carried by the following vote:**

**Aye:** 2 - Byrd, and Donovan

**Nay:** 0

**Absent:** 1 - Galloway

6. [AB2024-749](#) Ordinance amending the project budget for the Hovander Park Building Improvement Project, request no. 3

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



Bennett Knox, Parks and Recreation Department Director, confirmed that this does not include improvements or tear-down to the house, and he stated this is just for the maintenance facility.

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

**Aye:** 2 - Byrd, and Donovan

**Nay:** 0

**Absent:** 1 - Galloway

7. [AB2024-750](#) Ordinance amending the project budget for the Courthouse Building Envelope Fund, request no. 6

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

Rob Ney, Administrative Services Department Facilities, answered whether the cost for fixing the building envelope has come in below some of the early estimates, and stated it is on track. The only change from the original budget estimations is that they have delayed some projects and costs of goods and services are rising, but they are still pretty much consistent with the original budget.

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

**Aye:** 2 - Byrd, and Donovan

**Nay:** 0

**Absent:** 1 - Galloway

8. [AB2024-752](#) Ordinance amending the project budget for the Integrated Land Records and Permit Management System Fund, request no. 3

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

Byrd stated his questions are related to this and the next agenda item (**AB2024-753**) regarding the courtroom audio visual systems upgrades. He stated the projects are taking a long time and asked whether there is a way they can contract with an agency that would help the IT Department get these projects out and done.

Aly Pennucci, Executive's Office, stated the County is reviewing some of their procurement code and contracting requirements and they can talk to the IT Department and come back with specific recommendations. She stated this item (**AB2024-752**) is related to how the Health Department and

Planning Department's systems work together.

Councilmembers discussed that cost increase when a project gets pushed out for three or four years.

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

**Aye:** 2 - Byrd, and Donovan

**Nay:** 0

**Absent:** 1 - Galloway

9. [AB2024-753](#) Ordinance establishing the project based budget and an initial budget for the courtroom audio visual systems upgrade

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

*Clerk's note:* This item was also discussed with the **AB2024-752** above.

Byrd stated he wants to do this but he cannot see doing it at this cost right now. He asked whether they could hold this and ask IT to come give an update on why the cost is so much more than before.

Aly Pennucci, Executive's Office, stated she could connect with IT to see if they would be available tonight or get details so she can provide more information.

*Donovan withdrew* his motion.

*Byrd moved* to hold this for two weeks.

He stated his intent is to ask the IT director to come back to discuss the costs for this item with Councilmembers.

**Byrd's motion that the Ordinance be RECOMMENDED TO HOLD IN COMMITTEE carried by the following vote:**

**Aye:** 2 - Byrd, and Donovan

**Nay:** 0

**Absent:** 1 - Galloway

10. [AB2024-778](#) Request council review and approval of the Economic Development Investment Board's recommendation for funding of the Habitat for Humanity property acquisition

for an affordable housing project

***Byrd moved*** that the Request for Motion be RECOMMENDED FOR APPROVAL.

Kayla Schott-Bresler, Executive's Office, stated this will be the first direct investment that the County funds through Economic Development Investment's (EDI) new allowance for construction of affordable workforce housing. They will fund a combination of a loan and small grant to allow Habitat for Humanity to acquire land from Kulshan Community Land Trust for a phase II telegraph home ownership project. She stated they are in active conversation with Habitat around what the precise contract amount will be. It is possible that they have overbudgeted, and if so, they will bring a contract that may be slightly lower than this budget amount. She answered whether it would make sense to hold this until they approve the EDI part of this (AB2024-739), and stated it would make sense to budget it.

**Byrd's motion that the Request for Motion be RECOMMENDED FOR APPROVAL carried by the following vote:**

**Aye:** 2 - Byrd, and Donovan

**Nay:** 0

**Absent:** 1 - Galloway

### **Items Added by Revision**

There were no agenda items added by revision.

### **Other Business**

There was no other business.

### **Adjournment**

The meeting adjourned at 11:18 a.m.

ATTEST:

WHATCOM COUNTY COUNCIL  
WHATCOM COUNTY, WA

**Todd Donovan-via email 11/25/2024**

\_\_\_\_\_  
Cathy Halka, Council Clerk

\_\_\_\_\_  
Todd Donovan, Committee Chair

Meeting Minutes prepared by Kristi Felbinger

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