

CLERK OF THE COUNCIL
Dana Brown-Davis, C.M.C.

COUNTY COURTHOUSE
311 Grand Avenue, Suite #105
Bellingham, WA 98225-4038
(360) 778-5010



COUNCILMEMBERS

Barbara Brenner
Rud Browne
Barry Buchanan
Tyler Byrd
Todd Donovan
Carol Frazey
Satpal Sidhu

WHATCOM COUNTY COUNCIL

**COMBINED
AGENDA PACKET FOR
NOVEMBER 19, 2019**

**INCLUDES INFORMATION
FOR THE FOLLOWING MEETINGS:**

COMMITTEE OF THE WHOLE – EXECUTIVE SESSION (10 A.M.)

**FINANCE AND ADMINISTRATIVE SERVICE COMMITTEE (11 A.M.)
(ESTIMATED TIME – MEETING MAY BEGIN EARLIER/LATER THAN 11 A.M.)**

SPECIAL COMMITTEE OF THE WHOLE (1:30 P.M.)

COUNCIL (7 P.M.)

UPCOMING MEETINGS AND EVENTS:

NOVEMBER 28, 2019
HOLIDAY – OFFICE CLOSED

NOVEMBER 29, 2019
HOLIDAY – OFFICE CLOSED

DECEMBER 3, 2019
REGULAR COUNCIL AND COMMITTEE MEETINGS
COUNCIL CHAMBERS, 311 GRAND AVENUE

DECEMBER 24, 2019
HOLIDAY – OFFICE CLOSED

DECEMBER 25, 2019
HOLIDAY – OFFICE CLOSED

JANUARY 1, 2020
HOLIDAY – OFFICE CLOSED

JANUARY 13, 2020
OATH OF OFFICE CEREMONY
COUNCIL CHAMBERS (TIME TO BE ANNOUNCED)

COMMITTEE AGENDAS

COMMITTEE OF THE WHOLE

10:00 a.m. Tuesday, November 19, 2019

Conference Room, 311 Grand Avenue

Call To Order

Roll Call

Committee Discussion

1. AB2019-584 Discussion of pending litigation with Civil Deputy Prosecutor Chris Quinn - Swift Creek Consent Decree
[Discussion of this item may take place in executive session (closed to the public) pursuant to RCW42.30.110 (1) (i)]
Page 1
2. AB2019-588 Discussion of pending litigation with Civil Deputy Prosecutor George Roche - Adams v. Whatcom County, et al.
[Discussion of this item may take place in executive session (closed to public) pursuant to RCW 42.30.110(1)(i)].
Page 2

Other Business

Adjournment

FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE

Members: Tyler Byrd, Carol Frazey, Satpal Sidhu

11:00 a.m. Tuesday, November 19, 2019

ESTIMATED TIME - MEETING MAY BEGIN EARLIER/LATER THAN 11 A.M.

Council Chambers, 311 Grand Avenue

Call To Order

Roll Call

County Executive's Report

Committee Discussion and Recommendation to Council

1. AB2019-580 Request authorization for the County Executive to enter into an Interlocal Agreement with the U.S. Department of Interior Geological Survey Joint Funding Agreement for Stream Gaging (Council acting as the Whatcom County Flood Control Zone District Board of Supervisors)
Pages 3 - 9
2. AB2019-581 Request authorization for the County Executive to enter into an Interlocal Agreement between the U.S. Department of Interior Geological Survey and the Whatcom County Flood Control Zone District (Council acting as the Whatcom County Flood Control Zone District Board of Supervisors)
Pages 10 - 15
3. AB2019-552 Ordinance amending the 2019 Whatcom County budget, request no. 14, in the amount of \$72,853
Pages 16 - 25

4. AB2019-553 Ordinance amending the project budget for the Lummi Nation Ferry Lease Fund, Request No. 2
Pages 26 - 29
5. AB2019-562 Ordinance amending the Project Budget for the Criminal Justice Integrated Case Management Systems Fund, Request No. 1
Pages 30 - 34
6. AB2019-564 Ordinance amending the Project Budget for the Lake Whatcom Park Trail Development Fund, Request No. 1
Pages 35 - 41
7. AB2019-550 Request authorization for the County Executive to enter into an interlocal agreement between Whatcom County and the Lake Whatcom Water & Sewer District for a follow-up investigation, in the amount of \$40,000.00
Pages 42 - 53
8. AB2019-593 Resolution adopting a salary schedule and policies for unrepresented Whatcom County Employees, effective January 1, 2020 through December 31, 2020
Pages 54 - 73

Council "Consent Agenda" Items

1. AB2019-582 Resolution to set public hearing to sell tax-title property by public auction
Pages 74 - 77
2. AB2019-587 Resolution ordering the cancellation of unredeemed checks (warrants) more than one year old
Pages 78 - 85
3. AB2019-589 Resolution ordering the cancellation of accounts receivable more than four years old
Pages 86 - 88
4. AB2019-574 Request authorization for the County Executive to enter into a contract amendment between Whatcom County and Opportunity Council to add funding for a behavioral health consultant, in the amount of \$17,800 for a total amended contract amount of \$130,028
Pages 89 - 99
5. AB2019-577 Request authorization for the County Executive to enter into a contract between Whatcom County and Ferndale School District to provide emergency management services, in the amount of \$200,000
Pages 100 - 107
6. AB2019-585 Request authorization for the County Executive to enter into a contract amendment between Whatcom County and Pioneer Human Services to provide substance use disorder assessments and post-assessment treatment coordination to inmates released from the Whatcom County Jail in an estimated amount of \$60,000 for a total estimated amended contract amount of \$91,500
Pages 108 - 114
7. AB2019-594 Request authorization for the County Executive to enter into a contract between Whatcom County and Healthcare Management Administrators, Inc. (HMA) to provide administrative and claims processing services for the self-insured medical program
Pages 115 - 139

8. AB2019-595 Request approval for the County Executive to authorize the purchase of a replacement dump truck, dump body, hook lift sander, and plow; using Washington State Contract #01513 and #01117. The total cost of these purchases is \$281,677.87
Pages 140 - 166

Other Business

Adjournment

**SPECIAL COMMITTEE OF THE WHOLE
1:30 p.m. Tuesday, November 19, 2019
Council Chambers, 311 Grand Avenue**

Call To Order

Roll Call

Committee Discussion

1. AB2019-575 Winter weather shelter updates from the Health Department and other providers
Pages 167 - 171
2. AB2019-596 Discussion regarding a proposed ordinance amending the 2020 Whatcom County Budget, Request No. 1, in the amount of \$18,918,279
Pages 172 - 355

Other Business

Adjournment

COUNCIL AGENDA

REGULAR COUNCIL MEETING

7 p.m. Tuesday, November 19, 2019

Council Chambers, 311 Grand Avenue

CALL TO ORDER

ROLL CALL

FLAG SALUTE

ANNOUNCEMENTS

If you will be handing out paperwork to councilmembers, please give one copy to the clerk for our office files. Thank you.

PUBLIC HEARINGS

Audience members who wish to address the council during a public hearing are asked to sign up at the back of the room before the meeting begins. The council chair will ask those who have signed up to form a line at the podium. Each speaker should state his or her name for the record and optionally include city of residence. Speakers will be given three minutes to address the council. Council staff will keep track of time limits and inform speakers when they have thirty seconds left to conclude their comments. When a large group of individuals supports the same position on an issue, we encourage the selection of one or two representatives to speak on behalf of the entire group.

1. AB2019-542 Ordinance authorizing the levy of taxes for countywide emergency medical purposes for 2020
Pages 356 - 357
2. AB2019-543 Ordinance authorizing the levy of taxes for Conservation Futures purposes for 2020
Pages 358 - 359
3. AB2019-544 Ordinance authorizing the 2020 property tax levy for county road purposes
Pages 360 - 362
4. AB2019-545 Resolution authorizing the Board of Supervisors of the Whatcom County Flood Control Zone District (WCFCZD) to impose an ad valorem property tax levy of up to fifty cents per thousand dollars of assessed value upon real property within the district in 2020
Pages 363 - 364
5. AB2019-546 Ordinance limiting the 2020 General Fund property tax levy
Pages 365 - 366
6. AB2019-547 Ordinance authorizing the levy of taxes for County and State purposes in Whatcom County Washington for the year of 2020
Pages 367 - 408
7. AB2019-551 Resolution adopting 2020 budget for the Point Roberts Transportation Benefit District
Pages 409 - 410
8. AB2019-557 Resolution adopting the 2020 budget for the Whatcom County Flood Control Zone District and Subzones (Council acting as the Flood Control Zone District Board of Supervisors)
Pages 411 - 426

9. AB2019-565 Ordinance amending the 2020 Whatcom County Budget, Request No. 1, in the amount of \$18,918,279
Pages 427 – 430
Pages 176 – 355
10. AB2019-568 Resolution authorizing the County Executive to enter into a twenty year communications tower lease agreement with Crown Castle GT for leased space on park property at Lookout Mountain
Pages 431 – 482
11. AB2019-285 Ordinance amending Whatcom County Code Title 3, requiring that public funds used for construction projects do double duty by also providing apprentices with job training hours to meet the requirements necessary to become the next generation of skilled trades persons
Pages 483 – 490

OPEN SESSION (20 MINUTES)

During open session, audience members can speak to the council on any issue not scheduled for public hearing. Each speaker should state his or her name for the record and optionally include city of residence. Speakers will be given three minutes to address the council. Council staff will keep track of time limits and inform speakers when they have thirty seconds left to conclude their comments.

CONSENT AGENDA

Items under this section of the agenda may be considered in a single motion. Councilmembers have received and studied background material on all items. Committee review has taken place on these items, as indicated. Any member of the public, administrative staff, or council may ask that an item be considered separately.

(From Council Finance and Administrative Services Committee)

1. AB2019-582 Resolution to set public hearing to sell tax-title property by public auction
Pages 74 – 77
2. AB2019-587 Resolution ordering the cancellation of unredeemed checks (warrants) more than one year old
Pages 78 – 85
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Pages 108 – 114

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Pages 140 - 166

OTHER ITEMS

(From Council Finance and Administrative Services Committee)

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Pages 3 - 9
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Pages 35 - 41
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Pages 42 - 53
8. AB2019-593 Resolution adopting a salary schedule and policies for unrepresented Whatcom County Employees, effective January 1, 2020 through December 31, 2020
Pages 54 - 73

(No Committee Assignment)

9. AB2019-576 Request approval of updated Strategic Plan to End Homelessness in Whatcom County
Pages 491 - 550

INTRODUCTION ITEMS

Council action will not be taken. The council may accept these items for introduction (no action) in a single motion. Changes, in terms of committee assignment for example, may be made at this time.

1. AB2019-590 Ordinance amending the 2019 Whatcom County Budget, request no. 15, in the amount of \$49,400
Pages 551 - 559
2. AB2019-591 Ordinance amending the 2020 Whatcom County Budget, request no. 2, in the amount of \$343,000
Pages 560 - 571
3. AB2019-592 Ordinance establishing the Prox Lock Control Panel Replacement Fund and establishing a project based budget for the Prox Lock Control Panel Replacement Project
Pages 572 - 577
4. AB2019-597 Ordinance imposing an interim moratorium on the acceptance and processing of applications and permits for new or expanded facilities in the Cherry Point UGA, the primary purpose of which would be the shipment of unrefined fossil fuels not to be processed at Cherry Point
Pages 578 - 582
5. AB2019-480 Ordinance amending Whatcom County Code Chapters 11.16 and 11.20 to protect Lake Samish shoreline properties and Lake Samish water recreation
Pages 583 - 588
6. AB2019-583 Resolution to sell tax-title property by public auction
Pages 589 - 592

COMMITTEE REPORTS, OTHER ITEMS, AND COUNCIL MEMBER UPDATES

ADJOURN



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-584

File ID:	AB2019-584	Version:	1	Status:	Agenda Ready
File Created:	11/04/2019	Entered by:	TAdrian@co.whatcom.wa.us		
Department:	Prosecuting Attorney's Office	File Type:	Discussion		
Assigned to:	Council Committee of the Whole-Executive Session	Final Action:			
Agenda Date:	11/19/2019	Enactment #:			

Primary Contact Email: tadrian@co.whatcom.wa.us

TITLE FOR AGENDA ITEM:

Discussion of pending litigation with Civil Deputy Prosecutor Chris Quinn - Swift Creek Consent Decree

[Discussion of this item may take place in executive session (closed to the public) pursuant to RCW42.30.110 (1) (i)]

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

Discussion of pending litigation with Civil Deputy Prosecutor Chris Quinn - finalization of Swift Creek Consent Decree.

[Discussion of this item may take place in executive session (closed to the public) pursuant to RCW42.30.110 (1) (i)]

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
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Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-588

File ID:	AB2019-588	Version:	1	Status:	Agenda Ready
File Created:	11/06/2019	Entered by:	TAdrian@co.whatcom.wa.us		
Department:	Prosecuting Attorney's Office	File Type:	Discussion		
Assigned to:	Council Committee of the Whole-Executive Session				Final Action:
Agenda Date:	11/19/2019	Enactment #:			

Primary Contact Email: tadrian@co.whatcom.wa.us <<mailto:tadrian@co.whatcom.wa.us>>

TITLE FOR AGENDA ITEM:

Discussion of pending litigation with Civil Deputy Prosecutor George Roche - Adams v. Whatcom County, et al.

[Discussion of this item may take place in executive session (closed to public) pursuant to RCW 42.30.110(1)(i)].

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

Discussion of new pending litigation with Civil Deputy Prosecutor George Roche - Adams v. Whatcom County, et al USDC WDWA No. 2:19-cv-01768.

[Discussion of this item may take place in executive session (closed to public) pursuant to RCW 42.30.110(1)(i)].

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
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Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-580

File ID:	AB2019-580	Version:	1	Status:	Agenda Ready
File Created:	11/04/2019	Entered by:	LCumming@co.whatcom.wa.us		
Department:	Public Works Department	File Type:	Contract (FCZDBS)		
Assigned to:	Council Finance and Administrative Services Committee	Final Action:			
Agenda Date:	11/19/2019	Enactment #:			

Primary Contact Email: sdraper@co.whatcom.wa.us

TITLE FOR AGENDA ITEM:

Request authorization for the County Executive to enter into an Interlocal Agreement with the U.S. Department of Interior Geological Survey Joint Funding Agreement for Stream Gaging (Council acting as the Whatcom County Flood Control Zone District Board of Supervisors)

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

This Joint Funding Agreement between the U.S. Department of Interior Geological Survey and the Flood Control Zone District provides for data collection, data reporting, and gaging equipment maintenance at 8 gaging stations in the Nooksack River Watershed. Data collected supports the Water Resources Inventory Area (WRIA) 1 water resource management and salmon recovery

HISTORY OF LEGISLATIVE FILE


Date:	Acting Body:	Action:	Sent To:
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MEMORANDUM

TO: The Honorable Members of the Whatcom County
Flood Control Zone District Board of Supervisors

THROUGH: Jon Hutchings, Public Works Director

FROM: Gary S. Stoyka, Natural Resources Manager
John N. Thompson, Senior Salmon Recovery Planner 

RE: U.S. Geological Survey – Joint Funding Agreement

DATE: November 6, 2019

Requested Action

Enclosed are two (2) originals of a Joint Funding Agreement (No. 20YGJFA20075) between the United States Department of Interior, Geological Survey (USGS) and Whatcom County Flood Control Zone District (FCZD) for your review and signature.

Background and Purpose

This Joint Funding Agreement with the USGS will provide for continued data collection, real-time data access, and publication of surface water data at 8 stream gaging stations in the Nooksack River watershed for the 2020 water year (October 1, 2019 through September 30, 2020). These gaging stations were selected to provide data that complements data collected at other USGS and Ecology gaging sites and which collectively support watershed management and salmon recovery in WRIA 1.

Funding Amount and Source

This one-year agreement is for \$89,296. There is budget authority under the approved 2019 Natural Resources budget for the fourth quarter 2019 work and funding for this project has been included in the 2020 Natural Resources budget request for the remainder of the work.

Differences from Previous Contract

This new agreement reflects a 3.3% increase over the previous agreement amount of \$86,391 (WCC 201809007).

Please contact Gary Stoyka at extension 6218, if you have any questions or concerns regarding the terms of this agreement,

Encl.

WHATCOM COUNTY CONTRACT INFORMATION SHEET

Whatcom County Contract No.

Originating Department:	Public Works
Division/Program: (i.e. Dept. Division and Program)	Natural Resources/907010 - Watershed Management Plan Implementation
Contract or Grant Administrator:	John N. Thompson, Senior Planner
Contractor's / Agency Name:	U.S. Dept. of Interior Geological Survey
Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes <input checked="" type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: _____	
Does contract require Council Approval? Yes <input checked="" type="radio"/> No <input type="radio"/> If No, include WCC: _____ Already approved? Council Approved Date: _____ (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)	
Is this a grant agreement? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, grantor agency contract number(s): _____ CFDA#: _____	
Is this contract grant funded? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, Whatcom County grant contract number(s): _____	
Is this contract the result of a RFP or Bid process? Contract _____ Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, RFP and Bid number(s): _____ Cost Center: 169121	
Is this agreement excluded from E-Verify? No <input type="radio"/> Yes <input checked="" type="radio"/> If no, include Attachment D Contractor Declaration form.	
If YES, indicate exclusion(s) below: <input type="checkbox"/> Professional services agreement for certified/licensed professional. <input type="checkbox"/> Contract work is for less than \$100,000. <input type="checkbox"/> Contract work is for less than 120 days. <input checked="" type="checkbox"/> Interlocal Agreement (between Governments). <input type="checkbox"/> Contract for Commercial off the shelf items (COTS). <input type="checkbox"/> Work related subcontract less than \$25,000. <input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
Contract Amount:(sum of original contract amount and any prior amendments): \$ 89,296 This Amendment Amount: \$ _____ Total Amended Amount: \$ _____	Council approval required for; all property leases, contracts or bid awards exceeding \$40,000 , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, except when: 1. Exercising an option contained in a contract previously approved by the council. 2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance. 3. Bid or award is for supplies. 4. Equipment is included in Exhibit "B" of the Budget Ordinance. 5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County.
Summary of Scope:	
This Joint Funding Agreement between the U.S. Dept. of Interior Geological Survey and the Flood Control Zone District will provide for data collection, data reporting, and gaging equipment maintenance at 8 gaging stations in the Nooksack Watershed. Data collected supports WRIA 1 water resource management and salmon recovery efforts. District share is \$89,269 of a \$140,100 total program fixed cost.	
Term of Contract: Fixed price	Expiration Date: September 30, 2020

Contract Routing:	1. Prepared by: John N. Thompson	Date: 10-31-2019
	2. Attorney signoff: Christopher Quinn	Date: 10/31/2019
	3. AS Finance reviewed: bbenett	Date: 10/31/2019
	4. IT reviewed (if IT related):	Date:
	5. Contractor signed:	Date:
	6. Submitted to Exec.:	Date:
	7. Council approved (if necessary):	Date:
	8. Executive signed:	Date:
	9. Original to Council:	Date:

U.S. DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY

JOINT FUNDING AGREEMENT

FOR
WATER RESOURCES INVESTIGATIONS

Customer #: 6000000721
Agreement #: 20YGJFA20075
Project #: YG00H1U
TIN #: 91-6001383
Fixed Cost Yes
Agreement

THIS AGREEMENT is entered into as of the, **1** day of **October, 2019** by the U.S. GEOLOGICAL SURVEY, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the **Whatcom County Flood Control Zone District**, party of the second part.

1. The parties hereto agree that subject to availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation a **fixed-price agreement for the operation and maintenance of the cooperative streamgaging program between the USGS and the Washington State Department of Ecology**, herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50; and 43 USC 50b.
2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) includes In-Kind Services in the amount of \$

(a) by the party of the first part during the period

Amount	Date	to	Date
\$50,804	October 1, 2019		September 30, 2020

(b) by the party of the second part during the period

Amount	Date	to	Date
\$89,296	October 1, 2019		September 30, 2020

- (c) Contributions are provided by the party of the first part through other USGS regional or national programs, in the amount of:
\$

Description of the USGS regional/nations program: USGS Federal Priority Streamgage Program

- (d) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.
- (e) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.
3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.
 4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.
 5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.
 6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.

7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.
8. The maps, records, or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records, or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program and, if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at costs, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records, or reports published by either party shall contain a statement of the cooperative relations between the parties. The Parties acknowledge that scientific information and data development as a result of the Scope of Work (SOW) are subject to applicable USGS review, approval, and release requirements, which are available on the USGS Fundamental Science Practices website (<https://www2.usgs.gov/fsp/>).
9. Billing for this agreement will be rendered: **QUARTERLY**. Invoices not paid within 60 days from the billing date will bear Interest, Penalties, and Administrative cost at the annual rate pursuant the Debt Collection Act of 1982, (codified at 31 U.S.C. § 3717) established by the U.S. Treasury.

**U.S. Geological Survey
United States
Department of the Interior**

**Name of Customer
Whatcom County Flood Control Zone District,**

USGS Point of Contact

Name: Mark Mastin
Address: 934 Broadway, Suite 300
Tacoma, WA 98402

Telephone: 253-552-1609
Email: mcmastin@usgs.gov

Org Code: GGWNYG0000

Customer Point of Contact

Name: John Thompson
Address: 322 N. Commercial St, Suite 110
Bellingham, WA 98225

Telephone: 360-778-6295
Email: Jnthomps@co.whatcom.wa.us

Signature and Date:

Signature: Cynthia Barton
Date: 10-10-19

Name: Cynthia Barton, PhD, LHG, LG
Title: Center Director

Signature and Date:

Signature: SEE ATTACHED FCZD
Date: SIGNATURE PAGE

Signature: _____

Date: _____

Name: _____

Title: _____

Recommended for Approval:

11/5/19

Date _____

Chris

11/6/19

Date _____

Accepted for Whatcom County Flood Control Zone District

Jack Louws, Whatcom County Executive, Date
acting for the Whatcom County
Flood Control Zone District Board of Supervisors

STATE OF WASHINGTON)
) ss
COUNTY OF WHATCOM)

On this _____ day of _____, 2018, before me personally appeared Jack Louws, to me known to be the Executive of Whatcom County, who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.

NOTARY PUBLIC in and for the State of
Washington, residing at _____.
My commission expires _____

USGS Station No.	Station Name	Whatcom County Flood Control Zone District	USGS Cooperative Matching Funds	Total	Remarks
NORTHWEST WASHINGTON FIELD OFFICE (FERNDAL), 360-312-8155					
12205000	North Fork Nooksack River below Cascade Creek near Glacier				
	Water temperature	\$2,633	\$1,567	\$4,200	Streamflow discharge with priority real-time data transmission is funded by Whatcom Co. Public Works Dept. (River and Flood Division)-separate USGS agreement.
12209490	Skookum Creek above Diversion near Wickersham				
	Streamflow discharge	\$13,333	\$7,967	\$21,300	with satellite telemetry
	Water temperature	\$2,633	\$1,567	\$4,200	
12210000	SF Nooksack River at Saxon Bridge				
	Water temperature	\$4,200		\$4,200	
12210700	Nooksack River at North Cedarville				
	Water temperature	\$2,633	\$1,567	\$4,200	Streamflow discharge with priority real-time data transmission is funded by a Whatcom Co. Public Works and Washington State DOE-through a separate USGS agreements.
12210900	Anderson Creek at Smith Road near Goshen				
	Streamflow discharge	\$13,333	\$7,967	\$21,300	with satellite telemetry
	Water temperature	\$2,633	\$1,567	\$4,200	
12212050	Fishtrap Creek at Front Street at Lynden				
	Streamflow discharge	\$13,333	\$7,967	\$21,300	with satellite telemetry
	Water temperature	\$2,633	\$1,567	\$4,200	
12212390	Bertrand Creek at International Boundary				
	Streamflow discharge	\$13,333	\$7,967	\$21,300	with satellite telemetry
	Water temperature	\$2,633	\$1,567	\$4,200	
12212430	Unnamed Tributary to Bertrand Creek near H Street near Lynden				
	Streamflow discharge	\$13,333	\$7,967	\$21,300	with satellite telemetry
	Water temperature	\$2,633	\$1,567	\$4,200	
	TOTAL	\$89,296	\$50,804	\$140,100	



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-581

File ID:	AB2019-581	Version:	1	Status:	Agenda Ready
File Created:	11/04/2019	Entered by:	LCumming@co.whatcom.wa.us		
Department:	Public Works Department	File Type:	Contract (FCZDBS)		
Assigned to:	Council Finance and Administrative Services Committee	Final Action:			
Agenda Date:	11/19/2019	Enactment #:			

Primary Contact Email: sdraper@co.whatcom.wa.us <<mailto:sdraper@co.whatcom.wa.us>>

TITLE FOR AGENDA ITEM:

Request authorization for the County Executive to enter into an Interlocal Agreement between the U.S. Department of Interior Geological Survey and the Whatcom County Flood Control Zone District (Council acting as the Whatcom County Flood Control Zone District Board of Supervisors)

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

This annual Joint Funding Agreement with the USGS funds the ongoing operation and maintenance of the County's 6 stream gages within the Nooksack River early flood warning system; a stream gage at the Nooksack River Everson Overflow; and a stream gage on Jones Creek in Acme, WA for early flood warning and flood response

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
--------------	---------------------	----------------	-----------------



MEMORANDUM

TO: The Honorable Members of the Whatcom County
Flood Control Zone District Board of Supervisors

THROUGH: Jon Hutchings, Public Works Director *JH*

FROM: Paula J. Harris, River and Flood Manager *AJH*
Gary S. Stoyka, Natural Resources Manager *GS*

RE: U.S. Geological Survey - Joint Funding Agreement

DATE: November 1, 2019

Enclosed are two (2) originals of a fixed-cost Joint Funding Agreement (JFA) between Whatcom County Flood Control Zone District (FCZD) and the United States Geological Survey (USGS) for your review and signature.

Background and Purpose

The FCZD has worked cooperatively with the USGS for a number of years to collect stream-gaging data on a real-time basis for early flood warning and flood response. Financing of this program is provided on a cost-share basis through the USGS Cooperative Program. This Joint Funding Agreement covers the six early warning gages on the Nooksack River and its upper forks, plus the Jones Creek gage and the Everson overflow gage at Main Street. The Jones Creek gaging station was installed in 2009 to provide advance warning for the Acme Fire District (AFD) in responding to a debris flow event on Jones Creek. The Everson Overflow gaging station was installed in 2012 in cooperation with the City of Abbotsford to help monitor and plan flood response for overflows at Everson during large flood events.

Funding Amount and Source

The proposed Joint Funding Agreement is for a total amount of \$119,719, of which \$16,876 will be funded by the USGS. The FCZD will provide \$102,843, of which \$6,469 will be from the Acme/VanZandt Subzone. The City of Abbotsford will reimburse \$4,325 in accordance with the existing interlocal Agreement for the Everson Overflow gaging station.

Differences from Previous Contract

This year's costs are approximately 2.4% higher than the cost of similar services provided last year.

Please contact Paula Harris at extension x6285 if you have any questions or concerns regarding the terms of this agreement.

Encls.

WHATCOM COUNTY CONTRACT INFORMATION SHEET

Whatcom County Contract No.

Originating Department:	Public Works
Division/Program: (i.e. Dept. Division and Program)	River and Flood - 907540
Contract or Grant Administrator:	Paula Harris
Contractor's / Agency Name:	U.S. Geological Survey
Is this a New Contract? Yes <input checked="" type="radio"/> No <input type="radio"/> If not, is this an Amendment or Renewal to an Existing Contract? Yes <input type="radio"/> No <input checked="" type="radio"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: _____	
Does contract require Council Approval? Yes <input checked="" type="radio"/> No <input type="radio"/> If No, include WCC: _____ Already approved? Council Approved Date: _____ (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)	
Is this a grant agreement? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, grantor agency contract number(s): _____ CFDA#: _____	
Is this contract grant funded? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, Whatcom County grant contract number(s): _____	
Is this contract the result of a RFP or Bid process? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, RFP and Bid number(s): _____ Contract _____ Cost Center: 169100 & 169230	
Is this agreement excluded from E-Verify? No <input type="radio"/> Yes <input checked="" type="radio"/> If no, include Attachment D Contractor Declaration form.	
If YES, indicate exclusion(s) below: <input type="checkbox"/> Professional services agreement for certified/licensed professional. <input type="checkbox"/> Contract work is for less than \$100,000. <input type="checkbox"/> Contract work is for less than 120 days. <input checked="" type="checkbox"/> Interlocal Agreement (between Governments). <input type="checkbox"/> Contract for Commercial off the shelf items (COTS). <input type="checkbox"/> Work related subcontract less than \$25,000. <input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
Contract Amount:(sum of original contract amount and any prior amendments): \$ 119,719 This Amendment Amount: \$ _____ Total Amended Amount: \$ 119,719	Council approval required for; all property leases, contracts or bid awards exceeding \$40,000, and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, except when: 1. Exercising an option contained in a contract previously approved by the council. 2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance. 3. Bid or award is for supplies. 4. Equipment is included in Exhibit "B" of the Budget Ordinance. 5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County.
Summary of Scope: The annual Joint Funding Agreement with the USGS funds the ongoing operation and maintenance of the County's six stream gages within the Nooksack River early flood warning system; a stream gage at the Nooksack River Everson Overflow; and a stream gage on Jones Creek in Acme, WA for early flood warning and flood response.	
Term of Contract: October 1, 2019 Expiration Date: September 30, 2020	

Contract Routing:	1. Prepared by: Lonni Cummings	Date: 11-1-2019
	2. Attorney signoff: Christopher Quinn	Date: 11/04/2019
	3. AS Finance reviewed: <i>Stennett</i>	Date: 11/5/2019
	4. IT reviewed (if IT related):	Date: _____
	5. Contractor signed:	Date: _____
	6. Submitted to Exec.:	Date: _____
	7. Council approved (if necessary):	Date: _____
	8. Executive signed:	Date: _____
	9. Original to Council:	Date: _____

U.S. DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY

JOINT FUNDING AGREEMENT

FOR
WATER RESOURCES INVESTIGATIONS

Customer #: 6000000721
Agreement #: 20YGJFA04200
Project #: YG00H1U
TIN #: 91-6001383
Fixed Cost Agreement Yes

THIS AGREEMENT is entered into as of the, **1** day of **October, 2019** by the U.S. GEOLOGICAL SURVEY, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the **Whatcom County Flood Control Zone District**, party of the second part.

1. The parties hereto agree that subject to availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation a **fixed-price agreement for the operation and maintenance of the cooperative streamgaging program between the USGS and Whatcom County Public Works**, herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50; and 43 USC 50b.

2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) includes In-Kind Services in the amount of \$

(a) by the party of the first part during the period

Amount	Date	to	Date
\$7,366	October 1, 2019		September 30, 2020

(b) by the party of the second part during the period

Amount	Date	to	Date
\$102,843	October 1, 2019		September 30, 2020

- (c) Contributions are provided by the party of the first part through other USGS regional or national programs, in the amount of:
\$9,510

Description of the USGS regional/nations program: USGS Federal Priority Streamgage Program

- (d) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.
- (e) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.
3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.
4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.
5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.
6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.

7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.
8. The maps, records, or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records, or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program and, if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at costs, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records, or reports published by either party shall contain a statement of the cooperative relations between the parties. The Parties acknowledge that scientific information and data development as a result of the Scope of Work (SOW) are subject to applicable USGS review, approval, and release requirements, which are available on the USGS Fundamental Science Practices website (<https://www2.usgs.gov/fsp/>).
9. Billing for this agreement will be rendered: **QUARTERLY**. Invoices not paid within 60 days from the billing date will bear Interest, Penalties, and Administrative cost at the annual rate pursuant the Debt Collection Act of 1982, (codified at 31 U.S.C. § 3717) established by the U.S. Treasury.

**U.S. Geological Survey
United States
Department of the Interior**

**Name of Customer
Whatcom County Flood Control Zone District**

USGS Point of Contact

Customer Point of Contact

Name: Mark Mastin
Address: 934 Broadway, Suite 300
Tacoma, WA 98402

Telephone: 253-552-1609
Email: mcmastin@usgs.gov

Org Code: GGWNYG0000

Name: Paula Harris
Address: 322 N. Commercial St, Suite 120
Bellingham, WA 98225

Telephone: 360-778-6285
Email: pharris@co.whatcom.wa.us

Signature and Date:

Signature: Cynthia Barton
Date: 10-11-19
Name: Cynthia Barton, PhD, LHG, LG
Title: Center Director

Signature and Date:

Signature: _____
Date: _____
Name: _____
Title: _____

Signature: _____
Date: _____
Name: _____
Title: _____

Recommended for Approval:

Jon Hutchings, Public Works Director

Date _____

Christopher Quinn, Civil Deputy Prosecutor

Date _____

Accepted for Whatcom County Flood Control Zone District

Jack Louws, Whatcom County Executive,
acting for the Whatcom County

Date

) SS

On this _____ day of _____, 2018, before me personally appeared Jack Louws, to me known to be the Executive of Whatcom County, who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.

NOTARY PUBLIC in and for the State of

My commission expires



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-552

File ID:	AB2019-552	Version:	1	Status:	Introduced
File Created:	10/22/2019	Entered by:	MCaldwel@co.whatcom.wa.us		
Department:	Finance Division	File Type:	Ordinance		
Assigned to:	Council Finance and Administrative Services Committee	Final Action:			
Agenda Date:	11/19/2019	Enactment #:			

Primary Contact Email: mcaldwel@co.whatcom.wa.us

TITLE FOR AGENDA ITEM:

Ordinance amending the 2019 Whatcom County budget, request no. 14, in the amount of \$72,853

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

Supplemental #14 requests funding from the General Fund:

1. To appropriate \$30,000 in District Court to fund increased interpreter and Pro Tem Judge services.
2. To appropriate \$5,300 in Non-Departmental to fund increase in indigent burial services.
From the Countywide Emergency Medical Services Fund:
3. To record 2019 EMS budget adjustments for an expenditure reduction of \$319,676.
From Real Estate Excise Tax II Fund:
4. To appropriate \$200,000 to fund transfer to support Birch Bay Dr/ Pt Whitehorn Rd Drainage Improvement Project.
From the Administrative Services Fund:
5. To appropriate \$11,523 in AS-Facilities to fund IT emergency back-up generator repairs.

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
11/06/2019	Council	INTRODUCED	Council Finance and Administrative Services Committee

**ORDINANCE NO.
AMENDMENT NO. 14 OF THE 2019 BUDGET**

WHEREAS, the 2019-2020 budget was adopted November 20, 2018; and,
WHEREAS, changing circumstances require modifications to the approved 2019-2020 budget; and,

WHEREAS, the modifications to the budget have been assembled here for deliberation by the Whatcom County Council,

NOW, THEREFORE, BE IT ORDAINED by the Whatcom County Council that the 2019-2020 Whatcom County Budget Ordinance #2018-064 is hereby amended by adding the following additional amounts to the 2019 budget included therein:

Fund	Expenditures	Revenues	Net Effect
General Fund			
District Court	30,000	-	30,000
Non-Departmental	5,300	-	5,300
Total General Fund	35,300	-	35,300
Countywide Emergency Medical Services Fund	(319,676)	(189,400)	(509,076)
Real Estate Excise Tax II Fund	200,000	-	200,000
Administrative Services Fund	11,523	-	11,523
Total Supplemental	(72,853)	(189,400)	(262,253)

ADOPTED this ____ day of _____, 2019.

ATTEST:

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

Dana Brown-Davis, Council Clerk

Rud Browne, Chair of Council

APPROVED AS TO FORM:

() Approved () Denied


Civil Deputy Prosecutor

Jack Louws, County Executive

Date: _____

WHATCOM COUNTY				
Summary of the 2019 Supplemental Budget Ordinance No. 14				
Department/Fund	Description	Increased (Decreased) Expenditure	(Increased) Decreased Revenue	Net Effect to Fund Balance (Increase) Decrease
General Fund				
District Court	To fund increase in Pro Tem Judge services.	15,000	-	15,000
District Court	To fund interperter services increase.	15,000	-	15,000
Non-Departmental	To fund increase in indigent burial services.	5,300	-	5,300
Total General Fund		35,300	-	35,300
Countywide Emergency Medical Services Fund	To record 2019 EMS budget adjustments.	(319,676)	(189,400)	(509,076)
Real Estate Excise Tax II Fund	To fund transfer to support Birch Bay Dr/ Point Whitehorn Rd Drainage Improvement Project.	200,000	-	200,000
Administrative Services Fund	To fund IT emergency back-up generator repairs.	11,523	-	11,523
Total Supplemental		(72,853)	(189,400)	(262,253)

Supplemental Budget Request

Status: Pending

District Court

Suppl ID # 2849

Fund 1

Cost Center 1300

Originator: Bruce Van Glubtt

Year 1 2019

Add'l FTE ☐

Priority 1

Name of Request: Pro Tem Increase

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6650	Ct Eval/Investigations	\$15,000
	Request Total		\$15,000

1a. Description of request:

Pro Tem Judges are brought in when a Judge or Commissioner is absent from work.

1b. Primary customers:

District Court, member of the public, prosecutor's and public defenders.

2. Problem to be solved:

The Judge and Commissioner positions are the only ones in the department where in-house coverage cannot take place when they are absent. When a Court Clerk or Cashier is absent, others in the department have been cross trained and can fill in during the absence. Combining calendars for judicial absences can take place only on a limited basis due to the length of court hearings and the volume of cases being heard. This results in the need to bring in Pro Tem Judges for coverage. After reviewing the Pro Tem budget with the Presiding Judge, he decided that additional Pro Tem funding is needed. Through July, 2019, \$8222 of the \$10,000 budget has been spent.

3a. Options / Advantages:

All options are currently being utilized, including combining calendars with other Judges when there are absences.

3b. Cost savings:

None.

4a. Outcomes:

The outcome will be delivered at the time of court hearings when a Pro Tem Judge is present.

4b. Measures:

The efficient flow of cases and the smooth operation of the courts on days when there are Judicial absences

5a. Other Departments/Agencies:

None.

5b. Name the person in charge of implementation and what they are responsible for:

None.

6. Funding Source:

General fund.

Supplemental Budget Request

Status: Pending

District Court

Suppl ID # 2842

Fund 1

Cost Center 1300

Originator: Bruce Van Glubt

Year 1 2019

Add'l FTE ☐

Priority 1

Name of Request: Interpreter Funding Increase

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6655	Interpreter Services	\$15,000
	Request Total		\$15,000

1a. Description of request:

Providing interpreters for all non-English speaking parties to a case, for all case types, is a constitutionally mandated service.

1b. Primary customers:

Non-English speaking parties to cases heard in District Court.

2. Problem to be solved:

Providing interpreters is a constitutionally mandated service. The current budget is \$60,761.00. Through July of this year the department has spent \$41,518.50. This means that at the current rate the department will over spend the budgeted amount by over \$11,000. Because of the unpredictable and uncontrollable nature of this expenses, the Presiding Judge was consulted. He stated that based on the cases that he is seeing in the courtroom, he is not convinced that 2019 is just an off year. He is specifically concerned that the level of expenses incurred this year may more likely be a new standard of expenses. Based on this feedback, this supplemental is being submitted.

3a. Options / Advantages:

None

3b. Cost savings:

None

4a. Outcomes:

All non-English speaking parties to a case will be provided with interpreters.

4b. Measures:

When all non-English speaking parties to a case have been provided interpreters.

5a. Other Departments/Agencies:

None, District Court arranges all interpreters for court hearings.

5b. Name the person in charge of implementation and what they are responsible for:

No.

6. Funding Source:

General fund.

Supplemental Budget Request

Status: Pending

Non-Departmental

Suppl ID # 2903

Fund 1

Cost Center 4025

Originator: T. Helms

Year 1 2019

Add'l FTE ☐

Priority 1

Name of Request: Indigent Burial - Increase

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6630	Professional Services	\$5,300
	Request Total		\$5,300

1a. Description of request:

Disposal of indigent remains is an obligation of the County as per RCW 36.39.030. After a 3 month waiting period to allow for the body to be identified and/or claimed. Ordinance 93-053 allows the County to cremate those remains that are indigent and unclaimed by family, church organizations and/or friends. Because the remains are unidentified the Medical Examiner has requested they be buried instead of cremated in the event they need to be exhumed at a later time.

Indigent Burial \$6,200.

Indigent Cremation \$ 803.

This unanticipated expense will exceed current budget limits.

1b. Primary customers:

2. Problem to be solved:

As per RCW 36.39.030 the County provides for the disposition of indigent remains. An annual budget of \$18,000 is usually sufficient. This year expenses are anticipated to exceed budget authority.

3a. Options / Advantages:

No other option.

3b. Cost savings:

n/a

4a. Outcomes:

Indigent burial is paid for by the County.

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

Non-Departmental

Suppl ID # 2758

Fund 130

Cost Center

Originator: T. Helms/M. Hilley

Year 1 2019

Add'l FTE ☐

Priority 1

Name of Request: EMS 2019 Budget Adjustments

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4332.9330	Medicaid Transformation	(\$100,000)
	4332.9340	GEMT Payment Program	(\$600,000)
	4333.8704	FEMA Military	\$510,600
	7210	Intergov Prof Svcs	\$49,324
	7210.001	Intergov Prof Svcs	\$31,000
	7210	Intergov Prof Svcs	(\$400,000)
	Request Total		(\$509,076)

1a. Description of request:

The 2019 Paramedic Training program was budgeted at \$625,000. With the support of an Assistance to Firefighters Grant (AFG) in the amount of \$566,600 much of that cost has been covered. The county budgeted the grant revenue not realizing it would be successfully awarded to the Bellingham Fire Department/City of Bellingham.

This budget supplemental includes the following adjustments:

Paramedic Training (130110):

Removes AFG Revenue that was received by the Bellingham Fire Dept. (not Whatcom County) - \$510,600

Reduces the expenditure authority for the Paramedic Training, costs incurred by grant recipient, BFD - \$400,000

Leaves a portion of AFG Revenue that is obligated by BFD for the Bellingham Technical College \$ 56,000

Community Paramedic (130115):

Increases revenue received from the Medicaid Transformation project (Accountable Communities of Health \$100,000

EMS Administration Agreements with Advanced Life Support (ALS) Agencies Bellingham Fire Department (BFD) and Fire District 7 (FD7) (130100):

This budget supplemental addresses the Interlocal agreement between Whatcom County and the Bellingham Fire Department (City of Bellingham) for Advanced Life Support. Expenditure authority increased to include planned/unplanned man-made, natural catastrophe and/or weather events.

Last February, an extreme weather event occurred which prompted the deployment of Medic 5. This additional unit was deployed to the north region of the county to mitigate delayed response times. This unit was in place for 4 days. \$ 15,324

BFD:

Ground Emergency Medical Transport (GEMT) initial analysis increased cost \$ 19,000

Monday, October 21, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Non-Departmental

Suppl ID # 2758

Fund 130

Cost Center

Originator: T. Helms/M. Hilley

Annual billing costs for GEMT

\$ 15,000

FD7:

Ground Emergency Medical Transport (GEMT) initial analysis increased cost

\$ 16,000

Annual billing costs for GEMT

\$ 15,000

1b. Primary customers:

Whatcom County citizens

2. Problem to be solved:

PARAMEDIC TRAINING - ASSISTANCE TO FIREFIGHTERS GRANT

This budget supplemental removes the revenue from the Assistance to Fire Fighters Grant that supported the Paramedic Training Program. The revenue was actually received by the Bellingham Fire department and most of the expenses were accrued by the Bellingham Fire Department. The EMS Levy Fund paid for the paramedic training expenses incurred by the Fire District 7 paramedic program students.

ACCOUNTABLE COMMUNITIES OF HEALTH (ACH)

State funding through the Medicaid Transformation program (ACH) has been awarded to the County for the Community Paramedic Program. That revenue increase is included in this budget adjustment.

PLANNED / UNPLANNED EXTRAORDINARY EVENTS

Additionally, this budget supplemental addresses the cost increases for an additional unit deployed for extraordinary circumstances resulting from the February 2019 extreme weather event.

GROUND EMERGENCY MEDICAL TRANSPORT (GEMT)

This budget supplemental also adjusts the costs incurred by Bellingham Fire Department and Fire Protection District No. 7 to participate in the Ground Emergency Medical Transport Medicaid Reimbursement program. Central Pierce Fire & Rescue contracted with AP Triton to work with the Health Care Authority to secure federal money to bring Ground Emergency Medical Transport (GEMT) reimbursement to Washington State. Fire Agencies that participated in that effort are now receiving retroactive reimbursement for eligible transports and will continue to see reimbursement through 2021. Invoices for the analysis and work provided through Pierce Fire & Rescue and their consultant AP Triton will be paid through the EMS Levy Fund. The Health Care Authority will continue to process the GEMT payments for Whatcom County EMS agencies.

The GEMT reimbursement program was developed with the expectation of a 5 year term and is anticipated to continue through 2021. The overall cost for participating in the GEMT program will be ~\$150k over 5 years. This investment is expected to result in additional fee revenue of over \$3M.

3a. Options / Advantages:

The 2019 EMS budget did not include the costs incurred by the ALS providers to pursue the Ground Emergency Medical Transport reimbursement. This budget supplemental provides the budget authority necessary to cover that expense.

3b. Cost savings:

n/a

4a. Outcomes:

Extraordinary and unplanned costs incurred by the ALS Providers can be paid through the EMS Levy Fund.

4b. Measures:

Invoices for services rendered will be paid.

5a. Other Departments/Agencies:

n/a

5b. Name the person in charge of implementation and what they are responsible for:

Monday, October 21, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Public Works

Stormwater

Suppl ID # 2989

Fund 324

Cost Center

Originator: Randy Rydel

Year 1 2019

Add'l FTE ☐

Priority 1

Name of Request: BB Drive/PT Whitehorn Rd Drainage Imp REET

X

Department Head Signature (Required on Hard Copy Submission)

Date

10/22/19

Costs:	Object	Object Description	Amount Requested
	8351	Operating Transfer Out	\$200,000
	Request Total		\$200,000

1a. Description of request:

Whatcom County is constructing stormwater improvements along Birch Bay Drive between Holeman Ave and Pt. Whitehorn road. These project improvements include replacing aging storm pipe with 3,000 lineal feet of new pipe, installing 30 new catch basins, and a constructing a new outfall off of Pt. Whitethorn Road.

This project was identified as a high priority capital improvement project in the Central North Subwatershed Master Plan, the Six-Year Water Resources Improvement Program and by recommendation of the Birch Bay Watershed and Aquatic Resources Management (BBWARM) District Advisory Committee. The project is currently underway and is estimated to cost approximately 1.225M. Funding for this project consists primarily of BBWARM fund balance with a \$200,000 supplement from REET funds.

This request is to authorize the REET funding component of the project.

1b. Primary customers:

Pedestrians, bicyclers, cars, and residents of Birch Bay Drive residents in the area.

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

REET II (fund 324) will supply \$200k of funds to assist in funding of project while the remaining project costs have been covered by fund balance in the BBWARM Sub Flood Zone.

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

REET Fund Balance

Supplemental Budget Request

Status: Pending

Administrative Services

Facilities Management

Suppl ID # 2988

Fund 507

Cost Center 50712

Originator: Rob Ney

Year 1 2019

Add'l FTE ☐

Priority 1

Name of Request: IT Emerg Back-up Generator Repairs Unanticipated

X



Department Head Signature (Required on Hard Copy Submission)

10/21/19
Date

Costs:	Object	Object Description	Amount Requested
	7060	Repairs & Maintenance	\$11,523
	Request Total		\$11,523

1a. Description of request:

Administrative Services Information Technology (IT) has an emergency backup generator for the Data Center. This is a crucial piece of equipment that maintains consistency of the County's data network and files in the event of a power loss. This generator has encountered mechanical issues in the amount of \$11,523.17, including WSST, which required immediate repairs to ensure back-up capabilities. The expenditure of funds was unanticipated in the Facilities maintenance budget.

1b. Primary customers:

All of Whatcom County departments uses the capacity of the Data Center and benefits from the back up capabilities of the emergency generator.

2. Problem to be solved:

Immediate repair of the IT backup power generator to repair the failing controller on the Automatic Transfer Switch (ATS). This does not allow programing the date or time into the ATS, which prohibits the unit from scheduling run time exercises.

3a. Options / Advantages:

As this is a crucial piece of equipment for IT and Facilities, there is no other option that to repair the emergency generator. Repair to this generator allows consistent backup power to the data center.

3b. Cost savings:

There are not cost saving opportunities to repair this generator. Facilities has maintenance contracts that provide consistent preventative maintenance (PM) and repair of ALL of Whatcom County's backup generators. During the most recent PM service, this deficiency was discovered. This repair was unanticipated and is not included in our PM contract.

4a. Outcomes:

The funding will be put in place to replenish the funds spent to repair the generator out of the Facilities maintenance budget.

4b. Measures:

Repairs will be made.

5a. Other Departments/Agencies:

All Departments benefit from the Data Center and therefore, benefit from this repair.

5b. Name the person in charge of implementation and what they are responsible for:

Rob Ney

6. Funding Source:

General Fund



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-553

File ID:	AB2019-553	Version:	1	Status:	Introduced
File Created:	10/22/2019	Entered by:	MCaldwel@co.whatcom.wa.us		
Department:	Finance Division	File Type:	Ordinance		
Assigned to:	Council Finance and Administrative Services Committee	Final Action:			
Agenda Date:	11/19/2019	Enactment #:			

Primary Contact Email: mcaldwel@co.whatcom.wa.us

TITLE FOR AGENDA ITEM:

Ordinance amending the project budget for the Lummi Nation Ferry Lease Fund, Request No. 2

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

Requesting Council approval for additional budget authority of \$2,000,000 to be added to the project budget for Fund 338 - Lummi Nation Ferry Lease Fund. Budget will be used to continue funding eligible projects in accordance with the Uplands Lease Agreement.

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
11/06/2019	Council	INTRODUCED	Council Finance and Administrative Services Committee

PROPOSED BY: Public Works
INTRODUCTION DATE: 11/06/19

ORDINANCE NO. _____

**AMENDMENT NO. 2 TO ORDINANCE NO. 2011-049 ESTABLISHING THE LUMMI NATION
FERRY LEASE FUND**

WHEREAS, the Lummi Nation Ferry Lease Fund was established through Ordinance 2011-049 and, in accordance with the terms of Uplands Lease Agreement for Lummi Island Ferry Service, was funded with a \$2,000,000 transfer from the Road Fund in November 2011 and another \$2,000,000 in December 2017, and

WHEREAS, the Lummi Nation, in accordance with the Lease Agreement, provided Public Works with a list of eligible projects which would be reimbursed at the rate of one dollar of County funds to one dollar of non-County funds, and

WHEREAS, amendment no. 1 established the project budget and added \$2,000,000 of expenditure authority in 2016, and

WHEREAS, the Lummi Nation has provided documentation to draw approximately \$1.7 million to date, and

WHEREAS, expenditure authority for the second \$2,000,000 is needed to accomplish payment of future reimbursements, and

NOW, THEREFORE, BE IT ORDAINED by the Whatcom County Council that Ordinance No. 2011-049 is hereby amended to add \$2,000,000 of expenditure authority, as described in Exhibit A, to the current project budget of \$2,000,000, for a total amended project budget of \$4,000,000.

ADOPTED this ____ day of _____, 2019.

ATTEST:

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

Dana Brown-Davis, Council Clerk

Rud Browne, Chair of the Council

APPROVED AS TO FORM: 

() Approved () Denied

Civil Deputy Prosecutor

Jack Louws, County Executive
Date: _____

Lummi Nation Ferry Lease Fund - EXHIBIT A

Account	Descriptions	Current Project Budget	Amendment #2 to Ord. 2011- 049	Total Amended Project Budget
Expenditures				
7220	Intergovernmental Subsidies	\$2,000,000		\$2,000,000
7380	Other Improvements	\$0	\$2,000,000	\$2,000,000
		<u>\$2,000,000</u>	<u>\$2,000,000</u>	<u>\$4,000,000</u>
Revenues				
8301.108	Operating Transfer In	\$4,000,000	\$0	\$4,000,000
		<u>\$4,000,000</u>	<u>\$0</u>	<u>\$4,000,000</u>

Supplemental Budget Request

Public Works

Administration

Suppl ID # 2947 Fund 338 Cost Center 338100 Originator: Randy Rydel

Year 1 2019

Add'l FTE ☐

Priority 1

Name of Request: Amend #2 Funding Supp. Lummi Nation Lease Fund

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	7380	Other Improvements	\$2,000,000
	Request Total		\$2,000,000

1a. Description of request:

On October 27th 2011 Whatcom county entered into a Uplands Lease Agreement (#201111024) with the Lummi Nation. Part of the consideration for this lease is outlined in Section 3b of the lease which dedicated \$2 million of funds the first year and \$2 million in year five to be used according to Exhibit C of the lease. Public Works has determined that recently proposed projects from the Lummi Nation satisfy the conditions of eligibility outlined in Exhibit C.

When the 2nd payment of \$2 million was added to the fund, expenditure authority to spend it was not sought. To date the Lummi Nation has requested approximately \$1.7 million. It is expected that they will continue to move forward with funding requests for approved projects. In anticipation of these requests, we request expenditure authority for the additional \$2 million of funds set aside per the terms of this lease.

1b. Primary customers:

Lummi Island residents are the primary beneficiary of the Uplands Lease Agreement as it allows continued sailings of the Whatcom Chief and access to Lummi Island.

2. Problem to be solved:

Whatcom County needed access to a convenient ferry terminal for ferry service to Lummi Island. The terminal resides on Lummi Nation land. To address this problem, Whatcom County entered into a lease agreement for access to the terminal.

3a. Options / Advantages:

This contract was already signed and executed. It is now time to make the first round of payments per the terms of the contract.

3b. Cost savings:

None

4a. Outcomes:

Part of the contract will be fulfilled.

4b. Measures:

Payment will be made to reimburse 50% of each project invoice up to an aggregate of \$4 million. Invoices will be submitted to Whatcom County Public Works for review before reimbursements will be made.

5a. Other Departments/Agencies:

No

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-562

File ID:	AB2019-562	Version:	1	Status:	Introduced
File Created:	10/23/2019	Entered by:	MCaldwel@co.whatcom.wa.us		
Department:	Finance Division	File Type:	Ordinance		
Assigned to:	Council Finance and Administrative Services Committee	Final Action:			
Agenda Date:	11/19/2019	Enactment #:			

Primary Contact Email: mcaldwel@co.whatcom.wa.us

TITLE FOR AGENDA ITEM:

Ordinance amending the Project Budget for the Criminal Justice Integrated Case Management Systems Fund, Request No. 1

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

Requesting Council approval for additional budget authority of \$200,000 for purchase of case management systems for the Public Defender and Prosecuting Attorney.

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
11/06/2019	Council	INTRODUCED	Council Finance and Administrative Services Committee

PROPOSED BY: Executive
INTRODUCTION DATE: 11/06/19

ORDINANCE NO. _____

**ORDINANCE AMENDING THE PROJECT BUDGET FOR THE CRIMINAL JUSTICE
INTEGRATED CASE MANAGEMENT SYSTEMS FUND, REQUEST NO. 1**

WHEREAS, Ordinance No. 2014-084 established the project budget to procure and implement new case management systems in the Prosecutor's Office, Juvenile Court and District Court Probation; and

WHEREAS, Juvenile Court acquired their system through the Washington State Administrative Office of the Courts and District Court Probation acquired a web based case management subscription service; and

WHEREAS, the Public Defender's Office is also in need of a new case management system and both the Prosecuting Attorney and Public Defender have actively been researching available software solutions, and

WHEREAS, the current project budget has approximately \$550,000 remaining expenditure authority; however, based on budgetary quotes from likely vendors, there is not enough funding available in the project budget to replace both the Prosecutor's and the Public Defender's systems; and

WHEREAS, funding is available from the General Fund to provide additional support to the project budget,

NOW, THEREFORE, BE IT ORDAINED by the Whatcom County Council that Ordinance 2014-084 is hereby amended by adding \$200,000 of expenditure authority effective January 1, 2020, as described in Exhibit A, to the current project budget of \$600,000, for a total amended project budget of \$800,000.

ADOPTED this ____ day of _____, 2019.

ATTEST:


WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

Dana Brown-Davis, Council Clerk

Rud Browne, Chair of the Council

APPROVED AS TO FORM:

() Approved () Denied



Civil Deputy Prosecutor

Jack Louws, County Executive
Date: _____

CRIMINAL JUSTICE INTEGRATED CASE MANAGEMENT SYSTEMS - FUND 368
EXHIBIT A

Account	Descriptions	Current Project Budget	Amendment #1 to Ord. 2014- 084	Total Amended Project Budget
Expenditures				
7420	Computer - Capital Outlays	\$600,000	\$200,000	\$800,000
		<u>\$600,000</u>	<u>\$200,000</u>	<u>\$800,000</u>
Revenues				
8301.001	Operating Transfer In	\$600,000	\$200,000	\$800,000
		<u>\$600,000</u>	<u>\$200,000</u>	<u>\$800,000</u>

Supplemental Budget Request

Status: Pending

Administrative Services

Information Technology

Suppl ID # 2940

Fund 368

Cost Center 368100

Originator: Perry Rice

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Public Defender\Prosecutor CMS Implementation

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6630	Professional Services	\$200,000
	8301.001	Operating Transfer In	(\$200,000)
	Request Total		\$0

1a. Description of request:

Additional funding is needed to procure and implement new case management systems for the Public Defender and Prosecutor.

1b. Primary customers:

Public Defender, Prosecutor, Courts, Local Law Enforcement, Private Attorneys

2. Problem to be solved:

The existing Criminal Justice Integrated Case Management Systems project budget has approximately \$550,000. Both the Public Defender and Prosecutor have been actively reaching out to their counterparts in other counties and conducting demonstrations of leading software with vendors. Based on budgetary quotes from likely vendors, there is not enough funding in the project budget to replace both systems.

Both the Public Defender and Prosecutor continue to be reliant on paperbased case files along with limited software applications that were developed over 25-years ago that are woefully out of date. Modern case management systems are desperately needed in both offices to help meet case loads.

3a. Options / Advantages:

Alternative Considered: Fully funding only one system.

Both offices, Public Defender and Prosecutor, need a modern case management system and tools on par with each other for their respective roles in the Criminal Justice System.

3b. Cost savings:

Attorneys in both offices will have modern electronic systems to help keep up with increasing case loads.

4a. Outcomes:

Both the Public Defender and Prosecutor will have a modern case management system in 2020/2021.

4b. Measures:

Attorney access to information and the exchange of information within the criminal justice system will increase.

5a. Other Departments/Agencies:

Sheriff's Office and other law enforcement agencies will need to assist with integration between case management and evidence systems with Prosecutor's system.

Public Defender and Prosecutor will need to assist each other with an integration between their systems.

State Administrative Office of Courts (AOC), Superior Court and District Court will need to assist both

Supplemental Budget Request

Status: Pending

Administrative Services

Information Technology

Suppl ID # 2940

Fund 368

Cost Center 368100

Originator: Perry Rice

Public Defender and Prosector with integrations.

5b. Name the person in charge of implementation and what they are responsible for:

Prosecutor's Office - Vanessa Martin - Co-Project Lead for the Prosecutor implementation

Public Defender's Office - Julie Wiles \ Brenda Beeman - Co-Project Leads for the Public Defender implementation

6. Funding Source:

General Fund



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-564

File ID:	AB2019-564	Version:	1	Status:	Introduced
File Created:	10/23/2019	Entered by:	MCaldwel@co.whatcom.wa.us		
Department:	Finance Division	File Type:	Ordinance		
Assigned to:	Council Finance and Administrative Services Committee	Final Action:			
Agenda Date:	11/19/2019	Enactment #:			

Primary Contact Email: mcaldwel@co.whatcom.wa.us

TITLE FOR AGENDA ITEM:

Ordinance amending the Project Budget for the Lake Whatcom Park Trail Development Fund, Request No. 1

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

Request Council approval for additional budget authority of \$452,025 for Lake Whatcom Park trailhead improvements and to connect the Chanterelle Trail to the Hertz Trail.

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
11/06/2019	Council	INTRODUCED	Council Finance and Administrative Services Committee

PROPOSED BY: Executive
INTRODUCTION DATE: 11/06/19

ORDINANCE NO. _____

**ORDINANCE AMENDING THE PROJECT BUDGET FOR THE LAKE WHATCOM PARK
TRAIL DEVELOPMENT FUND, REQUEST NO. 1**

WHEREAS, Ordinance No. 2016-056 established the project budget to develop trails in Lookout Mountain Forest Preserve and Lake Whatcom Park Recreational Trail Plan; and

WHEREAS, over 12 miles of trails have been constructed/reconstructed to date; and

WHEREAS, additional budget authority is needed to complete Lake Whatcom Park trailhead improvements, and

WHEREAS, additional budget authority is also needed to connect the Chanterelle Trail to the Hertz Trail as the next phase of trail development; and

WHEREAS, funding is available from Real Estate Excise Tax II Fund to provide additional support to the project budget,

NOW, THEREFORE, BE IT ORDAINED by the Whatcom County Council that Ordinance 2016-056 is hereby amended by adding \$452,025 of expenditure authority effective January 1, 2020, as described in Exhibit A, to the current project budget of \$443,000, for a total amended project budget of \$895,025.

ADOPTED this ____ day of _____, 2019.

ATTEST:


WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

Dana Brown-Davis, Council Clerk

Rud Browne, Chair of the Council

APPROVED AS TO FORM:

() Approved () Denied



Civil Deputy Prosecutor

Jack Louws, County Executive
Date: _____

LAKE WHATCOM PARK TRAIL DEVELOPMENT FUND - FUND 373**EXHIBIT A**

Account	Descriptions	Current Project Budget	Amendment #1 to Ord. 2016- 056	Total Amended Project Budget
	Expenditures			
6120		\$0	\$20,400	\$20,400
6190		\$0	\$39,900	\$39,900
6230		\$0	\$1,306	\$1,306
6269		\$0	\$61	\$61
7380	Other Improvements	\$443,000	\$390,358	\$833,358
		<u>\$443,000</u>	<u>\$452,025</u>	<u>\$895,025</u>
	Revenues			
8301.324	Operating Transfer In	\$443,000	\$452,025	\$895,025
		<u>\$443,000</u>	<u>\$452,025</u>	<u>\$895,025</u>

Supplemental Budget Request

Status: Pending

Parks & Recreation

Suppl ID # 2794 Fund 373 Cost Center 373200 Originator: Rod Lamb

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Lake Whatcom Park Trailhead Improvements

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6190	Direct Billing Rate	\$39,900
	7380	Other Improvements	\$312,125
	8301.324	Operating Transfer In	(\$352,025)
	Request Total		\$0

1a. Description of request:

This budget supplemental requests funding to complete preliminary design, engineering and permitting assistance for a trailhead improvements at Lake Whatcom Park. The design and engineering effort will focus on improvements that address parking deficiencies and evaluate strategies to add additional capacity. The project will include installing new and repurposing existing restroom buildings, covered shelter, and stormwater treatment to protect water quality, restoration plantings, signage and pedestrian improvements.

1b. Primary customers:

Whatcom County residents and visitors to Whatcom County are the primary customers of this proposed improvement project. Reduction of on-street parking, congestion and activity will benefit neighborhood residents in the immediate area..

2. Problem to be solved:

The current trailhead at Lake Whatcom Park is undersized for current use. In 2018, over 155,492 visitors used the park. The existing gravel parking areas are commonly at capacity, causing park visitors to park along the shoulders of North Shore Road, as well as other areas not designed to accommodate vehicles. This creates a potentially hazardous situation, where park visitors and residents safety are at risk.

Expanded parking will be designed to accommodate current and projected use so that conflict between park visitors, neighboring residents and vehicles are minimized. Additionally, the improved parking facility will include the latest stormwater treatment prescribed by the Dept. of Ecology. Inclusion of improved stormwater treatment will help protect Lake Whatcom water quality.

3a. Options / Advantages:

The County could decide to maintain the existing facility rather than improve it to accommodate current and anticipated use, however visitor counts indicate a growing trend of increased use at Lake Whatcom Park. Issues with insufficient parking and restrooms will only continue to worsen in the future.

3b. Cost savings:

N/A

4a. Outcomes:

This effort will complete preliminary design and engineering for the Lake Whatcom Park trailhead. The effort will include a site survey, regulatory requirement review, 30% design and a preliminary estimate of construction costs.

4b. Measures:

Friday, October 18, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Parks & Recreation

Suppl ID # 2794

Fund 373

Cost Center 373200

Originator: Rod Lamb

The project will conclude when the consultant provides Whatcom County with a 30% design submittal that includes a site survey, site improvement plan, details and preliminary estimate of construction costs.

5a. Other Departments/Agencies:

Yes, the project will include permit review and approval from Planning & Development Services. Public Works Engineering will also be responsible for ensuring the proposed trailhead improvements meet current county development standards.

5b. Name the person in charge of implementation and what they are responsible for:

Unknown at this time.

6. Funding Source:

Requesting a Project Budget to be funded by REET II. This will be a multi-year project.

Supplemental Budget Request

Status: Pending

Parks & Recreation

Suppl ID # 2844

Fund 373

Cost Center 373100

Originator: Christ Thomsen

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Lake Whatcom Trail Development

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6120	Extra Help	\$20,400
	6230	Social Security	\$1,306
	6269	Unemployment-Interfund	\$61
	7380	Other Improvements	\$78,233
	8301.324	Operating Transfer In	(\$100,000)
	Request Total		\$0

1a. Description of request:

This request is for \$100,000 in additional funding for the implementation of the Lookout Mountain Forest Preserve and Lake Whatcom Park Recreation Trail Plan.

Initial funding of \$443,000 for this project based budget was provided by ASR 2017-5636. To date, more than 12 miles of trail have been constructed / reconstructed within Lake Whatcom Park and Lookout Mountain Forest Preserve. Trail construction has been completed through a combination of contracted work, force account resources, and volunteer efforts.

Construction of the second leg of the Chanterelle trail will be completed at the conclusion of the 2019 trail construction season. The next phase of trail construction is planned to connect the Chanterelle Trail to the Hertz Trail. This work is anticipated to take up to two seasons to complete; during years 2020 and 2021.

Approximately \$75,000 remains in the project budget and an estimated \$175,000 is needed to adequately fund 2020 construction efforts. It is anticipated that these funds will provide for the construction of up to 3.5 miles of new trail.

1b. Primary customers:

The over 185,000 Whatcom County citizens and visitors that utilize Lake Whatcom Park trails annually.

2. Problem to be solved:

Additional funding is required to continue the implementation of the Lookout Mountain Forest Preserve and Lake Whatcom Park Recreational Trail Plan.

3a. Options / Advantages:

The County could chose not to continue or defer funding implementation of the trail plan or to pursue trail construction though other mechanisms such as grant funding or greater reliance on volunteer efforts.

The combination of contract work, force account resources, and volunteers efforts has proven to be a successful model for cost efficient trail construction that engages volunteers and community groups.

The use of REET II funds provides a consistent and reliable fund source for ongoing implementation of the trail plan.

Friday, October 18, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Parks & Recreation

Suppl ID # 2844

Fund 373

Cost Center 373100

Originator: Christ Thomsen

3b. Cost savings:

This Budget Supplemental is not a cost savings proposal and no cost savings are anticipated. Benefits will be seen through sustainable trail design and construction that results in lowered trail maintenance costs over time.

4a. Outcomes:

Construction of the trail connecting the Chanterelle and Hertz trails is initiated in 2020 with the first leg of construction being completed during the 2020 construction season. This is anticipated to be up to 3.5 miles of new trail construction.

4b. Measures:

Construction of the trail connecting the Chanterelle and Hertz trails is initiated in 2020.

5a. Other Departments/Agencies:

Planning and Development Services is responsible for reviewing trail construction plans under the Department's programmatic permit issued for this project.

5b. Name the person in charge of implementation and what they are responsible for:

Not applicable.

6. Funding Source:

REET II



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-550

File ID:	AB2019-550	Version:	1	Status:	Agenda Ready
File Created:	11/05/2019	Entered by:	BBushaw@co.whatcom.wa.us		
Department:	Public Works Department	File Type:	Interlocal		
Assigned to:	Council Finance and Administrative Services Committee				Final Action:
Agenda Date:	11/19/2019	Enactment #:			

Primary Contact Email: sdraper@co.whatcom.wa.us <<mailto:sdraper@co.whatcom.wa.us>>

TITLE FOR AGENDA ITEM:

Request authorization for the County Executive to enter into an interlocal agreement between Whatcom County and the Lake Whatcom Water & Sewer District for a follow-up investigation, in the amount of \$40,000.00

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

This Interlocal agreement will conduct a follow-up investigation into potential on-site sewage system impacts to Lake Whatcom along North Shore Drive

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
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Jon Hutchings
Director



322 N. Commercial, Suite 110
Bellingham, WA 98225
Telephone: (360) 778-6230
FAX: (360) 778-6231
www.whatcomcounty.us

MEMORANDUM

TO: The Honorable Jack Louws, Whatcom County Executive, and
The Honorable Whatcom County Council

THROUGH: Jon Hutchings, Director *JH*

FROM: Kraig Olason, Stormwater Program Manager *KO*
Gary S. Stoyka, Natural Resources Program Manager *GS*

DATE: November 4, 2019

RE: Interlocal Agreement with Lake Whatcom Water & Sewer District to Conduct a
Follow-up Investigation into Potential On-site Sewage System Impacts to Lake
Whatcom

Requested Action

Enclosed are two (2) originals of an interlocal agreement between Whatcom County and Lake Whatcom Water & Sewer District (District) for your review and signature.

Background and Purpose

There are approximately 100 residences with on-site sewage systems (OSSs) located along the Lake Whatcom shoreline on North Shore Drive in unincorporated Whatcom County. The District hired Herrera Environmental Consultants to conduct an assessment of potential impacts of these systems on lake water quality in 2017. The results of the study indicated that these systems may be adversely impacting the quality of Lake Whatcom. County staff has worked with District staff to develop a scope of work for additional work to investigate potential data gaps in the first study and to better determine if impacts are occurring and, if so, to what extent. The District wishes to partner with the County for this study with the District paying 60% of the cost, and the County contributing 40%. The District will contract with a consulting firm to conduct the study. The County will participate in consultant selection and data and report review. The District has funds in its 2019 budget to begin this work. The County's portion of the funding would be provided in 2020.

Funding Amount and Source

The total estimate cost of this investigation is \$100,000.00. The County's estimated budget for this agreement is \$40,000.00. County funding for this project is included in the 2020 proposed Stormwater Budget.

Please contact Gary Stoyka at extension 6218, if you have any questions or concerns regarding the terms of this agreement.

WHATCOM COUNTY CONTRACT INFORMATION SHEET

Whatcom County Contract No. _____

Originating Department:	Public Works
Division/Program: (i.e. Dept. Division and Program)	Stormwater/Natural Resources (907620)
Contract or Grant Administrator:	Gary Stoyka
Contractor's / Agency Name:	Lake Whatcom Water & Sewer District
Is this a New Contract? Yes <input checked="" type="radio"/> No <input type="radio"/> If not, is this an Amendment or Renewal to an Existing Contract? Yes <input type="radio"/> No <input checked="" type="radio"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: _____	
Does contract require Council Approval? Yes <input checked="" type="radio"/> No <input type="radio"/> If No, include WCC: _____ Already approved? Council Approved Date: _____ (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)	
Is this a grant agreement? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, grantor agency contract number(s): _____ CFDA#: _____	
Is this contract grant funded? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, Whatcom County grant contract number(s): _____	
Is this contract the result of a RFP or Bid process? Contract _____ Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, RFP and Bid number(s): _____ Cost Center: 123201	
Is this agreement excluded from E-Verify? No <input type="radio"/> Yes <input checked="" type="radio"/> If no, include Attachment D Contractor Declaration form.	
If YES, indicate exclusion(s) below: <input type="checkbox"/> Professional services agreement for certified/licensed professional. <input checked="" type="checkbox"/> Contract work is for less than \$100,000. <input type="checkbox"/> Contract for Commercial off the shelf items (COTS). <input type="checkbox"/> Contract work is for less than 120 days. <input type="checkbox"/> Work related subcontract less than \$25,000. <input checked="" type="checkbox"/> Interlocal Agreement (between Governments). <input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
Contract Amount:(sum of original contract amount and any prior amendments): \$ 40,000 This Amendment Amount: \$ _____ Total Amended Amount: \$ _____	Council approval required for; all property leases, contracts or bid awards exceeding \$40,000 , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, except when: 1. Exercising an option contained in a contract previously approved by the council. 2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance. 3. Bid or award is for supplies. 4. Equipment is included in Exhibit "B" of the Budget Ordinance. 5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County.
Summary of Scope: Interlocal agreement to conduct a follow-up investigation of the potential impacts of on-site sewage systems on water quality in Lake Whatcom.	
Term of Contract: 26 months Expiration Date: 12/31/21	

Contract Routing:	1. Prepared by: Gary S. Stoyka	Date: 10/4/19
	2. Attorney signoff: Christopher Quinn	Date: 10/14/2019
	3. AS Finance reviewed: M Caldwell	Date: 10/14/19
	4. IT reviewed (if IT related):	Date:
	5. Contractor signed:	Date:
	6. Submitted to Exec.:	Date:
	7. Council approved (if necessary):	Date:
	8. Executive signed:	Date:
	9. Original to Council:	Date:

**INTERLOCAL AGREEMENT
BETWEEN
LAKE WHATCOM WATER AND SEWER DISTRICT AND WHATCOM COUNTY
FOR THE
LAKE WHATCOM MANAGEMENT PROGRAM
ON-SITE SEWAGE SYSTEM IMPACT ASSESSMENT**

WHEREAS, Lake Whatcom Water and Sewer District, 1220 Lakeway Drive, Bellingham, WA 98229 (District) and Whatcom County, 311 Grand Avenue, Bellingham, WA 98225 (County), referred to collectively herein as “the Parties,” desire to formalize an arrangement wherein the District will provide funding for the payment of consultants to perform work in relation to assessing the impacts of existing on-site sewage systems (also known as septic systems) on the quality of water in Lake Whatcom (hereafter “Lake Whatcom On-Site Sewage System Impact Assessment”); and

WHEREAS, the Parties together with the City of Bellingham (City) jointly adopted the Lake Whatcom Reservoir Management Program (Program) through County Council Resolution No. 2000-027, City Council Resolution No. 2000-14, and District Board of Commissioners Resolution No. 636; and

WHEREAS, in the 2015-2019 Lake Whatcom Management Work Plan, the Program Area 4, Monitoring & Data, objective is to “collect and manage data to increase our understanding of water quality and pollution sources, and to guide management decisions”; and

WHEREAS, Herrera Environmental Consultants, Inc., under contract with the District, conducted a series of monitoring events along the north shore of Lake Whatcom between January and March 2017 to assess the impact of existing on-site sewage systems on water quality of the Lake; and

WHEREAS, the findings of the assessment were published in the Water Quality Monitoring Report, Lake Whatcom North Shore On-site Septic Sewage System Leachate Detection Project, in July 2017; and

WHEREAS, the data generated through the 2017 assessment indicate that existing on-site sewage systems may be adversely impacting the quality of Lake Whatcom water; and

WHEREAS, it is in the interests of the residents of the County and District to better understand the potential impact of on-site sewage systems located along the shoreline on Lake Whatcom water quality.

NOW, THEREFORE, the Parties agree as follows:

- I. *Purpose*: The purpose of this Agreement is to set the terms whereby the County will make funds available to the District to support the Lake Whatcom On-Site Sewage System Impact Assessment.

- II. *Administration:* No new or separate legal or administrative entity is created to administer the provisions of this Agreement.
- III. *District Responsibilities:* The District hereby agrees to hire a consultant, selected through required public selection processes, as agreed to by the Parties, for conducting the work described in Exhibit A and budgeted in Exhibit B.
- IV. *County Responsibilities:* The County hereby agrees to reimburse the District an amount not to exceed the total budget allocated the County as shown in Exhibit B.
- V. *Payment:* All payments under this Agreement are considered reimbursement for services rendered. Each request for payment herein is to be submitted in the usual form of a claim for services rendered supported by detailed documentation of the services actually performed so as to comply with auditing requirements. Payment shall be upon approved claims and in accordance with customary procedures. The County will compensate the District for services rendered within thirty (30) days following receipt of a detailed invoice, provided all other terms and conditions of this Agreement have been met and certified as such by the District.
- VI. *Term:* This Agreement shall be effective for services performed beginning upon District Board of Commissioners approval of the contract with the selected consultant and extending through the scope of work identified in Exhibit A, but not later than December 31, 2021. This Agreement may be renewed by mutual written agreement of all of the parties hereto. It may be terminated by any party upon the giving of ninety (90) days written notice to the others, at which time any remaining financial obligations shall be paid in full according to the provisions of "V. Payment" stated above.
- VII. *Responsible Persons:* The persons responsible for administration of this Agreement shall be the Whatcom County Public Works Department Director and the Lake Whatcom Water and Sewer District General Manager, or their designees.
- VIII. *Treatment of Assets and Property:* No fixed assets or personal or real property will be jointly or cooperatively acquired, held, used, or disposed of pursuant to this Agreement, except that the products of the on-site sewage system impact assessment work performed pursuant hereto, shall be deemed the property of each of the parties to this Agreement.
- IX. *Data:* Any data or reports generated pursuant to this agreement shall be owned jointly by the District and County. Neither party shall release preliminary data or reports to the public or other entities, unless required by law, without the other party's consent.
- X. *Indemnification:* Each party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to the fullest extent required by law, and further agrees to save, indemnify, defend, and hold the other party harmless from any such liability. It is further provided that no liability shall attach to the Parties by reason of entering into this Agreement except as expressly provided herein.
- XI. *Modifications:* This Agreement may be changed, modified, amended, or waived only by written agreement executed by the Parties hereto. Waiver or breach of any term or

condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.

- XII. *Applicable Law:* In the performance of this Agreement, it is mutually understood and agreed upon by the Parties hereto that this Agreement shall be governed by the laws of the State of Washington, both as to interpretation and performance, and the venue of any action arising herefrom shall be in the Superior Court of the State of Washington in and for Whatcom County.
- XIII. *Severability:* In the event any term or condition of the Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications of this Agreement that can be given effect without the invalid term, conditions, or application. To this end the terms and conditions of this Agreement are declared severable.
- XIV. *Entire Agreement:* This Agreement contains all terms and conditions agreed upon by the Parties. All items incorporated herein by reference are attached. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.
- XV. *Recordation:* Upon execution of this Agreement, the District shall file a copy of it with the office of its County Auditor or make it accessible on its web site or other electronically retrievable public source, pursuant to the requirements of Revised Code of Washington 39.34.040.

IN WITNESS WHEREOF, the Parties have signed this Agreement this _____ day of _____, 2019.

WHATCOM COUNTY:

Jack Louws, Whatcom County Executive

Approved as to form:

Christopher Quinn, Chief Civil Deputy
Prosecutor

Department Approval:

Jon Hutchings, Public Works Director 11/5/19

STATE OF WASHINGTON)
) ss.
County of Whatcom)

On this ____ day of _____, 2019, before me personally appeared JACK LOUWS, to me known to be the County Executive of WHATCOM COUNTY, and who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.

NOTARY PUBLIC in and for the State of
Washington residing at _____.
My appointment expires: _____

LAKE WHATCOM WATER AND SEWER DISTRICT:

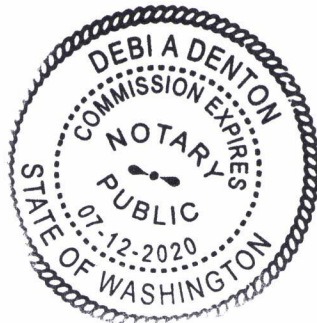
Approved as to form:


Justin Clary, General Manager


Robert Carmichael, District Legal Counsel

STATE OF WASHINGTON)
) ss.
County of Whatcom)

On this 30th day of October, 2019, before me personally appeared JUSTIN CLARY, to me known to be the General Manager of the LAKE WHATCOM WATER AND SEWER DISTRICT, and who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.





NOTARY PUBLIC in and for the State of
Washington residing at Bellingham
My appointment expires: 7/12/20

EXHIBIT A
Scope of Work
2019-2020 Lake Whatcom On-site Sewage System Impact Assessment

Project Background:

The Lake Whatcom watershed is located in Whatcom County in the northwest corner of Washington State. Lake Whatcom is the drinking water source for approximately 100,000 people, provides recreational opportunities for residents and visitors, and habitat for a variety of fish and animals.

Public awareness regarding deteriorating water quality in the 1980's led to a partnership between Whatcom County, the City of Bellingham, and the Lake Whatcom Water and Sewer District for cooperative watershed management under the Lake Whatcom Management Program. In 2016, the United States Environmental Protection Agency (USEPA) approved a Total Maximum Daily Load (TMDL) for phosphorus in the lake and fecal coliform bacteria in eleven lake tributaries. Efforts are underway to protect lake water quality, reduce the amount of phosphorus entering the lake system, and reduce fecal bacteria levels in tributaries entering the lake.

In 2016, the Lake Whatcom Water and Sewer District contracted with Herrera Environmental Services to conduct a study examining potential impacts of on-site sewage systems (OSSs; also known as septic systems) on lake water quality along Northshore Drive. Herrera evaluated a number of parameters at open water, lakeshore, and discharge sites along OSS-serviced and undeveloped shoreline areas. The primary parameters analyzed included fecal bacteria, optical brighteners, phosphorus, and bacteroidetes DNA biomarkers for human waste. Elevated levels of optical brighteners and bacteroidetes biomarkers were observed at some sites.

Following the study, the Whatcom County Health Department contacted landowners with OSS within the study area to conduct evaluations of systems. A total of 97 OSS were located within the study area, 68 landowners responded and systems were inspected, three failures were found and repaired, and maintenance needs were identified at one site. Eight landowners refused inspections and 17 landowners did not respond. One identified failure was upstream of a sampling site with moderately elevated fecal bacteria and optical brighteners. However, human bacteroidetes biomarkers were not detected or detected at low levels at this site.

Based upon feedback on the initial study from Lake Whatcom Management Program partners, this follow up study will incorporate shoreline areas with sewer service, provide consistent sample sites with equal representation from shoreline types, and further consider the results in relation to TMDL goals for the lake.

Project Goals and Objectives:

The purpose of this study is to follow up on the initial study, expand the study area to include shoreline areas serviced by sewer, and characterize fecal bacteria and phosphorus input to the lake from OSS and sewer serviced shorelines. The following goals and objectives provide guidance for the follow up study.

Goals:

- To determine if OSSs on parcels in shoreline areas are impacting lake water quality through fecal bacteria or phosphorus loading during wet season storm events.
- To determine if there is a difference in fecal bacteria and phosphorus levels in shoreline areas serviced by OSS versus sewer systems during storm events.
- If impacts are detected, determine the extent of those impacts relative to TMDL requirements and public health.

Objectives:

- Characterize fecal bacteria, phosphorus, and bacteriodes DNA concentrations at shoreline sites during critical conditions for OSS leaching and sewer inflow and infiltration (wet season storm events).
- Compare fecal bacteria, phosphorus, and bacteriodes DNA concentrations between OSS, sewer, and undeveloped shorelines during critical conditions.
- Compare fecal bacteria concentrations to state water quality standards.
- Compare phosphorus concentrations to Lake Whatcom TMDL goals.
- Determine next steps for evaluating OSS impacts to surface water drainages and/or groundwater, if deemed necessary from study results.

This Scope of Work includes the elements of the project that should be included in the consultant's proposal. The proposal should detail the consultant's approach to study design, number of sites and frequency of sampling, target parameters, and data analysis to address the project's goals and objectives.

Tasks:

Task 1: Project Development and Management

The consultant will be responsible for understanding the goals and objectives of the study, gathering background information, and developing a sampling plan that outlines the study area and design, sampling techniques and parameters, quality control measures, laboratory analysis, and data analysis. Whatcom County and/or the Lake Whatcom Water and Sewer District will provide information to allow for assessment of parcel locations, and site sewer categorization. Monthly progress reports will provide updates on activities, successes, and challenges.

Deliverables:

- Sampling Plan (building upon the quality assurance project plan [QAPP] developed for the initial study)
- Monthly Progress Reports and Invoices

Task 2: Data Collection and Analysis

This study will include Lake Whatcom shoreline areas with OSS, sewer, and no development. Building from the initial study, storm events during the wet season should be targeted for this study. Both OSS and sewer system functions are most stressed during storm events. For OSS, wet season conditions leading to soil saturation and high water tables can stress a system. Storm events during this period represent the most critical conditions for potential

OSS failure. Sewer systems can be similarly stressed during large rain events due to stormwater inflow and infiltration.

The consultant will be responsible for forecasting storms, collecting and recording field data consistent with parameters recorded during the initial study, collecting water samples for laboratory analysis, and compiling and analyzing data. At a minimum three sampling events at 13 locations (five OSS, five sewer, and three undeveloped) should be included in this study. Use of a fluorometer to assist in reconnaissance survey and identifying site locations is recommended (similar to initial study). A Cyclops fluorometer (Cyclops 7 probe with a DataBank display/logger, stainless steel sensor, and 5-meter cable) is available for consultant's use related to this study. The consultant is encouraged to conduct laboratory analysis for bacteria and nutrients at local laboratories.

Deliverables:

- Field Sheets and Lab Reports
- Excel Workbook with all Raw Data

Task 3: Reporting and Presentation

The consultant will review and validate all field and laboratory data according to quality control measures in the monitoring plan. A draft report will be prepared for the Project Team and Lake Whatcom Data Team with a two week period for review and feedback. A final report will be prepared addressing comments received. A presentation highlighting study methods, results, and findings will be provided.

Deliverables:

- Excel Workbook with all Raw Data and Qualifiers
- Draft Report Summarizing Study Methods, Results, and Discussion
- Final Report
- Presentation of Study

EXHIBIT B
Budget
2019-2020 Lake Whatcom On-site Sewage System Impact Assessment

Jurisdictions will be responsible for ensuring that adequate resources are available to implement the Lake Whatcom On-site Sewage System Impact Assessment as described below.

Task	Cost
Task 1. Project Management and Meetings	\$10,000.00
Task 2. Sampling and Analysis	\$60,000.00
Task 3. Data Analysis and Reporting	\$30,000.00
TOTAL	\$100,000.00

Each jurisdiction commits to paying properly incurred and invoiced expenses as follows:

Whatcom County	40%	(not to exceed \$40,000.00)
Lake Whatcom Water & Sewer District	60%	(not to exceed \$60,000.00)

These commitments are based upon the following assumptions: that the 2019-2020 budget does not exceed \$100,000.00.



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-593

File ID:	AB2019-593	Version:	1	Status:	Agenda Ready
File Created:	11/07/2019	Entered by:	NKallunk@co.whatcom.wa.us		
Department:	Human Resources Division	File Type:	Resolution		
Assigned to:	Council Finance and Administrative Services Committee	Final Action:			
Agenda Date:	11/19/2019	Enactment #:			

Primary Contact Email: nkallunk@co.whatcom.wa.us

TITLE FOR AGENDA ITEM:

Resolution adopting a salary schedule and policies for unrepresented Whatcom County Employees, effective January 1, 2020 through December 31, 2020

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

Please refer to Executive memo for background and more information

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
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**WHATCOM COUNTY
EXECUTIVE'S OFFICE**
County Courthouse
311 Grand Ave. Suite #108
Bellingham, WA 98225



Jack Louws
County Executive

MEMO TO: County Council Members
FROM: Jack Louws, County Executive
DATE: November 7, 2019
SUBJECT: 2020 UNREPRESENTED RESOLUTION

A handwritten signature in blue ink, appearing to read "Jack Louws", is written over the "FROM:" line of the memo.

For your consideration are my recommendations for the 2020 Unrepresented Resolution. The 2020 Resolution carries forward most of the previous policy provisions; substantive changes are summarized below. Some sections are updated to reflect new regulatory requirements, County policy or Executive Orders. Other sections are modified to provide consistency, clarification and direction to payroll preparers.

Term of Resolution

The resolution is effective January 1, 2020 through December 31, 2020.

Wage Increases

Each step in all ranges of the salary matrices increases by 3.0% in 2020.

The provision adopting wage adjustments for Elected Officials by resolution is deleted because wages are set by the Whatcom County Commission on Salaries for Elected Officials.

Applicability

The Sheriff's command staff consisting of the Chief and Lieutenant positions (6 employees) is now represented by the Fraternal Order of Police and no longer referenced.

Leaves

Maximum leave accruals will be calculated based on December 31 of each year rather than the last pay period of the year, which can vary from year to year.

It is no longer a requirement of the Fair Labor Standards Act (FLSA) that exempt employees must record sick leave, vacation, personal holiday, short term disability and paid time off in one-hour increments so the provision is removed from various leave sections. The FLSA allows deductions from leave banks of exempt employees in any increment established by policy, which is quarter-hour increments.

Other Compensation

Excess sick leave contributions for eligible employees will be placed in a 457 deferred compensation account rather than a Retirement Health Savings account because employees are interested in a less restrictive benefit with lower fees.

Compensatory time earned by employees required to work on a holiday can be carried forward to the following year. This prevents employees who earn compensatory time near year-end from losing it if it cannot be scheduled within that short time frame.

Other Language Changes

Various sections referencing "Executive's Office" or "County Executive" or "Executive" found in the Compensation/Employment and Leave sections are modified to "County Executive or designee" to provide consistency throughout the document.

Should you have any questions on the details of the above changes, please contact Nan Kallunki via email or at extension 5306.

PROPOSED BY: Executive

INTRODUCTION DATE: _____

RESOLUTION NO. 2019 – _____

**A RESOLUTION IN THE MATTER OF ADOPTING A SALARY SCHEDULE AND
POLICIES FOR UNREPRESENTED WHATCOM COUNTY EMPLOYEES
EFFECTIVE JANUARY 1, 2020 through DECEMBER 31, 2020**

WHEREAS, employees in certain County job classifications are unrepresented and do not engage in collective bargaining on matters relating to wages, benefits and other terms and conditions of employment; and

WHEREAS, unrepresented employees should be compensated, based on the concept of a salary matrix, within the proper range and step for authorized positions within the adopted biennial budget; and

WHEREAS, it is intended that Administration will follow the policies set forth below; and

WHEREAS, it is nonetheless understood that state law may override certain stipulations set forth herein;

THEREFORE, BE IT RESOLVED by the Whatcom County Council the following personnel policies, conditions of employment, and salary matrices are hereby adopted.

Section 1. APPLICABILITY

This Resolution applies to Unrepresented Employees and Elected Officials within the following groups:

Group A	Department Heads
Group B	Managers
Group C	Professional and Supervisory
Group D	Support (FLSA non-exempt confidential)
Group E	Undersheriff
Group F	Sheriff's Office Corrections Administration
Group G	Court Reporters and Public Health Officer
Group H	Court Commissioners
<u>Elected Officials</u>	County Executive, Treasurer, Assessor, Auditor, Prosecuting Attorney, County Council, District Court Judge, Sheriff

References to "employees" herein are addressed to the persons within the groups listed above unless the context clearly indicates otherwise.

Section 2. SALARY RANGES (Groups A through G)

2.1 Groups A through G. Effective the full first pay period in 2020 each wage step in all ranges of the 2019 salary matrices shall increase by 3.0% (Addendum A).

The monthly salaries shall be established within the ranges and steps provided for each Group and shall be effective on the date listed on the applicable salary matrix and shall remain in place until changed.

Monthly salary amounts indicated are for one (1.0) FTE (full-time equivalent). On an annual basis, full-time equivalency is considered to be 2,080 hours, calculated as eight hours a day times five work days per week. Compensation for employees working less than full time is pro-rated based on a 40-hour work week. Monthly amounts may be converted to an hourly rate by dividing the monthly amount by 173.33.

2.1.1 Sub-Ranges. Certain sub-ranges (as designated on the appropriate salary matrix) were created to address supplemental compensation replacement for employees who were receiving compensation under Executive Order 2004-03. These sub-ranges are not applicable to other individuals. The sub-range is in recognition of previously negotiated compensation based on multiple assignments, varied duties, working far beyond the hours required in a regular work week, evening meetings, and responding to emergencies in order to minimize the cost of administration and provide the greatest flexibility for the County. Employees in sub-ranges 500.1 and 510.2 are not eligible for Interim Assignment Pay (section 4.6), Emergency Response Pay (section 4.10) or Paid Administrative Leave (section 4.5.1).

Section 3. SALARY RANGES (Groups G and H and Elected Officials)

3.1 Flat Rate Positions (Group G). The monthly salaries are flat rate with a Recognition and Retention component included. The monthly salaries in Addendum A are prorated as follows:

	<u>FTE</u>	<u>Range</u>
Court Reporter	.875	801
Health Officer	.60	802

3.2 Court Commissioners (Group H). Court Commissioners are paid at a rate equivalent to a percentage of the comparable state judiciary level salary set by the Washington Citizens' Commission on Salaries for Elected Officials to be effective July 1 of each year. If there is a change to the state judiciary salary level, salaries may be updated during the term of this Resolution.

	<u>% of Comp. Judge</u>	<u>Range</u>
Superior Court Commissioner	90%	903
District Court Commissioner	85%	904

3.3 Elected Officials. The Whatcom County Commission on Salaries for Elected Officials sets the salaries for the elected positions of Assessor, Auditor, Treasurer, Sheriff, Prosecuting Attorney, County Executive, and County Council. The District Court Judge salary is set by the Washington Citizens' Commission on Salaries for Elected Officials.

Section 4. COMPENSATION AND EMPLOYMENT (Groups A through and G)

4.1 Step Movement. All step increases shall be awarded on the basis of successful job performance. A performance evaluation must have been completed for employees in Groups A through D, and G within the last year and the most recent evaluation must “exceed requirements” overall to advance to the next step per the time period indicated on the appropriate salary matrix. Step movement will occur on the first day of the month of hire or the appropriate adjusted month.

4.2 Reclassification or Promotion. If funding is available within the authorized budget, department heads can request a promotion or reclassification of a position so long as it is in compliance with County policy on reclassifications (Policy [AD140000Z](#)) and receives written approval by the County Executive or designee. Employees who are reclassified because of the addition of significantly higher-level duties, or promoted into a higher position, shall move to the step in the new range as provided below. Employees are generally placed in a step providing at least a 5% wage increase. The ‘top wage step’ is defined as the highest step in a given range which includes an annual increase in the wage rate over the preceding step. (Step 9 for Groups A, B, C, E and G; Step 10 for Group D, and Step 8 for Group F.)

- If a 5% increase would place the employee below the top wage step in the new range, the employee is placed in the new range in the step providing at least a 5% increase. The reclassification or promotion date becomes the next step date.
- For employees currently below the top wage step if a 5% increase would place the employee at or above the top wage step in the new range, the employee is placed in the top wage step. The reclassification or promotion date becomes the next step date.
- For employees currently at or above the top wage step if a 5% increase would place the employee at or above the top wage step in the new range, the employee is placed in the new range at their current step and maintains their current next step date.
- For employees in Group E, the employee’s base salary (steps 1 through 9) is used to calculate step placement.

4.3 Realignment. If funding is available within the authorized budget, department heads can request realignment of positions which are paid at least three percent (3.00%) below the average of at least four (4) of the six (6) comparable counties (Benton, Cowlitz, Kitsap, Skagit, Thurston, Yakima). All comparable counties where matches exist must be used. The realignment will occur in January following approval by the County Executive or designee of the written realignment request. Employees moving to a new range because of position or range realignment shall be placed in their current step (but no higher than the top step) one range above their current range. The effective date of the realignment shall become the step increase date. Positions which are experiencing recruitment and/or retention difficulties may be looked at during the year if funding is available within the current year’s budget for the department.

4.3.1 Additional Considerations. In the event the County identifies a position as one with documented local recruitment and/or retention difficulties, then secondary comparables based on close geographical location and sociological issues may be considered.

4.4 Position Movement to Lower Range. Employees moving to a position in a lower range may have a salary adjustment up or down depending upon individual qualifications for the position, the nature of the work performed, and internal equity with no change to the next step increase date.

4.5 Overtime and Compensatory Time Pay. The provisions for overtime payments and compensatory time (for working over 40 hours in a week) apply only to employees who are covered as non-exempt by the Federal Fair Labor Standards Act (FLSA). Non-exempt employees requesting compensatory time in lieu of overtime pay shall have such request granted up to a maximum of twenty-four (24) hours per calendar year. Additional compensatory time may be mutually agreed to, but an employee may accrue no more than a maximum of 80 hours of compensatory time at any time. All compensatory time earned under this section shall be cashed out each year in December in the last paycheck of the calendar year.

4.5.1 Paid Administrative Leave. In recognition of the contributions unrepresented employees sometimes make in working far beyond the hours required in a regular work week, and the fact that FLSA-exempt employees do not get overtime or compensatory time, the County Executive or designee has authority to award deserving FLSA exempt employees up to five (5) days of paid administrative leave per year. These days must be used in the year awarded unless County business prevents this occurring, in which case they can be carried over one year. Administrative leave may only be cashed out upon separation.

The County Executive or designee is empowered to authorize extra pay for unrepresented employees during a period of extraordinary circumstances (such as emergency conditions, a strike, etc.).

4.6 Interim Assignment Pay. From time to time, employees may be asked to cover all or part of the duties of a higher-level position during periods of extended absence, vacancy, or for special assignments. In these instances, interim assignment pay may be awarded. Department heads must complete an "Interim Assignment Pay Authorization Form" and submit to Human Resources prior to making the assignment. (Policy [AD146100Z](#))

4.7 Employment Opportunities. Employees who wish to apply for a union position may do so by the posted closing date for union members. Applications will be reviewed only if there are no current eligible and qualified represented employees from the applicable bargaining unit who apply or who are selected for the opening. The County, at its sole discretion, may or may not at that time select unrepresented employees for any type of opening, or may proceed with a public posting and include the unrepresented employees in the employment process.

4.7.1 Provisional Appointments. The County may make provisional appointments for employees not fully meeting all requirements and qualifications. Such employees will be placed in a range lower than the posted position, receiving at least a 5% promotional increase (in compliance with section 4.2) and will not receive another promotional increase upon fully meeting posted requirements. They will maintain their step increase date when moved to the range of the posted position and be placed in the step closest to but not less than the provisional appointment rate of pay.

4.8 Disciplinary Suspensions. FLSA-exempt employees are not subject to unpaid disciplinary suspensions except in increments of full work-weeks, unless the infraction leading to the suspension is for a violation of a safety rule of major significance.

4.9 Employment at Will. Employment is at will, which means either the employee or the County can end the employment relationship without being legally required to give notice or a reason except as stipulated herein, by County policy, or by law.

4.10 Emergency Response. Employees authorized in advance and required to respond in person to extraordinary emergencies, working anytime between the hours of 9:00 p.m. and 6:00 a.m., Monday through Friday and any time on Saturday or Sunday, shall receive a \$150 stipend per incident. If an employee is not on a pre-approved absence, and response to an incident is during normal hours but extends to hours or days noted above, no stipend is awarded. If the incident extends beyond 24 hours from the first response by employee and additional responses are required during times or days noted above, depending upon circumstances or the ability to flex time, an additional stipend may be awarded. Pre-authorization for extraordinary emergencies eligibility is provided by an employee's supervisor in advance with written approval of the department head for a specific incident requested after the incident occurs. Final approval of a specific incident is provided by the department head or designee ([Policy AD146100Z](#)). (["Authorization for Emergency Response Stipend or Compensatory Time"](#)). In the case of department heads, pre-authorization and final written approval of a specific incident is provided by the County Executive or designee.

4.11 Recognition and Retention Premium. Recognition and Retention Premium ceased to exist as a separate compensation item for all but Group E as it was rolled into applicable salary matrices.

4.12 Attorney Probable Cause Compensation. Any attorney in the Prosecuting Attorney's Office required to appear on a weekend or holiday at a scheduled Probable Cause hearing shall receive \$250 for his/her appearance.

4.13 Nomination for Merit Step

4.13.1 Merit Step. Employees who are not at the top wage step of their assigned range may be nominated by the department head to the County Executive or designee for a one-step adjustment in recognition of documented exemplary performance. A step adjustment for merit does not impact the step date.

4.13.2 Documentation. Documented exemplary performance for a merit step shall include a performance evaluation within the last year with an overall rating of at least "4.00" with no individual elements or sub-elements at or below the "needs improvement" level. Additional documentation must be in writing and shall include specific information as to the employee's contribution:

- to achievement of some element or elements of the strategic plan;
- that has organization- or community-wide impact;
- to the completion of a specific, significant department project; or
- to a similar type of accomplishment.

4.13.3 Timing. Nomination requests will normally be submitted during the budget process, but may be submitted any time during the year. Submission requires funding to be available within the authorized budget for the department.

4.14 Binding Arbitration Adjustment. In recognition of the fact that two bargaining units within the Sheriff's Office have access to binding interest arbitration, Sheriff's Office employees in Groups E and F shall receive or be eligible for, on approximately the same basis as employees directly reporting to them, the following:

- Pay increases.
- The same basis for calculating longevity (Group E only). Performance evaluation within last year must "exceed requirements" overall in order to be eligible for the Premium.
- The same annual clothing allowance if they must maintain a dress uniform.
- Medical coverage to the extent available.

4.15 Ability to Cross Border. Employees must maintain the ability to cross the Canadian border if they are assigned to a position which may at any time require crossing the Canadian Border. The consequence for employees who become ineligible to cross the border will be determined on a case-by-case basis.

4.16 Attorney After-Hours Weekly Rotations. Public Defenders and Deputy Prosecuting Attorneys are assigned, on a rotating basis, to be accessible after work hours for a seven-day period of time to respond to and be available for time-sensitive court-related matters. After-hours weekly rotations are mandatory and assigned in advance; there is no lapse in after-hours coverage at any time. The weekly rotations are shared and each attorney will not work more than eight (8) weekly rotations in any one year.

To recognize the disruption caused by working weekly after-hour rotations, and the fact that attorneys are exempt from overtime and not compensated for overtime work, attorneys completing each weekly rotation shall be granted the choice of **EITHER** twelve (12) hours of compensatory time off **OR** a \$400 stipend. Attorney positions eligible for compensatory time off or stipend pay include:

- Deputy I
- Deputy II
- Senior Deputy
- Senior Deputy II

The Director and Chief Deputy in the Public Defender's Office and the Chief Deputy and Assistant Chief Deputy in the Prosecuting Attorney's Office may be included in the rotations as needed and will be eligible for the stipend or compensatory time off.

4.16.1 Attorney Compensatory Time Off.

- Attorneys earn twelve (12) hours of compensatory time off following each weekly rotation. Time is recorded as "compensatory time earned."
- Attorneys may request compensatory time off to use in increments of not less than one hour whenever desired, however; approval will be subject to the same department

process as used for vacation requests. Compensatory time off is recorded as “compensatory time used.”

- A maximum of 36 hours of compensatory time off may accrue at any one time. Unused compensatory time may be carried forward at the end of the year.

- Unused compensatory time will not be compensated, considered compensable, or credited for any purpose with the exception that it will be cashed out upon separation of employment.

4.16.2 Attorney Stipend. Attorneys may elect to receive a \$400 stipend in lieu of compensatory time off. The stipend election will be recorded on their time record following the weekly after-hours assignment.

4.17 Salaries of Sheriff’s Office Administration (Groups E and F). If there is a collective bargaining agreement settlement per section 4.14 (Binding Arbitration Adjustment), salaries may change during the term of this Resolution.

4.18 Posting. The most current salary addendum to this Resolution will be posted on the County’s website.

Section 5. SCHEDULING (Groups A through G)

5.1 Work Schedule. The hours of operation may vary between departments and divisions in order to better serve the public.

5.2 Alternative Schedule. Alternative scheduling allows the hours and the basic workday or workweek of an employee to be modified from the department standard to attend to County business or to accommodate a different schedule. Approval of alternative scheduling for FLSA non-exempt employees shall not allow for greater than forty (40) hours of compensation in any one work week, shall provide for no reduction in service to the public, and must not increase the County’s compensation costs. Alternative scheduling requires the mutual agreement of the employee and the department head. FLSA non-exempt employees may not accumulate or not take lunch and/or rest breaks in order to shorten the workday or work week.

5.3 Flex Time. Periodic flex time may be used for personal employee matters including doctor, vision or dental appointments. Flex time may also be used following an emergency response, to attend meetings, or otherwise perform work on behalf of the County. Approval of flex time for FLSA non-exempt employees shall not allow for greater than forty (40) hours of compensation in any one work week, shall provide for no reduction in service to the public, and must not increase the County’s compensation costs. Flex time requires the mutual agreement of the employee and the department head or designee. FLSA non-exempt employees may not accumulate or not take lunch and/or rest breaks in order to shorten the workday or work week.

Section 6. LEAVES (Groups A through H)

6.1 Sick Leave Accruals (Groups C through H). For the purpose of sick leave benefits, sick leave shall accrue to each 1.0 FTE employee from their date of hire in the

amount of eight (8) hours for each month of employment, if benefits eligibility criteria are met (section 8.1), to a maximum of nine hundred and sixty (960) hours except as outlined below.

6.1.1 Part-Time Employees. Part-time employees' sick leave accrual rate will be pro-rated per currently assigned, but not more than their budgeted FTE.

6.1.2 Sick Leave Accrual Maximum (Except Group E). Employees who have accrued nine hundred and sixty (960) hours at the end of the business day on December 31 shall be allowed to accrue up to one thousand and fifty-six (1,056) hours (960 hours + up to 96 hours annual accrual) of sick leave during the following year. These additional hours of accrual may not be cashed out. The employee's total accrual reverts back to no more than nine hundred and sixty (960) hours at the end of the business day on December 31.

6.1.3 Sick Leave Usage. Eligible employees (section 8.1) may request sick leave as accrued and may use it in increments of less than one scheduled workday for a covered purpose. (Policy [AD143460Z](#))

6.1.4 Sick Leave Verification. Following more than three consecutive days of absence, an employee may be requested to provide verification that the leave was for an eligible reason. (Policy [AD143460Z](#))

6.1.5 Excess Sick Leave Contributions (Except Group E). Employees who have at least 960 hours in their sick leave bank at the beginning and end of the calendar year (or at the beginning of a calendar year and upon termination in that same year) will receive a contribution into their 457 deferred compensation plan based upon a portion of the hours accrued but not used during the year. Sick leave hours accrued to a maximum of forty-eight (48) hours, minus hours used, multiplied by 25%, multiplied by the hourly rate at year-end, equals the 457 contribution. Employees eligible for a contribution must be enrolled in a 457 deferred compensation plan prior to February 1 of the following year (or at termination, if earlier) to receive the contribution, or the 457 contribution will be forfeited.

6.1.6 Excess Sick Leave Contributions (Group E only). Employees who have at least 960 hours in their sick leave bank the first and last pay period of the year (or at the beginning of a calendar year and upon termination in that same year) will receive a contribution into their Health Savings Account (HSA), if they have one, or if they do not have an HSA, into a Retirement Health Savings (RHS) plan, based upon a portion of the hours accrued but not used during the year. Sick leave hours accrued to a maximum of forty-eight (48) hours, minus hours used, multiplied by 25%, multiplied by the hourly rate at year-end (or date of termination, if earlier) equals the HSA or RHS contribution.

6.1.7 Sick Leave for Family Care. Sick leave can be used to care for a family member. ([Policy AD143460Z](#))

6.1.8 Sick Leave Cash Out. Employees with three (3) or more years of current, continuous employment with the County shall be entitled to sick leave cash out upon voluntary separation, layoff or death in the amount of twenty five (25%) percent, or fifty (50%) percent if hired before May 15, 1984, of accrued hours up to a maximum of 960 hours. Employees must give at least two (2) weeks' notice prior to separation to be eligible for sick leave cash out.

6.1.9 Leave Sharing Program. Employees may donate up to a maximum of twenty-four (24) hours of accrued sick leave and twenty-four (24) hours of accrued vacation leave each year to employees eligible to receive leave donations consistent with the provisions of [Executive Order 2018-3](#).

6.1.10 Sick Leave Accrual Maximum (Group E). LEOFF II employees may accrue sick leave up to a maximum of one thousand, four hundred and forty (1,440) hours. No more than nine hundred and sixty (960) hours shall be used as a base for calculating sick leave cash out. If any hours are used per section 6.1.6, such hours used in that calculation will no longer be available to the employee and will be deducted from the accrual bank.

6.1.11 Bonus Days. Employees in Groups E and F will receive an additional 40 hours of vacation time each year if they have accrued 600 hours of sick leave on December 31 of the previous year.

6.1.12 District Court Judges. District Court Judges shall accrue sick leave at the same rate as non-represented employees per section 6.1. Additionally, pursuant to RCW 3.34.130, District Court Judges will receive thirty (30) days' annual leave each January 1. Annual leave cannot be carried forward to the next year. When a District Court Judge vacates office, the total remuneration for annual leave and sick leave shall be granted as allowed by [RCW 3.34.100](#), and shall not exceed the equivalent of thirty (30) days' monetary compensation.

6.2 Vacation (Groups C through H). Employees (except court reporters and superior court commissioners) shall be entitled to vacation accrual benefits if benefits eligibility criteria are met (section 8.1). Accruals for 1.0 FTE will be in accordance with the following schedule with the first employment year being the year hired and subsequent employment years being the first of the year. Prior regular County employment may be considered when determining employment year.

During 1st through 4th employment year	accrue 10.00 hours per month
During 5th through 9th employment year	accrue 13.34 hours per month
During 10th and subsequent years	accrue 16.67 hours per month

Vacation leave may be requested as accrued and approved and may be used in increments of less than one scheduled workday. No more than two hundred and forty (240) vacation hours may be carried forward from one year to the next; otherwise unused vacation in excess of two hundred and forty (240) hours at the end of the business day on December 31 shall be forfeited. The express purpose of vacation leave is to allow employees to take time away from work to relax, recreate and otherwise attend to personal matters. It is the policy of Whatcom County that employees shall take the regular vacation time allocated each year for the good of the employee and the County. If funds exist in the department's current budget, by mutual written agreement between the employee and the department head, vacation anticipated to be above the 240 hours carryover maximum can be cashed out each calendar year in the amount of 50% of accrued hours up to a maximum of eighty (80) hours. Upon separation, accrued vacation hours will be cashed out at 100%.

6.2.1 Part-Time Employees. Part-time employees' vacation accrual rate will be pro-rated per currently assigned, but not more than their budgeted FTE.

6.2.2 PTO Leave Sharing. Employees may donate up to forty-eight (48) hours of Paid Time Off in a calendar year consistent with the provisions in [Executive Order 2018-3](#).

6.3 Holidays (Groups A through H). Paid holidays will be posted on an annual basis. To receive holiday pay, employees must be in paid status or on approved voluntary unpaid furlough, the entire scheduled work day before and after the holiday.

6.3.1 Personal Holiday (Groups C through G). Employees (except court reporters and superior court commissioners) shall receive one (1) Personal Holiday each calendar year equivalent to their FTE on January 1 or upon hire, not to exceed eight (8) hours. The Personal Holiday must be used in the year it is earned. Personal Holidays are not cashed out upon separation.

6.3.2 Working a Non-Judicial Holiday. Employees required to work on a non-judicial holiday because state law requires an office to remain open, shall receive two (2) days off with pay at a mutually agreeable time. Unused compensatory time earned before December 31 shall be carried forward and must be used in the following year. Unused compensatory time earned under this provision will be cashed out upon separation of employment.

6.3.3 Working a Holiday. Employees **required** by their department head to work a paid County holiday because of an emergency, a project that can only be completed when County offices are closed, or special directive from the County Executive or designee, shall receive two (2) days off with pay at a mutually agreeable time. (see [Authorization for Emergency Response Stipend or Compensatory Time](#) form.) Unused compensatory time earned before December 31 shall be carried forward and must be used in the following year. Unused compensatory time earned under this provision will be cashed out upon separation of employment.

6.3.4 Part-Time Employees' Holiday Pay. Part-time employees will receive holiday pay based on their currently assigned, but not more than their budgeted FTE.

6.4 Paid Time Off (PTO) Bank (Groups A and B). Employees will, in lieu of accruing vacation, sick and personal holiday, accrue time into a Paid Time Off (PTO) bank.

6.4.1 PTO Accrual. Accrual for 1.0 FTEs will be in accordance with the following schedule with the first employment year being the year hired and subsequent employment years being the first of the year. Employees appointed to an eligible PTO paid time off position will have their accrued and available vacation and personal holiday hours placed in a PTO bank. Prior regular County employment may be considered when determining employment year. Part-time employee's monthly PTO bank accrual rates will be pro-rated based on FTE.

Group A	<u>Accrual Rate/month</u>
Upon hire and subsequent years	26.00 hours
Group B	<u>Accrual Rate/month</u>
During 1 st through 4 th employment year	21.33 hours
During 5 th and subsequent years	24.67 hours

6.4.2 Short-Term Disability Bank. Each newly eligible employee will receive a “one-time” deposit of 480 hours into a Short-Term Disability bank (STD). Part-time employee’s STD bank deposits will be pro-rated based on FTE. The STD bank can be accessed only after an employee has been absent and used PTO bank hours to cover three consecutive work days for an illness or injury, for an approved Family/Medical Leave, or to provide care for a family member under Family Care or Family Leave. For each separate intermittent FMLA situation, only one period of three consecutive work days charged to PTO needs to be met each applicable 12-month period before gaining access to the STD bank. Access to the STD bank may require a physician’s certification. The STD bank is not eligible for cash out at any time.

6.4.3 Sick Leave Bank. Employees in Groups C through F appointed to an eligible PTO position in Group A or B will maintain their accrued and available sick leave hours in a bank, which can be accessed only if the one-time STD bank is depleted. Upon voluntary separation, layoff or death, the sick leave bank cash out will be cashed out per section 6.1.7.

6.4.4 Paid Time Off Usage. PTO hours may only be requested as accrued and used as approved. In the event an employee needs PTO for an illness or to care for a family member, the employee should give his or her supervisor as much notice as possible.

6.4.5 Paid Time Off Bank Carryover/Cash Out. No more than 330 PTO hours at the end of the business day on December 31 can be carried over to the following calendar year; any additional hours are forfeited. If funds exist in the department’s current budget, by mutual agreement among the impacted employee, the department head (if applicable) and the County Executive or designee, PTO anticipated to be above the 330 hours carry over maximum can be cashed out each calendar year in the amount of 50% of accrued hours up to a maximum of eighty (80) hours. Upon separation, hours in the PTO bank will be cashed out at 100%.

6.5. Jury Duty and Military Leave. Employees considered exempt under the Federal Fair Labor Standards Act (FLSA) shall have no deduction in salary for absences caused by jury duty or annual military leave. Jury duty and military leave will be provided as described in County Policy, USERRA or state law.

6.6 Bereavement Leave. Bereavement leave shall be provided to employees, who suffer a death in the immediate family, of up to five (5) days off (maximum of forty hours) without loss in pay. Immediate family members include a spouse or State registered domestic partner, child or parent (including step) of either the employee or the employee's spouse. Up to three (3) days off without loss of pay is available for other close family members (including step): brother, sister, grandchildren or grandparents of either the employee or the employee's spouse. In the event of a funeral or other memorial occurring as a result of the death of a current, lawful brother or sister-in-law, the affected employee may have up to eight (8) hours off without loss in pay to attend the funeral or memorial, if not covered above. Additional days off without pay or using accrued leave may also be available upon written approval of the department head.

6.7 Civil Leave. Civil leave with pay shall be allowed to permit an employee to testify in any federal, state or municipal court when a subpoena compels such testimony and such testimony is on behalf of Whatcom County or is in connection with a matter in which Whatcom County is a party.

6.8 Family Leave. The County provides unpaid leave to any eligible employee covered by this Resolution, consistent with state and federal laws. Employees are not required to use accrued vacation time, sick leave, STD bank, or PTO bank before commencing unpaid family leave. If leave pursuant to FMLA stipulations would also qualify as leave under any other County benefit, policy or type of leave, the period of the FMLA leave will run concurrently as permitted by law and will apply toward an employee's entitlement for each type of leave that may be applicable.

6.8.1 Physician Certifications. The County may require physician certifications in accordance with state and federal guidelines.

6.9 Maternity Leave. Accrued sick leave or STD bank time may be utilized for maternity/disability leave. In the event sick leave and/or the STD bank is exhausted before the employee returns to work, any vacation, PTO bank, or other paid leave which has accrued must be utilized before approval of any leave without pay is considered by the County, except for leaves falling under the federal Family and Medical Leave Act or County policy. If leave pursuant to this provision would also qualify as leave under any federal or state laws, the period of leave will apply toward the employee's entitlement to leave under any applicable laws consistent with section 6.8. Unless the birth mother chooses to invoke FMLA, a birth mother's period of temporary pregnancy-related disability shall not be deducted from the FMLA leave entitlement.

6.10 Paternity Leave. Employees may use accrued sick leave for the delivery of a child by their legal spouse or to care for their legal spouse or registered domestic partner during pregnancy and/or childbirth disability consistent with the provisions of [Executive Order 2018-4](#).

6.11 Leave for Illness or Injury. Employees may request in writing, with appropriate health care provider verification, leave for major illness or injury utilizing Family/Medical Leave, accrued leaves, and unpaid leaves, as appropriate and as approved. Total time for the leave, which will include all time away from work, may be extended up to a maximum of twelve (12) months with the mutual consent of the department head and the County Executive or designee. An employee who returns to work will be credited for length of return time to job of injury, if work related, within the twelve (12) month limit if the employee must go back on disability for the same illness/injury. Periodic health care progress reports may be required.

6.12 Domestic Violence Leave. The County provides reasonable leave to employees who are victims of, or who are family members of victims of domestic violence, sexual assault, or stalking, consistent with the requirements of the Washington Domestic Leave Law. Employees may choose to use accrued sick leave or other paid time off, compensatory time, or unpaid leave time.

6.13 WA State Paid Family and Medical Leave. The County participates in the Washington State Paid Family and Medical Leave insurance program. Employees shall coordinate leave under this program with Human Resources.

6.14 Absence Due to Adverse Weather. FLSA non-exempt employee's absence due to severe inclement weather or other unusual emergency conditions will be charged to one of the following in sequential order: compensatory time, vacation leave, paid time off,

personal holiday, or leave without pay. Employees who wish to take leave without pay must notify his/her payroll preparer before the department's payroll cut-off time. (Policy [AD139010Z](#))

Section 7. ELECTED OFFICIALS

7.1 Wage Adjustments for Elected Officials. Council Members and Executive Branch Elected Officials shall be compensated as set forth by the Whatcom County Commission on Salaries for Elected Officials.

Section 8. BENEFITS (Groups A through H and Listed Elected Officials)

8.1 Benefits Eligibility. Employees must be compensated at least eighty (80) hours per calendar month and be in at least a .5 FTE position to be eligible for certain benefits (including, but not limited to, sick leave, holiday, vacation, PTO bank, STD bank, and health and welfare). Compensation is defined as payment of wages for work performed, vacation, accrued sick leave, PTO, STD, other paid leave, or income for industrial injury not to exceed twelve months. County payments of health and welfare premiums for benefits of unrepresented employees are made on behalf of employees. Compensation earned in one (1) calendar month provides health and welfare benefit coverage in the following month unless stipulated otherwise in plan documents. Any elected official or newly hired unrepresented employee will be initially eligible for health and welfare benefits the calendar month following at least 80 hours of compensation in one (1) calendar month. Waiting period requirements on individual plans must be met for benefit reimbursement. Due to the nature of elected official positions, they will be eligible for health & welfare benefits on the same basis as a 1.0 FTE.

8.1.1 Benefits Coverage In Case of Documented Extended Illness or Injury. If an employee has a health care provider documented extended illness, injury, or disability, and is unable to work or be compensated at least eighty (80) hours per calendar month, medical contributions will continue to be paid by the County for full employee and family coverage for up to twelve (12) months from the date the employee is first ineligible on account of such illness or injury unless employment is terminated or as adjusted per section 6.8. This twelve-month period will apply towards the COBRA continuation coverage period. Dental, vision and life premiums will be paid by the County for the first three months of ineligibility only. Periodic health care provider reports may be required.

8.1.2 Part-Time Employee's Benefits Coverage. Part-time employees who fail to receive 80 hours of compensation in a calendar month shall be considered eligible for all applicable benefits during the month in question when the failure to meet eligibility requirements is due to a quirk in scheduling and through no fault of the employee.

8.2 Health and Welfare Benefits. Elected officials set forth in Section 1 and eligible employees shall be granted the following health and welfare benefits. The benefits shall include full contribution by the County for the employee, spouse, and dependent children of the employee, unless otherwise noted.

- A) Medical – The Whatcom County Self-Insured Medical plan provides three medical plan choices through Health Management Administrators (HMA).
- B) Dental – Direct Reimbursement Dental through Navia Benefits Solutions.

- C) Vision – NBN Vision Plan with Washington Teamsters Welfare Trust.
- D) Long-Term Disability – employee only coverage with Sunlife.
- E) Life insurance –employee only coverage with Standard Life Insurance in the face amount of \$50,000.

8.2.1 Medical Plan Choices. For 2020, the County will provide full family medical coverage with no payroll deduction under Plan 2000 or the Qualified High Deductible Plan (QHDHP). Employees may alternatively buy up to the lower deductible Contributory Plan with a monthly payroll deduction. Employees will elect their next year's plan choice during an open enrollment period in November.

8.2.1.1 Plan 2000. Employees may elect to participate in the Plan 2000 with no payroll deduction. This is the default medical plan.

8.2.1.2 Qualified High Deductible Plan (QHDHP) and Health Savings Account. Employees may elect to participate in the Qualified High Deductible Plan with no payroll deduction. Employees electing to participate in the QHDHP plan will be eligible to establish a Health Savings Account (HSA) if they are otherwise qualified to have such account.

8.2.1.2.1 First Time Enrollees. For first time enrollees, the County will contribute to the HSA a total of \$1,250 per employee if signing up as an employee only **OR** \$2,500 per employee as seed money if signing up as an employee plus dependents. Part-time employees will receive a pro-rated contribution based on their budgeted FTE. One half the annual HSA contribution amount will be funded in January and the balance will be contributed in 11 equal monthly amounts for the remaining months in 2020. Participating employees are also eligible to contribute to the HSA.

8.2.1.2.2 New Hires. Employees who choose the Qualified High Deductible Plan (QHDHP) will be eligible to establish a HSA, if they are otherwise qualified to have such account. The County will contribute to the HSA a total of up to \$1,000 for employee only **OR** up to \$2,000 for employee plus dependents as seed money for first time enrollment. Part-time employees will receive a pro-rated contribution based on their budgeted FTE. Fifty percent (50%) will be contributed the calendar month following eighty (80) hours of compensation in one calendar month and enrolled in the HSA with monthly contributions of either \$45.45 (employee only) or \$90.91 (employee plus dependents) throughout the remaining months in 2020 Participating employees are also eligible to contribute to the HSA.

8.2.1.3 Contributory Plan. Employees may elect to participate in the Contributory Plan via authorized monthly payroll deduction.

8.2.2 Employees Compensated Less Than Full Time. Employees in budgeted positions less than 1.0 FTE, who are compensated at least 80 hours in a calendar month, are eligible for employee-only medical coverage with no contribution if they choose Plan 2000 or the Qualified High Deductible Plan. Employees may elect full family coverage and contribute the difference between the appointed FTE and the County contribution for full family medical coverage, plus 100% of the employee contribution if employee chooses the Contributory Plan. (This requirement for pro-rated contributions does not apply to employees in Group G or Whatcom County Council members).

8.3 Other Benefits.

8.3.1 Flex 125. The County will pay set-up costs and ongoing maintenance costs to allow employees to utilize a Dependent and Health Care Reimbursement Plan.

8.3.2 Retirement Plans. The County provides payment to retirement plans through the Washington State Department of Retirement Systems (DRS), which also requires contributions from eligible employees. Elected officials may elect, but are not required, to participate in a DRS plan.

8.3.3 Deferred Compensation. The County provides the opportunity for voluntary employee participation in deferred compensation (457 plans) and 401(a) programs. The County matches these contributions fifty cents on the dollar, up to a maximum of 2% of base salary, with County contributions placed in a 401(a) Plan. New employees may, within thirty (30) days of hire, elect to contribute directly to the 401(a) Plan.

8.3.4 Employee Assistance Program. The County provides confidential counseling assessment services through an Employee Assistance Program for employees and their immediate families.

8.3.5 Sheriff's Office Disability Plan (Group E). LEOFF II and PERS employees in the Sheriff's Office will be provided a substantially equivalent disability plan as that provided to employees directly reporting to them. Such employees are not eligible to participate in the Long-Term Disability Plan offered under section 8.2.D.

8.3.6 Retirement Health Savings Plan. The County provides a tax-free Retirement Health Savings Plan (RHS) to use for qualified medical expenses, in accordance with IRS regulations. The County will administer the RHS plan consistent with the County's RHS plan documents. Contribution types, which are mandatory within identified groupings of employees, may include, but are not limited to: contribution of excess sick leave; contribution of a percentage of base salary; and contribution of sick leave, vacation and/or PTO bank cash outs at voluntary separation from County employment. The County may at its discretion identify additional recognized groupings of unrepresented employees to have one or more of the existing contribution types applied.

8.3.6.1 Contribution to Retirement Health Savings Plan (Groups E & F). Employees in Groups E and F have elected a voluntary reduction of 3% of their base salary to be withheld and placed by the County into employee's Retirement Health Savings Account.

8.3.6.1.1 Mandatory Contributions. When an employee in Group E or F separates from employment, sick leave cash out, per section 6.1.8 and vacation cash, out per Section 6.2 will be mandatorily contributed to his or her Retirement Health Savings account.

8.3.7 Clothing Repair & Replacement. Employees, who, in the course of pursuing their assignments, suffer a loss or substantial damage to clothing, excluding normal wear and tear, shall be reimbursed the reasonable cost for the repair or replacement of like items

at a rate commensurate with the condition of the claimed item. Personal property shall be repaired or replaced up to \$35.00 per item.

8.3.8 Electronic Funds Transfer. All newly hired regular employees shall authorize paycheck deposit by electronic funds transfer (EFT) within thirty (30) days of employment. Employees may temporarily stop EFT in emergency situations with at least seven (7) days' notice before a scheduled payday, but must restart EFT within three months.

Section 9. POLICY OR PROVIDER CHANGES

From time to time, the County may change provisions in this Resolution or select different providers of benefits, which may impact plans offered. Nothing in this document shall limit the County's ability to change any provision in this Resolution or to search for the most cost effective benefit packages, nor shall it commit the County to selecting any specific provider or plan.

Section 10. EFFECTIVE DATE

All changes in salaries under this Resolution shall become effective on the first full pay period in January, 2020. All changes in benefits under this Resolution shall become effective January 1, 2020. Salaries and benefits shall remain in effect until rescinded, except where noted otherwise, and except that any further changes may be retroactively applied as approved by the County Council.

AND FURTHER, THEREFORE, BE IT RESOLVED, that Resolution No. 2018-040 is hereby rescinded effective January 1, 2020 and this Resolution shall become effective that same date.

APPROVED this _____ day of November, 2019.

ATTEST:

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

Dana Brown-Davis, Council Clerk

Rud Browne, Council Chair

APPROVED as to form:

Civil Deputy Prosecuting Attorney

Addendum A

2020 Salary Matrix for Unrepresented Employees

Group A - Department Head Salary Matrix - Effective January 2020 (+3.0%)

12 months of service at each step required to move to next step									36 months of service at each step required to move to next step				
Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
500	9,175	9,530	9,894	10,278	10,674	11,085	11,511	11,952	12,415	12,436	12,461	12,489	12,516
500.1*	9,291	9,646	10,010	10,394	10,790	11,201	11,627	12,068	12,531	12,552	12,577	12,605	12,632
510	9,569	9,938	10,322	10,717	11,129	11,558	12,002	12,462	12,943	12,963	12,990	13,018	13,044
510.1*	9,743	10,112	10,496	10,891	11,303	11,732	12,176	12,636	13,117	13,137	13,164	13,192	13,218
510.2*	9,801	10,170	10,554	10,949	11,361	11,790	12,234	12,694	13,175	13,195	13,222	13,250	13,276
515	9,775	10,151	10,544	10,947	11,368	11,806	12,260	12,730	13,222	13,242	13,269	13,298	13,325
520	9,978	10,361	10,761	11,176	11,608	12,054	12,516	12,996	13,497	13,517	13,544	13,571	13,597
520.1*	10,269	10,651	11,051	11,466	11,897	12,344	12,920	13,286	13,786	13,807	13,834	13,860	13,888
525	10,193	10,584	10,992	11,417	11,857	12,313	12,785	13,275	13,787	13,808	13,835	13,863	13,890
530	10,412	10,811	11,227	11,660	12,109	12,575	13,058	13,558	14,078	14,098	14,125	14,153	14,180

*Ranges 500.1, 510.1, 510.2, and 520.1 - Supplemental Compensation Replacement

Group B - Management Salary Matrix - Effective January 2020 (+3.0%)

12 months of service at each step required to move to next step									36 months of service at each step required to move to next step				
Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
400	5,817	6,043	6,276	6,520	6,772	7,036	7,308	7,592	7,885	7,907	7,933	7,962	7,990
405	6,061	6,301	6,544	6,798	7,062	7,337	7,621	7,914	8,223	8,244	8,270	8,299	8,327
410	6,321	6,568	6,822	7,089	7,361	7,646	7,943	8,249	8,571	8,591	8,618	8,647	8,675
415	6,591	6,849	7,115	7,391	7,675	7,975	8,282	8,602	8,935	8,957	8,983	9,012	9,039
420	6,873	7,141	7,418	7,704	8,006	8,312	8,633	8,966	9,312	9,334	9,359	9,388	9,416
425	7,169	7,448	7,736	8,034	8,344	8,668	9,003	9,348	9,711	9,731	9,758	9,787	9,815
425.1*	7,459	7,738	8,026	8,324	8,634	8,958	9,293	9,637	10,000	10,021	10,048	10,077	10,105
430	7,475	7,766	8,066	8,377	8,700	9,038	9,386	9,748	10,124	10,145	10,172	10,201	10,229
435	7,797	8,098	8,413	8,736	9,074	9,426	9,788	10,164	10,557	10,579	10,606	10,635	10,663
440	8,130	8,447	8,772	9,112	9,464	9,826	10,204	10,598	11,006	11,028	11,054	11,083	11,111
440.1*	8,420	8,736	9,062	9,402	9,753	10,116	10,494	10,888	11,296	11,318	11,344	11,373	11,401
445	8,478	8,806	9,146	9,501	9,865	10,245	10,641	11,049	11,474	11,496	11,523	11,552	11,580
450	8,841	9,183	9,538	9,903	10,287	10,683	11,094	11,522	11,965	11,986	12,012	12,041	12,069

*Ranges 425.1 & 440.1 - Supplemental Compensation Replacement

Group C - Professional/Supervisory Salary Matrix - Effective January 2020 (+3.0%)

12 months of service at each step required to move to next step									36 months of service at each step required to move to next step				
Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
300	4,208	4,379	4,554	4,731	4,917	5,110	5,308	5,514	5,685	5,707	5,733	5,762	5,786
305	4,389	4,568	4,747	4,933	5,127	5,327	5,534	5,748	5,928	5,951	5,978	6,008	6,033
310	4,573	4,762	4,949	5,144	5,345	5,556	5,771	5,994	6,181	6,204	6,231	6,261	6,286
315	4,772	4,968	5,161	5,362	5,572	5,790	6,014	6,246	6,439	6,462	6,489	6,519	6,546
320	4,976	5,178	5,381	5,592	5,807	6,038	6,270	6,512	6,714	6,737	6,764	6,793	6,820
325	5,190	5,399	5,610	5,829	6,055	6,294	6,539	6,791	7,003	7,026	7,053	7,083	7,108
330	5,411	5,630	5,851	6,077	6,313	6,559	6,815	7,076	7,296	7,319	7,346	7,376	7,403
335	5,643	5,872	6,101	6,336	6,583	6,838	7,104	7,379	7,607	7,630	7,657	7,687	7,714
340	5,884	6,120	6,360	6,606	6,863	7,132	7,408	7,693	7,931	7,954	7,980	8,011	8,037
345	6,137	6,381	6,629	6,887	7,156	7,434	7,719	8,016	8,264	8,288	8,313	8,343	8,370
345.1*	6,427	6,671	6,919	7,177	7,446	7,724	8,009	8,306	8,554	8,578	8,603	8,633	8,660
350	6,398	6,654	6,915	7,184	7,462	7,751	8,048	8,358	8,616	8,639	8,666	8,696	8,721
355	6,671	6,938	7,209	7,488	7,779	8,080	8,392	8,716	8,985	9,007	9,033	9,063	9,090
360	6,958	7,237	7,518	7,809	8,109	8,426	8,749	9,085	9,365	9,387	9,414	9,444	9,470
365	7,254	7,544	7,838	8,142	8,456	8,784	9,123	9,473	9,764	9,787	9,814	9,844	9,871
370	7,566	7,868	8,174	8,491	8,816	9,160	9,512	9,879	10,181	10,204	10,231	10,261	10,288
375	7,889	8,207	8,523	8,852	9,194	9,552	9,918	10,298	10,615	10,638	10,665	10,695	10,721
380	8,228	8,558	8,889	9,232	9,587	9,960	10,342	10,740	11,069	11,092	11,119	11,149	11,174

* Range 345.1 - Supplemental Compensation Replacement

Group D - Support Salary Matrix - FLSA Non-Exempt - Effective January 2020 (+3.0%)

	12 months of service at each step required to move to next step										24 mos of service	36 months of service at each step required to move to next step			
Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10		Step 11	Step 12	Step 13	Step 14
200	3,036	3,158	3,290	3,425	3,561	3,705	3,850	3,998	4,156	4,238		4,262	4,287	4,317	4,344
210	3,165	3,292	3,428	3,569	3,710	3,859	4,010	4,169	4,333	4,418		4,441	4,468	4,498	4,525
220	3,297	3,431	3,574	3,720	3,866	4,022	4,179	4,342	4,512	4,600		4,623	4,650	4,680	4,707
230	3,439	3,580	3,728	3,881	4,032	4,193	4,357	4,527	4,707	4,800		4,822	4,848	4,878	4,905
240	3,587	3,734	3,886	4,045	4,202	4,371	4,540	4,716	4,902	4,998		5,020	5,047	5,077	5,103
250	3,737	3,892	4,050	4,217	4,382	4,556	4,733	4,917	5,110	5,211		5,233	5,260	5,290	5,317
260	3,897	4,057	4,222	4,394	4,568	4,749	4,934	5,125	5,326	5,432		5,455	5,481	5,512	5,538
270	4,230	4,396	4,575	4,754	4,940	5,136	5,334	5,541	5,759	5,928		5,951	5,978	6,008	6,033
280	4,412	4,585	4,771	4,959	5,152	5,357	5,564	5,779	6,006	6,183		6,207	6,235	6,266	6,293
290	4,602	4,782	4,977	5,172	5,374	5,587	5,803	6,027	6,264	6,449		6,474	6,503	6,536	6,563

Group E - Sheriff's Binding Arbitration Adjustment Salary Matrix¹
Effective January 2020 (+3.0%)

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
690	9,603	9,984	10,377	10,787	11,197	11,624	12,066	12,523	12,987

Yrs of Service	%	Hourly Rate	Longevity
6	2.00%	\$40.82	\$0.82
9	3.00%	\$40.82	\$1.22
12	3.50%	\$40.82	\$1.43
15	4.00%	\$40.82	\$1.63
18	4.50%	\$40.82	\$1.84
21	5.00%	\$40.82	\$2.04
24	6.00%	\$40.82	\$2.45

Group F - Corrections Binding Arbitration Adjustment Salary Matrix¹

	Effective January 2020 (+3.0%)								36 months of service at each step required to move to next step	
Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
720	7,151	7,372	7,659	7,954	8,255	8,586	8,950	9,334	9,364	9,392
740	7,881	8,244	8,564	8,892	9,228	9,598	10,005	10,431	10,461	10,490

¹If there is a collective bargaining agreement settled per Section 4.14 salaries may change during the term of this resolution.

Group G - Court Reporters & Health Officer Salary Matrix - Effective January 2020 (+3.0%)

	12 months of service at each step required to move to next step								36 months of service at each step required to move to next step				
Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
801	6,742	6,749	6,756	6,764	6,771	6,780	6,787	6,795	6,805	6,828	6,853	6,883	6,910
802	7,757	7,764	7,770	7,779	7,786	7,795	7,802	7,810	7,819	7,842	7,868	7,898	7,925

Group H - Court Commissioner Salary Matrix²

Range	7/1/2019	7/1/2020	
903	14,324	14,976	(90% of Superior Court Judge Salary)
904	12,881	13,467	(85% of District Court Judge Salary)

²Salaries are set by the Washington Citizens' Commission on Salaries for Elected Officials. and may be changed.



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-582

File ID:	AB2019-582	Version:	1	Status:	Agenda Ready
File Created:	11/04/2019	Entered by:	rwhidbee@co.whatcom.wa.us		
Department:	Treasurer's Office	File Type:	Resolution		
Assigned to:	Council Finance and Administrative Services Committee	Final Action:			
Agenda Date:	11/19/2019	Enactment #:			

TITLE FOR AGENDA ITEM:

Resolution to set public hearing to sell tax-title property by public auction

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

Pursuant to Whatcom County Code 1.10, the Whatcom County Property Management Committee has recommended sale of the following tax-title property as surplus: Tax parcel number 3907054693790033; CLEARWATER CONDOMINIUM UNIT 1409-UNDIV 1/12 INT IN TSU-D TOG WI UNDIV INT IN COMMON AREAS DESC AF 1281254-55, and would be sold at public auction, following notification of adjacent property owners, for no less than \$1,683.04 (total taxes, interest, penalties and foreclosure costs).

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
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PROPOSED BY: Treasurer
INTRODUCTION DATE: 11/19/2019

RESOLUTION NO. _____

HEARING AND NOTICE OF HEARING ON
SALE OF COUNTY TAX TITLE PROPERTY

1 WHEREAS, the following described property is now, and has been the property
2 of the County of Whatcom, State of Washington, since November 18, 2011 and,
3

4 WHEREAS, the Whatcom County Council does deem it in the best interest of
5 the County and the people thereof that said property be sold; and,
6

7 WHEREAS, the Whatcom County Property Management Committee
8 recommends that the resolution be passed to effectively meet the legal requirement for
9 the disposal;
10

11 NOW, THEREFORE, BE IT RESOLVED that it is in the best interest of the
12 County to sell:
13

14 Parcel # 390705 469379 0033 / PID 110119
15

16 CLEARWATER CONDOMINIUM UNIT 1409-UNDIV 1/12 INT IN TSU-D TOG
17 WI UNDIV INT IN COMMON AREAS DESC AF 1281254-55
18

19 For no less than taxes, interest, penalties and foreclosure costs of \$1,683.04 to
20 the highest and best bidder; and,
21

22 BE IT FURTHER RESOLVED by the Whatcom County Council, that a public
23 hearing on the matter of the sale of said property, under said terms, be held on the
24 _____ day of _____ 2019, at _____ p.m., at the _____,
25 Whatcom County, Washington; and,
26

27 BE IT FURTHER RESOLVED that the Clerk of the Whatcom County Council
28 shall give notice of such hearing in the manner prescribed by law under RCW
29 36.34.030.
30

31
32 APPROVED this _____ day of _____ 2019.
33

34
35 ATTEST:

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

36
37
38
39 _____
40 Dana Brown-Davis, Council Clerk

Rud Browne, Council Chair

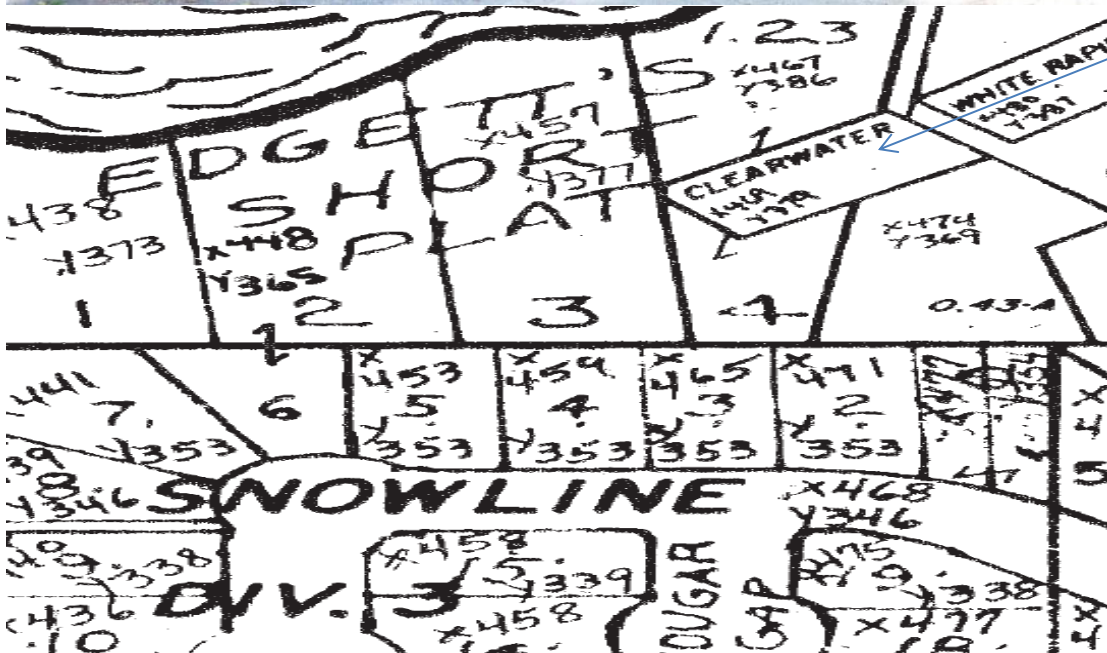
41 APPROVED AS TO FORM:
42
43
44 _____
45 Civil Deputy Prosecuting Attorney

Item A Application to purchase County Property

Parcel #390705-469379-0033 PID 110119

Acquired 12/9/2016

Applicant, Snowater Time Share Association



County Property
PID 110119



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-587

File ID:	AB2019-587	Version:	1	Status:	Agenda Ready
File Created:	11/05/2019	Entered by:	SWinger@co.whatcom.wa.us		
Department:	Finance Division	File Type:	Resolution		
Assigned to:	Council Finance and Administrative Services Committee	Final Action:			
Agenda Date:	11/19/2019	Enactment #:			

Primary Contact Email: swinger@co.whatcom.wa.us

TITLE FOR AGENDA ITEM:

Resolution ordering the cancellation of unredeemed checks (warrants) more than one year old

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

This resolution directs Administrative Services Finance and the Treasurer's Office to cancel unredeemed checks (warrants) more than one year old, pursuant to RCW 36.22.100. The total amount to be cancelled is \$10,431.07

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
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PROPOSED BY: Finance

INTRODUCED: 11/19/2019

RESOLUTION NO. _____

ORDERING THE CANCELLATION OF CHECKS (WARRANTS)

WHEREAS, the Revised Code of Washington, Section 36.22.100, states the County legislative authority shall cancel county checks not presented within one year of the date of their issue; and,

WHEREAS, Administrative Services has provided a list of checks that were issued prior to July 1, 2018 but never presented;

NOW, THEREFORE, BE IT RESOLVED by the Whatcom County Council that Administrative Services Finance and the Treasurer's Office are directed pursuant to RCW 36.22.100 to cancel the checks listed in Exhibit A which will adjust the funds as if such checks had never been drawn.

APPROVED this ____ day of _____, 20__.

ATTEST:

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

Dana Brown-Davis, Clerk of the Council

Rud Browne, Council Chair

APPROVED AS TO FORM:



Christopher Quinn, Senior Deputy Prosecuting Attorney

EXHIBIT A: CANCELLATION OF CHECKS (WARRANTS) OVER ONE YEAR OLD

(Checks issued before July 1, 2018)

Fund	Check No.	Check Date	G/L Date	Explanation	Amount
001	1062087	06/26/18	06/26/18	COACH CORRAL INC	\$ (460.00)
001	1055151	03/27/18	03/27/18	DAKOTA R BUTTREY	\$ (368.90)
001	1057328	04/24/18	04/24/18	MOLLY K. BURKE	\$ (178.40)
001	1047071	12/19/17	12/19/17	ALEX O SELLMAN	\$ (135.60)
001	1038749	09/19/17	09/19/17	FRED MEYER STORES INC	\$ (133.00)
001	1055600	04/03/18	04/03/18	AMANDA DRYER	\$ (114.10)
001	1058043	05/08/18	05/08/18	DR EMILY BROWN	\$ (105.92)
001	1034774	07/25/17	07/25/17	BREANNA R LEININGER	\$ (100.62)
001	317356	03/16/18	03/16/18	CARRERA-INFANTE, ESTELA M.	\$ (92.09)
001	1046632	12/19/17	12/19/17	GEMMA DROUHARD-STILLEY	\$ (89.18)
001	1047134	12/19/17	12/19/17	JAMES E WORKMAN	\$ (73.50)
001	1053523	03/13/18	03/13/18	LANE LAW FIRM PLLC	\$ (73.00)
001	316753	12/22/17	12/22/17	SIMPSON, DAVID G.	\$ (69.26)
001	1038364	09/12/17	09/12/17	JULIANNA H SAFSTROM	\$ (61.40)
001	1034704	07/25/17	07/25/17	KATHIE S ETULAIN	\$ (60.70)
001	1041245	10/17/17	10/17/17	CARLOS A BELL	\$ (60.70)
001	1034705	07/25/17	07/25/17	ALLEN J FARMER	\$ (55.35)
001	1034791	07/25/17	07/25/17	TYLER C MARRS	\$ (54.24)
001	1035426	08/08/17	08/08/17	LANE LAW FIRM PLLC	\$ (53.00)
001	1046844	12/19/17	12/19/17	LEMUEL R BURNS	\$ (52.10)
001	1038216	09/12/17	09/12/17	JON W GUTIERREZ	\$ (48.56)
001	1041424	10/17/17	10/17/17	SEQUOIA S ROESSEL	\$ (45.68)
001	1055278	03/27/18	03/27/18	GORDON D POLINKUS	\$ (43.08)
001	1051420	02/13/18	02/13/18	DAVID G HALLIDAY	\$ (42.70)
001	315858	09/01/17	09/01/17	BABSON, ANDREW F.	\$ (41.85)
001	1046803	12/19/17	12/19/17	STEVEN G AUSTIN	\$ (39.96)
001	1055255	03/27/18	03/27/18	AMILIA M MULKA	\$ (39.81)
001	1060460	06/06/18	06/06/18	TAMARA J ADDIS	\$ (39.43)
001	1051529	02/13/18	02/13/18	KAREN S SHELDON	\$ (36.54)
001	1056225	04/10/18	04/10/18	JERI M WEBB	\$ (36.16)
001	1056126	04/10/18	04/10/18	MISTY GIBBINS	\$ (35.07)
001	1034881	07/25/17	07/25/17	THOMAS H SLOANE	\$ (33.21)
001	1038090	09/12/17	09/12/17	AMY D ANDERSON	\$ (33.21)
001	1056169	04/10/18	04/10/18	REBECCA N MANTYLA	\$ (32.89)
001	1058712	05/15/18	05/15/18	PHILLIP L MCREE	\$ (32.89)
001	1057500	04/24/18	04/24/18	LEVI STUIT	\$ (31.80)
001	1058726	05/15/18	05/15/18	WILLIAM D QUIST	\$ (31.80)
001	1046942	12/19/17	12/19/17	DAVID M HUERTA	\$ (31.40)
001	1047018	12/19/17	12/19/17	BRIANNE L NEYENS	\$ (31.40)
001	1048113	12/27/17	12/27/17	LARRY F BRUGGEMAN	\$ (31.40)
001	1056177	04/10/18	04/10/18	MARC A MOFFAT	\$ (30.71)
001	1061430	06/19/18	06/19/18	CHELSEA L HEWITT	\$ (30.71)
001	1047051	12/19/17	12/19/17	SCOTT T ROBINSON	\$ (30.70)
001	1034927	07/25/17	07/25/17	MARGARET J WEYERS	\$ (30.33)
001	1037161	08/22/17	08/22/17	JENNIFER M SAND	\$ (30.33)
001	1039948	10/03/17	10/03/17	RAYMOND LEE	\$ (30.00)
001	1055286	03/27/18	03/27/18	LAJUNE S RABANG	\$ (29.62)
001	1038265	09/12/17	09/12/17	CINDY LEWIS	\$ (29.26)
001	1060573	06/06/18	06/06/18	JOHN J STARR	\$ (28.72)
001	1041261	10/17/17	10/17/17	CAITLIN E BRUNS	\$ (28.56)
001	1044706	11/28/17	11/28/17	CYRUS J TOBY	\$ (28.19)

EXHIBIT A: CANCELLATION OF CHECKS (WARRANTS) OVER ONE YEAR OLD

(Checks issued before July 1, 2018)

Fund	Check No.	Check Date	G/L Date	Explanation	Amount
001	1037213	08/22/17	08/22/17	JAMES JOHN M TIPPERY	\$ (27.12)
001	1046904	12/19/17	12/19/17	DENNIS L GREEN	\$ (27.12)
001	1040424	10/10/17	10/10/17	MAMA'S GARDEN LLC	\$ (27.00)
001	1055325	03/27/18	03/27/18	CHRISTOPHER S STOCKBURGER	\$ (26.54)
001	1041277	10/17/17	10/17/17	KALI CROW-LIESTER	\$ (26.42)
001	1056085	04/10/18	04/10/18	NICHOLAS A BARRETT	\$ (26.35)
001	1041091	10/17/17	10/17/17	LOLA HIGBY	\$ (25.46)
001	1055186	03/27/18	03/27/18	CARRIE S FREEMAN	\$ (25.26)
001	1056234	04/10/18	04/10/18	KEVIN A ZOETEWEE	\$ (25.26)
001	1034683	07/25/17	07/25/17	ROBERT S DECOTEAU	\$ (24.98)
001	1046877	12/19/17	12/19/17	CLIFFORD M EDGAR	\$ (24.98)
001	1058689	05/15/18	05/15/18	KIMBERLY A FINGER	\$ (24.17)
001	1058723	05/15/18	05/15/18	KENNETH R PARTLOW	\$ (24.17)
001	1046995	12/19/17	12/19/17	CHERYL E METCALF	\$ (23.91)
001	1044566	11/28/17	11/28/17	TIA HOWARD	\$ (23.38)
001	1034746	07/25/17	07/25/17	WILLIAM R INAMA	\$ (22.84)
001	1044693	11/28/17	11/28/17	ERIC SORENSON	\$ (22.84)
001	1048112	12/27/17	12/27/17	MICHAEL M BROWN	\$ (22.84)
001	1060485	06/06/18	06/06/18	ESTEBAN J DELEON	\$ (22.18)
001	1054961	03/27/18	03/27/18	BUSINESS PULSE MAGAZINE	\$ (22.00)
001	1056123	04/10/18	04/10/18	VERNA M GAGNON	\$ (21.99)
001	1058752	05/15/18	05/15/18	JUSTIN J WARD	\$ (21.99)
001	1034760	07/25/17	07/25/17	BRITTNEY C KIEFER	\$ (21.77)
001	1046948	12/19/17	12/19/17	BRADEN S JONAS	\$ (21.77)
001	1048163	12/27/17	12/27/17	BRADEN S JONAS	\$ (21.77)
001	1058671	05/15/18	05/15/18	JOYLEENA M BRANNON-BARNES	\$ (20.90)
001	1036868	08/22/17	08/22/17	JENICA M BARRETT	\$ (20.70)
001	1046875	12/19/17	12/19/17	JACK C DICKINSON	\$ (20.70)
001	1047033	12/19/17	12/19/17	BRENNEN H POORTINGA	\$ (20.70)
001	1032804	07/03/17	07/03/17	KRISTEN ROBINSON	\$ (20.00)
001	1037519	08/29/17	08/29/17	ROBERT TALLY	\$ (20.00)
001	1041090	10/17/17	10/17/17	DOROTHY HIGBY	\$ (20.00)
001	1041229	10/17/17	10/17/17	NATHANIEL WILLIAMS	\$ (20.00)
001	1055156	03/27/18	03/27/18	DENISE M CARPENTER	\$ (19.81)
001	1055180	03/27/18	03/27/18	KAREN M EVANS	\$ (19.81)
001	1058711	05/15/18	05/15/18	LAUREL E MCDANIEL	\$ (19.81)
001	1044674	11/28/17	11/28/17	CARRIE A ROAT	\$ (19.63)
001	1058678	05/15/18	05/15/18	MARCO A CRUZ IBARRA	\$ (18.72)
001	1048169	12/27/17	12/27/17	WESLEY T LEMIRE	\$ (18.56)
001	317938	06/22/18	06/22/18	ORTIZ, JESSICA	\$ (18.42)
001	1056144	04/10/18	04/10/18	RAYMOND F JEFFERSON	\$ (17.63)
001	1037174	08/22/17	08/22/17	NATHAN E SCHOENLE	\$ (17.49)
001	1044860	12/05/17	12/05/17	RYAN GIFFORD PC	\$ (17.40)
001	1033166	07/11/17	07/11/17	EDWARD CHATTERTON	\$ (16.96)
001	1055349	03/27/18	03/27/18	RYLEE K YOUNG	\$ (16.54)
001	1041248	10/17/17	10/17/17	KEENAN C BERG	\$ (16.42)
001	1056697	04/17/18	04/17/18	FRANK M. TADDONIO	\$ (16.00)
001	1046570	12/19/17	12/19/17	DORETTA ALLINSON	\$ (15.67)
001	1051361	02/13/18	02/13/18	DAVID CHAVIRA	\$ (15.45)
001	1051389	02/13/18	02/13/18	VICTORIA T EMMETT	\$ (15.45)
001	1051439	02/13/18	02/13/18	NICHOLAS W HUTCHINSON	\$ (15.45)

EXHIBIT A: CANCELLATION OF CHECKS (WARRANTS) OVER ONE YEAR OLD

(Checks issued before July 1, 2018)

Fund	Check No.	Check Date	G/L Date	Explanation	Amount
001	1051486	02/13/18	02/13/18	SIDNEY G MUNN	\$ (15.45)
001	1056155	04/10/18	04/10/18	KEVIN S KOHN	\$ (15.45)
001	1061396	06/19/18	06/19/18	CHEYENNE L BLACK	\$ (15.45)
001	1061473	06/19/18	06/19/18	LATONIA R PETTY	\$ (15.45)
001	1055666	04/03/18	04/03/18	JILL K. NIXON	\$ (15.44)
001	1044609	11/28/17	11/28/17	GINO A MASSARO	\$ (15.35)
001	1046608	12/19/17	12/19/17	ANNALESE CANNON	\$ (15.35)
001	1046869	12/19/17	12/19/17	LYNN L DEFEHR	\$ (15.35)
001	1047096	12/19/17	12/19/17	DANIEL A SWIGART-HARRIS	\$ (15.35)
001	1047137	12/19/17	12/19/17	CHRISTA L YOUNG	\$ (15.35)
001	1048107	12/27/17	12/27/17	CHRIS E BIPPLEY	\$ (15.35)
001	1048125	12/27/17	12/27/17	LYNN L DEFEHR	\$ (15.35)
001	1048238	12/27/17	12/27/17	AUDREY M THOMPSON	\$ (15.35)
001	1044489	11/28/17	11/28/17	IAN CHRISTIANSON	\$ (14.82)
001	1051533	02/13/18	02/13/18	CHRISTOPHER P SILVER	\$ (14.36)
001	1055168	03/27/18	03/27/18	SCOTT F DINWIDDIE	\$ (14.36)
001	1058688	05/15/18	05/15/18	ANTHONY J FINFROCK	\$ (14.36)
001	1058706	05/15/18	05/15/18	SAMUEL M LIPKE	\$ (14.36)
001	1038234	09/12/17	09/12/17	THOMAS R JABBORA	\$ (14.28)
001	1038281	09/12/17	09/12/17	MARGARET I MANNING	\$ (14.28)
001	1046815	12/19/17	12/19/17	CARYN M BELISLE	\$ (14.28)
001	1046915	12/19/17	12/19/17	JACOB D HAMM	\$ (14.28)
001	1046970	12/19/17	12/19/17	JENNIFER S LESCHANDER	\$ (14.28)
001	1047021	12/19/17	12/19/17	CHRISTA H OVERBY	\$ (14.28)
001	1047063	12/19/17	12/19/17	MELINDA B SAWYER	\$ (14.28)
001	1047069	12/19/17	12/19/17	MARK C SEAMAN	\$ (14.28)
001	1048150	12/27/17	12/27/17	JACOB D HAMM	\$ (14.28)
001	1048193	12/27/17	12/27/17	ELIZABETH R PACKARD	\$ (14.28)
001	1042218	10/24/17	10/24/17	JOCELYN MORGAN	\$ (13.96)
001	1051011	02/06/18	02/06/18	ALICIA SIMMONS	\$ (13.49)
001	1055147	03/27/18	03/27/18	MELANIE A BROWN	\$ (13.27)
001	1055214	03/27/18	03/27/18	JERRY L HOP	\$ (13.27)
001	1056080	04/10/18	04/10/18	JASON S BAILEY	\$ (13.27)
001	1056218	04/10/18	04/10/18	MEGHAN K THOMPSON	\$ (13.27)
001	1056222	04/10/18	04/10/18	VICTOR C VALGENTI	\$ (13.27)
001	1058684	05/15/18	05/15/18	JULIA S DWIGHT	\$ (13.27)
001	1058691	05/15/18	05/15/18	LOUIS FREITAS	\$ (13.27)
001	1058701	05/15/18	05/15/18	HEATHER R KEELER	\$ (13.27)
001	1058750	05/15/18	05/15/18	COREY A VANTORNHOUT	\$ (13.27)
001	1060496	06/06/18	06/06/18	MATTHEW R GATES	\$ (13.27)
001	1061422	06/19/18	06/19/18	WILLIAM H HALL	\$ (13.27)
001	1034923	07/25/17	07/25/17	ZACHARY T WALLS	\$ (13.21)
001	1037067	08/22/17	08/22/17	LISA B MARKOWITZ	\$ (13.21)
001	1037103	08/22/17	08/22/17	TANI C NEWELL	\$ (13.21)
001	1037115	08/22/17	08/22/17	JUSTIN T O'HARA	\$ (13.21)
001	1038121	09/12/17	09/12/17	WILLIAM R BRECKENRIDGE	\$ (13.21)
001	1038209	09/12/17	09/12/17	PATRICK D GRIFFIN	\$ (13.21)
001	1041297	10/17/17	10/17/17	COLE J FARNSWORTH	\$ (13.21)
001	1041367	10/17/17	10/17/17	PHILIP D MANN	\$ (13.21)
001	1044456	11/28/17	11/28/17	AIMEE M BACHMEIER	\$ (13.21)
001	1044577	11/28/17	11/28/17	ALEXANDRIA V JAMES	\$ (13.21)

EXHIBIT A: CANCELLATION OF CHECKS (WARRANTS) OVER ONE YEAR OLD

(Checks issued before July 1, 2018)

Fund	Check No.	Check Date	G/L Date	Explanation	Amount
001	1046974	12/19/17	12/19/17	TAYLOR LILLARD-NELSON	\$ (13.21)
001	1048212	12/27/17	12/27/17	PAMELA R ROBERTS	\$ (13.21)
001	1042624	10/31/17	10/31/17	HEATHER R. BRITAIN	\$ (12.75)
001	1043245	11/14/17	11/14/17	MAKENZIE R. FOSTER	\$ (12.73)
001	1051531	02/13/18	02/13/18	VASILYI A SHISHKAREV	\$ (12.18)
001	1056185	04/10/18	04/10/18	LESLIE A OBOURN BROWN	\$ (12.18)
001	1061395	06/19/18	06/19/18	SHANNON M BILLAU	\$ (12.18)
001	1061465	06/19/18	06/19/18	MOLLY E O'BRIEN	\$ (12.18)
001	1061469	06/19/18	06/19/18	DANENE L PARK	\$ (12.18)
001	1034847	07/25/17	07/25/17	SUSAN B RANEY	\$ (12.14)
001	1037024	08/22/17	08/22/17	GEORGE E JUSZYNSKI	\$ (12.14)
001	1038248	09/12/17	09/12/17	MIRANDA PORS S KING	\$ (12.14)
001	1038321	09/12/17	09/12/17	JENNY K OLEEN	\$ (12.14)
001	1044680	11/28/17	11/28/17	MIA L SATUSHEK	\$ (12.14)
001	1044717	11/28/17	11/28/17	GAVIN R VOSS	\$ (12.14)
001	1047001	12/19/17	12/19/17	THERESE L MONAHAN	\$ (12.14)
001	1048143	12/27/17	12/27/17	SULTAN GARDEZY	\$ (12.14)
001	1055655	04/03/18	04/03/18	MISKA MARKER	\$ (11.20)
001	1051489	02/13/18	02/13/18	DOUGLAS P NATHE	\$ (11.09)
001	1051532	02/13/18	02/13/18	KIRSTEN A SHORE	\$ (11.09)
001	1055133	03/27/18	03/27/18	XZYLO J BAKER	\$ (11.09)
001	1055317	03/27/18	03/27/18	JO L SISCO	\$ (11.09)
001	1056134	04/10/18	04/10/18	JENNIFER J HANDLEY	\$ (11.09)
001	1060489	06/06/18	06/06/18	JOHN L DRUHALL	\$ (11.09)
001	1061455	06/19/18	06/19/18	NICHOLAS M LOHSE	\$ (11.09)
001	1036923	08/22/17	08/22/17	JOSEPH T CHENG	\$ (11.07)
001	1038123	09/12/17	09/12/17	STEPHEN M BRIDGES	\$ (11.07)
001	1044581	11/28/17	11/28/17	KATHERINE R KAYSER	\$ (11.07)
001	1046945	12/19/17	12/19/17	TRAVIS JANEWAY	\$ (11.07)
001	1046966	12/19/17	12/19/17	DONNA M LAUTH	\$ (11.07)
001	1047118	12/19/17	12/19/17	JUSTIN D WARRINGTON	\$ (11.07)
001	1061364	06/19/18	06/19/18	KATJA TUNKKARI	\$ (8.72)
001	1044927	12/05/17	12/05/17	LIAN FILKINS	\$ (8.56)
001	316638	12/08/17	12/08/17	ERICKSON, JAIME B.	\$ (5.98)
001	1061438	06/19/18	06/19/18	JAKE P JOHNSON	\$ (4.36)
001	1033982	07/18/17	07/18/17	JENNIFER L. ONEILL	\$ (3.57)
001	1059693	05/29/18	05/29/18	KEEFE & BRODIE, ATTORNEYS AT L	\$ (3.00)
001	1042585	10/31/17	10/31/17	JERRY LAIR	\$ (2.90)
001	1048480	01/02/18	01/02/18	ASHLEY LARGE	\$ (1.61)
001	316117	10/27/17	10/27/17	WHIPPLE, CYNTHIA L.	\$ (0.38)
Total General Fund					\$ (5,664.23)
108	317408	03/30/18	03/30/18	WEAVER, STEVEN D.	\$ (25.00)
Total Road Fund					\$ (25.00)
109	1053123	03/06/18	03/06/18	THERESA M SYGITOWICZ	\$ (20.00)
Total Election Reserve Fund					\$ (20.00)
118	315875	09/15/17	09/15/17	EBERGSON, KARA N.	\$ (14.44)
118	315616	08/04/17	08/04/17	SPJUT, CHRISTOPHER L.	\$ (8.44)
Total Whatcom County Jail Fund					\$ (22.88)

EXHIBIT A: CANCELLATION OF CHECKS (WARRANTS) OVER ONE YEAR OLD

(Checks issued before July 1, 2018)

Fund	Check No.	Check Date	G/L Date	Explanation	Amount
169	1043514	11/21/17	11/21/17	ROBIN L. KLEIN	\$ (26.60)
Total Flood Control Zone District Fund					\$ (26.60)
444	317747	05/25/18	05/25/18	ALLRED, DAVID S.	\$ (39.60)
Total Ferry System Fund					\$ (39.60)
Total Whatcom County					\$ (5,798.31)
608	1049643	01/23/18	01/23/18	WESLEY T. HUBBARD	\$ (183.76)
Total Cemetery District No. 8					\$ (183.76)
611	1056778	04/24/18	04/24/18	RODERIC ALAN PERRY	\$ (10.00)
Total Cemetery District No. 11					\$ (10.00)
666	1029983	05/30/17	05/30/17	WHATCOM CO HEALTH DEPT	\$ (950.00)
666	315587	07/31/17	07/31/17	SARKISSIAN, MATTHEW A.	\$ (246.90)
Total Point Roberts Park and Rec					\$ (1,196.90)
667	1037641	08/29/17	08/29/17	CARELLA CLARK	\$ (306.00)
667	1041533	10/24/17	10/24/17	JENNY R KENDALL	\$ (140.00)
Total Blaine Birch Bay Park and Rec 2					\$ (446.00)
671	1047246	12/27/17	12/27/17	MICHAEL COX	\$ (69.55)
671	1047239	12/27/17	12/27/17	SUZANNE CARNEY	\$ (32.60)
671	1047248	12/27/17	12/27/17	CONNIE M. DAUGHERTY	\$ (24.61)
671	1051073	02/13/18	02/13/18	KAREN E KUPKA	\$ (11.99)
671	1053170	03/06/18	03/06/18	MORGAN ELIJAH	\$ (10.90)
671	1047301	12/27/17	12/27/17	MONICA THOMPSON	\$ (8.56)
Total Rural Library					\$ (158.21)
672	1045667	12/19/17	12/19/17	REBECCA HEISER	\$ (189.11)
672	1056343	04/17/18	04/17/18	LIGEIA LESTER	\$ (66.92)
672	1035366	08/08/17	08/08/17	MICHAEL BAUGHN	\$ (10.00)
672	1041644	10/24/17	10/24/17	GERI GILBERT	\$ (4.00)
Total NW Regional Council					\$ (270.03)
701	316226	10/31/17	10/31/17	MYHRE, TREVON J.	\$ (116.55)
701	1054247	03/20/18	03/20/18	BERGEN & CO	\$ (82.55)
Total Fire District No. 1					\$ (199.10)
705	1034275	07/25/17	07/25/17	DELTA CABLEVISION	\$ (10.45)
Total Fire District No. 5					\$ (10.45)
707	316163	10/31/17	10/31/17	LAVEILLE, JAMES D.	\$ (16.61)
Total Fire District No. 7					\$ (16.61)
708	1052619	02/27/18	02/27/18	JAMES T. YORK	\$ (831.15)
708	1052598	02/27/18	02/27/18	IAN P. DANDRIDGE	\$ (221.64)
708	1052614	02/27/18	02/27/18	MATTHEW J. SOFKA	\$ (110.82)
708	315993	09/29/17	09/29/17	NEHER, KEITH A.	\$ (105.22)

EXHIBIT A: CANCELLATION OF CHECKS (WARRANTS) OVER ONE YEAR OLD

(Checks issued before July 1, 2018)

Fund	Check No.	Check Date	G/L Date	Explanation	Amount
Total Fire District No. 8					\$ (1,268.83)
714	1035742	08/15/17	08/15/17	ELISSA VREUGDENHIL	\$ (12.55)
Total Fire District No. 14					\$ (12.55)
716	1044833	12/05/17	12/05/17	COWDEN GRAVEL	\$ (450.44)
716	1048319	01/02/18	01/02/18	CNH CAPITAL	\$ (162.38)
716	315548	07/31/17	07/31/17	KALSBECK, JAMIE J.	\$ (12.93)
Total Fire District No. 16					\$ (625.75)
717	1052654	02/27/18	02/27/18	DAY WIRELESS	\$ (61.20)
717	316548	11/30/17	11/30/17	BULGER, TORIN L.	\$ (46.17)
717	315560	07/31/17	07/31/17	BULGER, TORIN L.	\$ (18.47)
Total Fire District No. 17					\$ (125.84)
718	317606	04/30/18	04/30/18	BRENNAN, MICHAEL P.	\$ (46.17)
Total Fire District No. 18					\$ (46.17)
752	1047739	12/27/17	12/27/17	JOSEPH R. OESTER	\$ (32.00)
Total South Whatcom Fire Authority					\$ (32.00)
814	316282	10/31/17	10/31/17	ROSTEN, RANDALL J.	\$ (30.56)
Total Glacier Water District No. 14					\$ (30.56)
Total Districts					\$ (4,632.76)
Total Whatcom County and Districts					<u>\$ (10,431.07)</u>



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-589

File ID:	AB2019-589	Version:	1	Status:	Agenda Ready
File Created:	11/06/2019	Entered by:	SWinger@co.whatcom.wa.us		
Department:	Finance Division	File Type:	Resolution		
Assigned to:	Council Finance and Administrative Services Committee	Final Action:			
Agenda Date:	11/19/2019	Enactment #:			

Primary Contact Email: swinger@co.whatcom.wa.us

TITLE FOR AGENDA ITEM:

Resolution ordering the cancellation of accounts receivable more than four years old

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

This resolution directs Administrative Services Finance to cancel uncollectable accounts receivable more than four years old, pursuant to RCW 36.32.120. The total amount to be cancelled is \$20,258.21

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
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PROPOSED BY: Finance

INTRODUCED: 11/19/2019

RESOLUTION NO. _____

ORDERING THE CANCELLATION OF ACCOUNTS RECEIVABLE

WHEREAS, the Revised Code of Washington, Section 36.32.120, states the County legislative authority shall audit the collection of money belonging to the County; and,

WHEREAS, Administrative Services has provided a list of accounts receivable that were incurred prior to 2015 and are uncollectible;

NOW, THEREFORE, BE IT RESOLVED by the Whatcom County Council that Administrative Services Finance is directed to write off as uncollectible accounts receivable listed in Exhibit A.

APPROVED this ____ day of _____, 20__.

ATTEST:

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

Dana Brown-Davis, Clerk of the Council

Rud Browne, Council Chair

APPROVED AS TO FORM:



Christopher Quinn, Senior Deputy Prosecuting Attorney

Exhibit A: Cancellation of uncollectible account receivable

Fund	Department	Customer Number	Customer Name	G/L Date	Document Number	Outstanding Balance	Explanation
1	Planning and Development Svcs	2304260	COOKE, LAURIE	04/30/14	20881	100.00	FIRE INSPECTION 11-22-13
1	Planning and Development Svcs	2304278	PULLAR, LLOYD	04/30/14	20882	100.00	FIRE INSPECTION 10-25-13
1	Planning and Development Svcs	2304286	STILES, ALVIN	04/30/14	20883	100.00	FIRE INSPECTION 10-15-14
1	Planning and Development Svcs	1965808	ARTUNER, AHMET	04/30/14	20885	950.00	PDS VIOLATION ENF21300026
1	Planning and Development Svcs	1697233	CARMAN, CHARLES JR	04/30/14	20886	7,300.00	PDS VIOLATION ENF201300034
1	Planning and Development Svcs	2307989	BROCKER, DANIEL	06/30/14	21177	400.00	PDS VIOLATION ENF2012000339
1	Planning and Development Svcs	2313220	BILLINGS, JACOB	08/31/14	21555	100.00	BURN VIOLATION 01-13-14
1	Planning and Development Svcs	2313211	BURCH, DANIEL	08/31/14	21556	100.00	BURN VIOLATION 02-09-14
1	Planning and Development Svcs	1697233	CARMAN, CHARLES JR	09/30/14	21679	3,000.00	PDS VIOLATION ENF201300034

Total Fund 1

12,150.00

108	Public Works	2298146	ALDOSSARI, RAYANA M	01/31/14	20526	5,333.59	GUARDRAIL RPR/WCSO 13A25834
108	Public Works	2313115	SC DIVISION I LLC	08/31/14	21540	1,264.29	WEED ENFORCEMENT SERVICES
108	Public Works	2313094	KOVACEVICH, ALBERT	08/31/14	21542	886.71	WEED ENFORCEMENT SERVICES
108	Public Works	2315241	WILKINSON, CYRUS	10/31/14	21823	153.62	REPAIR SIGN POST & RD SIGN

Total Fund 108

7,638.21

507	AS-Facilities	44513	WALKER, JEANNE K.	09/30/06	7279	5.00	PKG VIOL# 1580 LIC# 345UQQ
507	AS-Facilities	495947	STROMBERG, ANN L.	12/31/09	13335	5.00	VIOL# 3236 LIC# 386WFB
507	AS-Facilities	44513	WALKER, JEANNE K.	12/20/13	20343	10.00	PKG VIOL# 4687 ANS8689
507	AS-Facilities	2214483	PATEL, RAJESHREE	02/28/14	20736	10.00	PKG VIOL# 4724 AJC3519
507	AS-Facilities	2301051	ANGELOCCI, SHILAH M	03/25/14	20788	10.00	PKG VIOL# 4422 AHY2656
507	AS-Facilities	2277370	ANDERSON, TODD M	03/20/14	20791	20.00	PKG VIOL# 4774 269YSM
507	AS-Facilities	2304892	ALONSO, VERONICA HERMINIO	04/30/14	20996	10.00	PKG VIOL# 4729 AHX0240
507	AS-Facilities	450845	LANE, BRYAN D	04/30/14	20998	10.00	PKG VIOL# 4731 429XAH
507	AS-Facilities	2306185	LABRIE, DANIELLE N	05/31/14	21124	10.00	PKG VIOL# 4745 B98745N
507	AS-Facilities	1971386	O'CONNOR, EMILY F.	07/31/14	21336	10.00	PKG VIOL# 4799 AOC8657
507	AS-Facilities	2309597	WALKER, SCOTT & HEATHER	07/31/14	21338	10.00	PKG VIOL# 4818 ALS6263
507	AS-Facilities	2309589	ENGSTROM, MELISSA R	07/31/14	21339	10.00	PKG VIOL# 4819 562ZAH
507	AS-Facilities	2309571	MOGAN, PILLIP W & IRVINE, JUNE	07/31/14	21340	10.00	PKG VIOL# 4820 AHY2373
507	AS-Facilities	2309554	CHRISTION, JENNIFER BRIANNA	07/31/14	21342	10.00	PKG VIOL# 4822 AGB9627
507	AS-Facilities	2309870	LARSON, WAYNE L	07/31/14	21345	10.00	PKG VIOL# 4827 AKF3538
507	AS-Facilities	2310512	SEAMONS, ARIEL K	07/16/14	21458	10.00	PKG VIOL# 4828 AMY5977
507	AS-Facilities	2310803	SMITH, MYLON & SHANNON	07/30/14	21459	10.00	PKG VIOL# 4832 AGB7047
507	AS-Facilities	2308324	KOLBERT, SERGEY P	07/31/14	21461	20.00	PKG VIOL# 4834 ANS3926
507	AS-Facilities	1082976	DUNCAN, LARRY A	08/05/14	21526	10.00	PKG VIOL# 4835 B95153R
507	AS-Facilities	2311072	EIDE, JOHN & KATHRYN	08/08/14	21528	10.00	PKG VIOL# 4837 AOL5461
507	AS-Facilities	2313019	VAUGHN, LUANN H	08/14/14	21551	10.00	PKG VIOL# 4839 8599XYZ
507	AS-Facilities	2313027	ELLIS, DEANNA	08/15/14	21553	10.00	PKG VIOL# 4841 064XWF
507	AS-Facilities	2313561	KORTHUIS, JUSTIN	09/01/14	21668	10.00	PKG VIOL# 4846 B06483Y
507	AS-Facilities	2313772	SMITH, JASON	09/09/14	21671	10.00	PKG VIOL# 4848 APX7711
507	AS-Facilities	2265088	AHMED, YEHYA	09/01/14	21680	10.00	PKG VIOL# 4842
507	AS-Facilities	2313844	MACIAS, MARIA	09/01/14	21682	10.00	PKG VIOL# 4844 160ZSG
507	AS-Facilities	2181589	JUDGE, BONNIE C	09/15/14	21685	10.00	PKG VIOL# 4851 019ZSI
507	AS-Facilities	2313887	BISHOP-CRUZ, CARRIE LYNN	09/16/14	21686	10.00	PKG VIOL# 4853 538YAAQ
507	AS-Facilities	2314644	BROWNE, RUTHERFORD & BROWN, SH	09/23/14	21702	10.00	PKG VIOL# 4388 7466
507	AS-Facilities	1473811	BECKETT, RANDAL	09/17/14	21703	10.00	PKG VIOL# 4855 951YAI
507	AS-Facilities	2235938	VANDERHEYDEN, WESLEY B	09/19/14	21706	10.00	PKG VIOL# 4858 APV1441
507	AS-Facilities	2314572	DUNN, STUART IAN	09/23/14	21707	10.00	PKG VIOL# 4859 530YZX
507	AS-Facilities	2314581	FOLLIS, PAMELA	09/23/14	21708	10.00	PKG VIOL# 4860 285ZAK
507	AS-Facilities	2314599	MULTIMEDIA GAMES INC	09/23/14	21709	10.00	PKG VIOL# 4861 B76502V
507	AS-Facilities	2314804	AUSTIN, DIXIE L	09/25/14	21734	10.00	PKG VIOL# 4862 A82807L
507	AS-Facilities	2314791	JOACHIMS, ERIC & TONIA	09/25/14	21735	10.00	PKG VIOL# 4864 AQY1025
507	AS-Facilities	2314863	KIM, HAN	09/30/14	21736	10.00	PKG VIOL# 4866 AQR9084
507	AS-Facilities	1830786	FELLER, JAMIE L	09/30/14	21738	10.00	PKG VIOL# 4869 AJC1864
507	AS-Facilities	2316797	ANDRESS, SANDRA	10/13/14	21886	10.00	PKG VIOL# 4876 201YAO
507	AS-Facilities	2316800	RODRIGUEZ, ARTURO	10/13/14	21887	10.00	PKG VIOL# 4877 736XAM
507	AS-Facilities	2316826	MARTIN, CHRISTINE	10/17/14	21889	10.00	PKG VIOL# 4879 183XJS
507	AS-Facilities	2316738	MORRIS, KAREN R	10/20/14	21893	10.00	PKG VIOL# 4888 AAA1507
507	AS-Facilities	2319550	VALLEJO, BENJAMIN	11/13/14	21996	10.00	PKG VIOL# 4901
507	AS-Facilities	2319656	STANLEY, JAMES & ANITA	11/14/14	22021	10.00	PKG VIOL# 4904 ART2017
507	AS-Facilities	2319779	BAVARO, ANTHONY N	12/01/14	22104	10.00	PKG VIOL# 4906 AQP0097
507	AS-Facilities	2321473	OTANO-GUENTHER, ALEXANDER G	12/05/14	22105	10.00	PKG VIOL# 4907 AQZ2088

Total Fund 507

470.00

TOTAL FUNDS

20,258.21



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-574

File ID:	AB2019-574	Version:	1	Status:	Agenda Ready
File Created:	10/30/2019	Entered by:	JThomson@co.whatcom.wa.us		
Department:	Health Department	File Type:	Contract		
Assigned to:	Council Finance and Administrative Services Committee	Final Action:			
Agenda Date:	11/19/2019	Enactment #:			

Primary Contact Email: JMitchel@co.whatcom.wa.us

TITLE FOR AGENDA ITEM:

Request authorization for the County Executive to enter into a contract amendment between Whatcom County and Opportunity Council to add funding for a behavioral health consultant, in the amount of \$17,800 for a total amended contract amount of \$130,028

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

See attachments.

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
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MEMORANDUM

TO: Jack Louws, County Executive

FROM: Regina A. Delahunt, Director *RD*

RE: Opportunity Council – Behavioral Health Outreach Contract Amendment #4

DATE: October 22, 2019

Enclosed are two (2) originals of a contract amendment between Whatcom County and the Opportunity Council for your review and signature.

▪ **Background and Purpose**

This contract provides funding for a behavioral health (SUD) professional to engage people with opioid use disorders who are experiencing homelessness with the goal of connecting them to appropriate treatment and other community services. In addition, this amendment adds consulting, training and mental health support for the Opportunity Council's, housing and homeless programs. The purpose of this amendment is to extend the contract for an additional year and add funding for the additional behavioral health services.

▪ **Funding Amount and Source**

Funding for this contract, in an amount not to exceed \$130,027.52, is provided by the Federal Substance Abuse Block Grant Funds (CFDA 93.959) passed through the North Sound Behavioral Health Administrative Services Organization (NS BH-ASO) and the Behavioral Health Program Fund. These funds will be included in the 2020 budget. Council approval is required as this amendment adds more than 10% to the approved budget.

Please contact Kathleen Roy at extension #6007 if you have any questions regarding this agreement.

Encl.



	WHATCOM COUNTY CONTRACT INFORMATION SHEET	Whatcom County Contract No. 201706013 - 4
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Originating Department:	85 Health
Division/Program: (i.e. Dept. Division and Program)	8550 Human Services / 855060 Substance Abuse
Contract or Grant Administrator:	Kathleen Roy
Contractor's / Agency Name:	Opportunity Council

Is this a New Contract?	If not, is this an Amendment or Renewal to an Existing Contract?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #:	201706013	

Does contract require Council Approval?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If No, include WCC:
Already approved? Council Approved Date:		(Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)

Is this a grant agreement?	If yes, grantor agency contract number(s):	CFDA#:	93.959
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			

Is this contract grant funded?	If yes, Whatcom County grant contract number(s):	201904004
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Is this contract the result of a RFP or Bid process?	If yes, RFP and Bid number(s):	Contract Cost Center:	675500, 124116
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			

Is this agreement excluded from E-Verify?	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	If no, include Attachment D Contractor Declaration form.
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If YES, indicate exclusion(s) below:

<input type="checkbox"/> Professional services agreement for certified/licensed professional.	<input type="checkbox"/> Contract for Commercial off the shelf items (COTS).
<input type="checkbox"/> Contract work is for less than \$100,000.	<input type="checkbox"/> Work related subcontract less than \$25,000.
<input type="checkbox"/> Contract work is for less than 120 days.	<input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.
<input type="checkbox"/> Interlocal Agreement (between Governments).	

Contract Amount:(sum of original contract amount and any prior amendments): \$ 275,454 This Amendment Amount: \$ 130,027.52 Total Amended Amount: \$ 405,481.52	Council approval required for; all property leases, contracts or bid awards exceeding \$40,000 , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, except when : 1. Exercising an option contained in a contract previously approved by the council. 2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance. 3. Bid or award is for supplies. 4. Equipment is included in Exhibit "B" of the Budget Ordinance 5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County.
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Summary of Scope: This contract provides funding for a substance use disorder professional to engage people with opioid use disorders who are experiencing homelessness and connects them to treatment and other community services.

Term of Contract:	1 Year	Expiration Date:	12/31/2020
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Contract Routing:	1. Prepared by:	JT	Date:	08/15/2019
	2. Health Budget Approval	KR	Date:	10/09/2019
	3. Attorney signoff:	RB	Date:	10/10/2019
	4. AS Finance reviewed:		Date:	10/28/19
	5. IT reviewed (if IT related):		Date:	
	6. Contractor signed:		Date:	
	7. Submitted to Exec.:		Date:	
	8. Council approved (if necessary):		Date:	
	9. Executive signed:		Date:	
	10. Original to Council:		Date:	

WHATCOM COUNTY HEALTH DEPARTMENT CONTRACT AMENDMENT

Whatcom County # 201706013

PARTIES:

**Whatcom County
Whatcom County Courthouse
311 Grand Avenue
Bellingham, WA 98225**

AMENDMENT NUMBER: 4

CONTRACT PERIODS:

**Original: 07/01/2017 – 12/31/2017
Amendment #1: 01/01/2018 – 12/31/2018
Amendment #2: 01/01/2018 – 12/31/2018
Amendment #3: 01/01/2019 – 12/31/2019
Amendment #4: 01/01/2020 – 12/31/2020**

AND CONTRACTOR:

**Opportunity Council
1111 Cornwall Avenue
Bellingham, WA 98225**

THE CONTRACT IDENTIFIED HEREIN, INCLUDING ANY PREVIOUS AMENDMENTS THERETO, IS HEREBY AMENDED AS SET FORTH IN THE DESCRIPTION OF THE AMENDMENT BELOW BY MUTUAL CONSENT OF ALL PARTIES HERETO

DESCRIPTION OF AMENDMENT:

1. Extend the duration and other terms of this contract for 1 year, as per the original contract "General Terms, Section 10.2, Extension".
2. Amend the name of the contract from 'Homeless Outreach Team (HOT) Opiate/Substance Use Disorder Outreach' to 'Behavioral Health Outreach' as work now includes behavioral health consultation and direct crisis services to the HOT team and various other programs within the Opportunity Council.
3. Amend Exhibit A – Scope of Work, to include a statement of work for behavioral health consulting services; revised Exhibit A is attached.
4. Amend Exhibit B – Compensation, to add funding for behavioral health consulting services; revised Exhibit B is attached.
5. Funding for this contract period (01/01/2020 – 12/31/2020) is not to exceed \$130,028.
6. Funding for the total contract period (07/01/2017 – 12/31/2020) is not to exceed \$405,482.
7. All other terms and conditions remain unchanged.
8. The effective start date of the amendment is 01/01/2020.

Page 2 of 8

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EXHIBIT "A" – Amendment #4
(SCOPE OF WORK)

I. Background

Whatcom County homeless and housing programs lack specific behavioral health services for participants in their programs. This contract will provide additional resources to the Opportunity Council's Homeless Outreach Team (HOT) and to add consulting, training, and support services to the HOT as well as to the Opportunity Council's (OC) housing programs.

Homeless Outreach Team opiate/substance use disorder services will improve access to SUD services and other services in Whatcom County for homeless individuals who use illicit opiates. Consulting services will improve behavioral health knowledge and skills of HOT and other OC programs.

The long term goal of these behavioral health services is to reduce negative impacts on the health of the individual and the community as a whole.

II. Definitions

North Sound Behavioral Health Administrative Services Office (BH-ASO)- This is the local entity which has contractual and programmatic oversight of the crisis services system in the North Sound Region. In addition, the BH-ASO has been assigned other responsibilities such as dissemination of the Substance Abuse Block Grant (SABG) which fund part of this contract.

Housing and Recovery through Peer Services (HARPS) – A program which provides a combination of services with the goal of securing permanent supportive housing for people with SUD/mental illness. The program is intended primarily for people coming out of inpatient psychiatric care or SUD facilities.

Homeless Outreach Team (HOT) Substance Use Disorder Services – Services described under this contract whereby a professional skilled in substance use disorder engagement and treatment placement is embedded on the Homeless Outreach Team (HOT).

Medication Assisted Treatment (MAT) – Psychosocial treatment which includes prescription medications which have been shown by research to be effective in helping treat the symptoms of addiction or withdrawal from drugs or alcohol.

Motivational Interviewing (MI) – A set of techniques or skills for working with individuals which can be used in many practice settings. Professionals using these skills to engage a participant's (or client) intrinsic motivation towards self-defined goals, and then helps facilitate action towards those goals by exploring and resolving ambivalence.

Opiate Use Disorder (OUD)—A disorder defined by the *Diagnostics and Statistics Manual 5 (DSM5)*, in which a person has symptoms of problematic opiate use from a morphine-like substance or derivative, such as heroin, oxycodone, oxymorphone, etc. Many opiates are available as prescription pill medications for treatment of medical conditions, including pain, but are used to sustain opiate addiction.

Substance Abuse Block Grant (SABG)—A federal grant program, endowed with specific requirements which is passed through states to BH-ASOs for the provision of substance use disorder services.

Substance Use Disorder (SUD)—A term defined by the DSM5 which describes symptoms of problematic use of a psychoactive substance along a continuum from mild to severe. When SUD is used with OUD in this document the acronym will be called O/SUD.

Substance Use Disorder Professional or Trainee (SUDP or SUDPT)—This is the acronym for State licensure as a Substance Use Disorder Professional or Trainee.

III. Statement of Work

The Contractor will hire a behavioral health (BH) consultant, an independently licensed clinician, to act as a consultant to HOT and to the OC's housing units, such as 22 North, Dorothy Place and the OC's scattered site housing. The consultant will provide 4 hours of a combination of direct service and consulting work each week. The Consultant may provide training and consultation to OC staff, as well as mental health support services to housing participants.

In addition, the Contractor will provide one Full Time Equivalency (1 FTE) professional (herein referred to as "Professional") to act as a member on the Homeless Outreach Team (HOT). The Professional will ensure O/SUD technical knowledge and skills are brought to the Team. The Professional will accept referrals from 1st responders, team staff, and key referents via the current HOT referral system.

The Professional under this contract will conduct outreach with HOT Staff to:

1. Homeless encampments, the street, parks,
2. Syringe Services Program at the Whatcom County Health Department
3. Other places not intended for habitation, and
4. Places where people who are homeless frequent

HOT staff (herein referred to as the Professional) will engage individuals who experience homelessness and who have O/SUD, using motivational interviewing techniques. The Professional will act as the care coordinator for individuals who are ready to engage in treatment, while providing specific support services to people with O/SUD who require a lengthier engagement process.

While the primary focus of this contract is outreach to people experiencing homelessness who use illicit opiates, any person with a possible SUD may be served. Outreach services are intended to promote the following goals for people who are homeless:

1. Ensure the health and safety of injecting drug users,
2. Facilitate access to assessment and SUD treatment, including Medication Assisted Treatment (MAT), when possible
3. Facilitate access to housing and support services,

The Professional's duties under this contract will consist of the following services:

1. Use motivational interviewing skills to engage participants in working towards self-defined goals related to healthier living.
2. Conduct screening of O/SUD for individuals who are homeless.
3. Provide care coordination and case management services to assist with accessing SUD assessment through detox or outpatient providers.
4. Engage individuals through the Health Department's Syringe Services Program, during hours of operation at the clinic.
5. Provide warm hand-offs to MAT/SUD treatment, mental health treatment, medical and other services as necessary.
6. Conduct screening intakes and vulnerability assessments (VI-SPDAT) for the housing interest pool need.
7. Refer and engage individuals in specialized support services (e.g. applications for Medicaid, intensive case management programs, etc.).
8. Facilitate access to identified services such as housing, transportation, and clothing.

9. Coordinate care for individuals requiring housing upon completion of treatment who are eligible for HARPS program funds.
10. Coordinate services with existing outreach programs such as through detox and the jail.
11. Attend meetings to coordinate care whenever necessary.

IV. Program Requirements & Restrictions

The Contractor shall provide one full time (FTE) clinician who has a Bachelor's degree or higher education in a human services field, Master's preferred. The Professional should have experience working with people with substance use disorders. The Professional shall have experience with coordinating and working within the SUD treatment service system. In addition, the Professional should have ample experience with using MI skills. Specific requirements may be waived with approval from the Contract Administrator.

This contract includes additional training funding to ensure that the Professional and her/his supervisor have access to SUD specific programming and training, to include working towards the requirements of becoming an SUDP.

SABG Funds cannot be used for the following:

1. Services and programs that are covered under the capitation rate for Medicaid-covered services to Medicaid enrollees.
2. Inpatient mental health services.
3. Mental health services.
4. Construction and/or renovation.
5. Capital assets or the accumulation of operating reserve accounts.
6. Equipment costs over \$5,000.
7. Cash payments to Individuals.
8. Purchase or improve land; purchase, construct, or permanently improve (other than minor remodeling) any building or other facility; or purchase major medical equipment.
9. Satisfy any requirement for the expenditure of non-Federal funds as a condition for the receipt of Federal funds.
10. Provide financial assistance to any entity other than a public or nonprofit private entity.
11. Make payments to intended recipients of health services.
12. Provide Individuals with hypodermic needles or syringes.
13. Provide treatment services in penal or correctional institutions of the State.

V. Reporting Requirements

The Contractor is expected to achieve the following minimum performance targets under this contract:

1. Provide 130 outreach hours per month
2. Provide services to 40 individuals per month
3. Provide services to all eligible pregnant women

The County will provide a Monthly Report Form within 15 days of the contract startup. The Contractor will submit the report by the 15th day of the each month to include the following numbers of:

1. Outreach hours provided
2. Opiate-involved individuals served

3. The number of people served by category in the following areas:
 - a. People with SUD (non-opiate) served
 - b. Pregnant women
 - c. People who completed an SUD assessment
 - d. People who initiated MAT services
 - e. People who initiated traditional SUD (non-MAT) services
 - f. People with non-treatment identified needs who were provided access to services (e.g. syringe exchange, medical, food, clothing, etc.).
 - g. People who received HARPS and other housing intervention services

The Contractor will submit a mock file and spreadsheets used for tracking field contacts within 30 days of the start date of this contract.

EXHIBIT "B" – Amendment #4
(COMPENSATION)

I. Budget and Source of Funding: The source of funding for this 2020 contract period, in an amount not to exceed \$130,027.52, is the North Sound Behavioral Health Administrative Services Organization Substance Abuse Block Grant, CFDA # 93.959 and the Behavioral Health Program Fund.

II. Budget, Rates, and/or Allowable Costs for 2020 calendar year

Cost Description	Documents Required Each Invoice	Budget
Personnel – 1 FTE Outreach Worker (SUD)	Expanded GL report for the period	\$53,105
Direct Supervision (.2FTE)	Expanded GL report for the period	\$8,200
Benefits (50%)*	Expanded GL report for the period	\$30,653
Consultant (\$71.00/hour)	Expanded GL Report for the period	\$12,000
Travel/Training	<p>a. Ground transportation, coach airfare, and ferries will be reimbursed at cost when accompanied by receipts. Reimbursement requests for allowable travel must include name of staff member, dates of travel, starting point and destination, and a brief description of purpose.</p> <p>Receipts for registration fees or other documentation of professional training expenses, including requirements related to SUDP licensing. Lodging and meal costs for training are not to exceed the U.S. General Services Administration Domestic Per Diem Rates (www.gsa.gov), specific to location. Receipts for meals are not required.</p>	\$7,393
Direct Program Space Costs	GL Detail	\$3,323
Communications	GL Detail	\$600
Other Costs/Supplies	GL Detail	\$522
Flex Funds	Flex Fund spreadsheet plus copies of receipts	\$300
	Subtotal	\$116,096
Indirect Costs*	12%	13,931.52
	TOTAL	\$130,027.52

*The Contractor may transfer funds between budget line items in an amount up to 10% of the total budget. In no instance shall the indirect cost exceed the limits established above. In no instance will the benefits rate exceed the current federally approved benefits rate.

III. Invoicing

- The Contractor shall submit itemized invoices on a monthly basis in a format approved by the County. The Contractor shall submit invoices to (include contract/PO #) HL-BusinessOffice@co.whatcom.wa.us Monthly/quarterly invoices must be submitted by the 15th of the month following the month of service. Invoices submitted for payment must include the items identified in the table above.
- Payment by the County will be considered timely if it is made within 30 days of the receipt and acceptance of billing information from Contractor. The County may withhold payment of an invoice if the Contractor submits it more than 30 days after the expiration of this contract.
- Invoices must include the following statement, with an authorized signature and date:

I certify that the materials have been furnished, the services rendered, or the labor performed as described on this invoice.

- Duplication of Billed Costs or Payments for Service: The Contractor shall not bill the County for services performed or provided under this contract, and the County shall not pay the Contractor, if the Contractor has been or will be paid by

any other source, including grants, for those costs used to perform or provide the services in this contract. The Contractor is responsible for any audit exceptions or disallowed amounts paid as a result of this contract

5. Federal Funds Requirements –

Grantees expending \$750,000 or more in a fiscal year (that begins after December 26, 2014) in federal funds from all sources, direct and indirect, are required to have an audit conducted in accordance with 2 CFR Part 200. For fiscal years beginning prior to December 26, 2014, Grantees are required to have an audit conducted in accordance with Federal audit requirements. When state funds are also to be paid under this Agreement a Schedule of State Financial Assistance as well as the required schedule of Federal Expenditure must also be included. Both schedules include:

Grantor agency name

Federal agency

Federal program name

Other identifying contract numbers

Catalog of Federal Domestic Assistance (CFDA) number (if applicable)

Grantor contract number

Total award amount including amendments (total grant award)

Current year expenditures

If the Grantee is a state or local government entity, the Office of the State Auditor shall conduct the audit. Audits of non-profit organizations are to be conducted by a certified public accountant selected by the Grantee in accordance with 2 CFR Part 200.

The Grantee shall include the above audit requirements in any SUBGRANTS/subcontracts. In any case, the Grantee's financial records must be available for review by North Sound Behavioral Health Organization.



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-577

File ID:	AB2019-577	Version:	1	Status:	Agenda Ready
File Created:	10/31/2019	Entered by:	FBurkhar@co.whatcom.wa.us		
Department:	Sheriff's Office	File Type:	Contract		
Assigned to:	Council Finance and Administrative Services Committee				Final Action:
Agenda Date:	11/19/2019	Enactment #:			

Primary Contact Email: jgargett@co.whatcom.wa.us

TITLE FOR AGENDA ITEM:

Request authorization for the County Executive to enter into a contract between Whatcom County and Ferndale School District to provide emergency management services, in the amount of \$200,000

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

Request authorization for the County Executive to enter into a contract between Whatcom County and Ferndale School District to provide emergency management services, in the amount of \$200,000

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
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**WHATCOM COUNTY
SHERIFF'S OFFICE**

BILL ELFO
SHERIFF



PUBLIC SAFETY BUILDING
311 Grand Avenue
Bellingham, WA 98225-4038
(360) 778-6600

MEMO

To: Jack Louws, County Executive

From: Sheriff Bill Elfo, Director
John Gargett, Deputy Director
Whatcom County Sheriff's Office Division of Emergency Management

Subject: Ferndale School District Emergency Management Services Contract

Date: October 23, 2019

The attached Contract for Services Agreement specifies the terms whereby the Whatcom County Sheriff's Office Division of Emergency Management (WCSO-DEM) will provide emergency management services to the Ferndale School District.

WCSO-DEM will provide emergency management services that, as detailed in Exhibit A: Scope of Work, include planning, training, and exercise deliverables.

The Ferndale School District will pay WCSO-DEM \$40,000 per year for these services.

This is a five-year contract and runs from 01/01/2019 through 12/31/2023.

Please contact John Gargett (jgargett@co.whatcom.wa.us, 778-7160) if you have any questions.

WHATCOM COUNTY CONTRACT INFORMATION SHEET

Whatcom County Contract No.

Originating Department:	Sheriff's Office								
Division/Program: (i.e. Dept. Division and Program)	Emergency Management								
Contract or Grant Administrator:	John Gargett								
Contractor's / Agency Name:	Ferndale School District								
Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes <input checked="" type="radio"/> No <input type="radio"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: _____									
Does contract require Council Approval? Yes <input checked="" type="radio"/> No <input type="radio"/> If No, include WCC: _____									
Already approved? Council Approved Date: _____ (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)									
Is this a grant agreement? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, grantor agency contract number(s): _____ CFDA#: _____									
Is this contract grant funded? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, Whatcom County grant contract number(s): _____									
Is this contract the result of a RFP or Bid process? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, RFP and Bid number(s): _____ Contract Cost Center: _____									
Is this agreement excluded from E-Verify? No <input checked="" type="radio"/> Yes <input type="radio"/> If no, include Attachment D Contractor Declaration form.									
If YES, indicate exclusion(s) below: <table border="0"> <tr> <td><input type="checkbox"/> Professional services agreement for certified/licensed professional.</td> <td><input type="checkbox"/> Contract for Commercial off the shelf items (COTS).</td> </tr> <tr> <td><input type="checkbox"/> Contract work is for less than \$100,000.</td> <td><input type="checkbox"/> Work related subcontract less than \$25,000.</td> </tr> <tr> <td><input type="checkbox"/> Contract work is for less than 120 days.</td> <td><input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.</td> </tr> <tr> <td><input checked="" type="checkbox"/> Interlocal Agreement (between Governments).</td> <td></td> </tr> </table>		<input type="checkbox"/> Professional services agreement for certified/licensed professional.	<input type="checkbox"/> Contract for Commercial off the shelf items (COTS).	<input type="checkbox"/> Contract work is for less than \$100,000.	<input type="checkbox"/> Work related subcontract less than \$25,000.	<input type="checkbox"/> Contract work is for less than 120 days.	<input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	<input checked="" type="checkbox"/> Interlocal Agreement (between Governments).	
<input type="checkbox"/> Professional services agreement for certified/licensed professional.	<input type="checkbox"/> Contract for Commercial off the shelf items (COTS).								
<input type="checkbox"/> Contract work is for less than \$100,000.	<input type="checkbox"/> Work related subcontract less than \$25,000.								
<input type="checkbox"/> Contract work is for less than 120 days.	<input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.								
<input checked="" type="checkbox"/> Interlocal Agreement (between Governments).									
Contract Amount:(sum of original contract amount and any prior amendments): \$ 200,000.00 This Amendment Amount: \$ _____ Total Amended Amount: \$ _____	Council approval required for; all property leases, contracts or bid awards exceeding \$40,000 , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, except when : <ol style="list-style-type: none"> 1. Exercising an option contained in a contract previously approved by the council. 2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance. 3. Bid or award is for supplies. 4. Equipment is included in Exhibit "B" of the Budget Ordinance. 5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County. 								
Summary of Scope:									
To provide emergency management services to the Ferndale School District @ \$40,000/year for five years.									
Term of Contract: Five-Year	Expiration Date: 12/31/2023								

Contract Routing:	1. Prepared by: F Burkhart	Date: 10/23/2019
	2. Attorney signoff:	Date: 10/25/19
	3. AS Finance reviewed:	Date: 10/29/19
	4. IT reviewed (if IT related):	Date: _____
	5. Contractor signed:	Date: _____
	6. Submitted to Exec.:	Date: _____
	7. Council approved (if necessary):	Date: _____
	8. Executive signed:	Date: _____
	9. Original to Council:	Date: _____

CONTRACT FOR SERVICES AGREEMENT
Between
Whatcom County and Ferndale School District
Through the Whatcom County Sheriff's Office, Division of Emergency Management

Ferndale School District, hereinafter called **Requestor**, and Whatcom County, hereinafter referred to as **County**, agree and contract as set forth in this Agreement, including:

Exhibit A - Scope of Work

Copies of Exhibit A is attached hereto and incorporated herein by this reference as if fully set forth herein.

The term of this Agreement shall commence on the 1st day of January, 2019, regardless of the date of signature, and shall, unless terminated or renewed as elsewhere provided in the Agreement, terminate on the 31st day of December, 2023.

The general purpose or objective of this Agreement is for the Whatcom County Sheriff's Office, Division of Emergency Management to provide emergency management services to the Ferndale School District (FSD) in the City of Ferndale, WA and Whatcom County, WA.

The Contract Number, set forth above, shall be included on all billings or correspondence in connection therewith.

Billings shall be for a fixed annual cost of \$40,000.00 per year, to be billed semi-annually.

Payment for Services. The County shall bill the Requester for services provided and shall send billings to the Requester billing address identified in this Agreement. The Requester shall reimburse the County within 30 days of receipt of billing from the County.

Agreement Alterations and Amendments. The County and the Requester may mutually amend this Agreement. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind the County and the Requester.

Assignment. The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express written consent of the other party.

Governing Law. This Contract shall be governed in all respects by the laws of the State of Washington.

INSURANCE. The Requestor shall obtain and keep in force during the terms of the Agreement, or as otherwise required, the following insurance with companies or through sources approved by the Washington State Insurance Commissioner pursuant to Title 48 RCW. The Requestor shall carry for the duration of this Agreement general liability and property damage insurance with the following minimums:

Property Damage per occurrence - \$1,000,000.00

General Liability & Property Damage for bodily injury- \$3,000,000.00

A Certificate of Insurance and endorsements must be provided by the Requestor that identifies the County as a named additional insured in the Requestor's insurance policy. This insurance shall be primary and shall waive all rights of subrogation. The County insurance shall be noncontributory. Proof of insurance requirements shall be provided by a Certificate of Insurance and endorsements. Requestor must submit Certificate of Insurance and Endorsements as described above to the County prior to the commencement of any work on this project.

Failure of the Requestor to take out and/or maintain any required insurance shall not relieve the Requestor from any liability under the Agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations concerning indemnification.

It is agreed by the parties that insurers shall have no right of recovery or subrogation against the County, including its employees and other agents and agencies. It is further agreed by the parties that insurance companies issuing the policy or policies required by this Agreement shall have no recourse against the County (including its employees and other agents and agencies) for payment of any premiums or for assessments under any form of policy. It is further agreed by the parties that any and all deductibles in the above described insurance policies shall be assumed by and be at the sole risk of the Requestor.

Excepting the Worker's Compensation Insurance and any Professional Liability Insurance secured by the Requestor, Whatcom County, its departments, officials, employees, agents, and volunteers will be named on all policies as an additional insured. The Requestor's insurance required by this Section shall be in all circumstances primary to any coverage for third-party liability claims or actions provided to the Sheriff's Office and/or the County by the County's membership in a Ch. 48.62 RCW "Risk Pool." The Requestor shall furnish the Whatcom County's Sheriff's Office (WCSO) with verification of insurance and endorsements required by the Agreement. The WCSO reserves the right to require complete, certified copies of all required insurance policies and any endorsements at any time.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington.
No cancellation of the foregoing policies shall be effective without thirty (30) days prior notice to the WCSO.

Any coverage for third party liability claims provided to Whatcom County, its departments, employees, officials, agents, or volunteers by a "Risk Pool" created pursuant to Ch. 48.62 RCW shall be non-contributory with respect to any policy of insurance the Requestor must provide in order to comply with this Agreement.

If the proof of insurance or certificate indicating the County is an "additional insured" to a policy obtained by the Requestor refers to an endorsement (by number or name) but does not provide the full text of that endorsement, then it shall be the obligation of the Requestor to obtain the full text of that endorsement and forward that full text to the County.

PARTIES ARE INDEPENDENT. The parties agree that neither shall be considered an employee or agent of the other.

Survival of Indemnity Obligations. Contracting Party with the County in this contract agrees all indemnity obligations shall survive the completion, expiration or termination of this Agreement.

Waiver: Waiver of any breach or condition of this contract shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this Agreement shall be held to be waived, modified or deleted except by an instrument, in writing, signed by the parties hereto. The failure of either party to insist upon strict performance of any of the covenants and agreements of this Agreement, or to exercise any option herein conferred in any one or more instances, shall not be construed to be a waiver or relinquishment of any such, or any other covenants or agreements, but the same shall be and remain in full force and effect.

REQUESTOR'S BUSINESS PERFORMED AT ITS OWN RISK. Requestor shall take all necessary precautions and shall be responsible for the safety of its employees, agents, guests, and all persons on Requestor's property and invitees at all times when Emergency Management staff or Sheriff's Office personnel are performing services pursuant to this Agreement.

EMERGENCY INTERRUPTIONS IN SERVICE. Emergency Management Staff and Sheriff's Office personnel performing services called for in this Agreement shall at all times be subject to the rules, regulations, and policies of Whatcom County and its Sheriff's Office, and shall be required to follow the orders of supervisors and command staff. Requestor understands that Emergency Management Staff and Sheriff's Office personnel, while performing services pursuant to this Agreement may, from time to time, be required to perform traditional duties for the benefit of the greater public. Therefore, from time to time, Emergency Management Staff and Sheriff's Office personnel performing services for Requestor may be required to respond to emergencies and abandon the services being called for under this Agreement.

Termination. Either party may terminate this agreement upon ninety (90) days written notice to the other party. Requestor will only be liable to the County for the pro rata amount of the \$40,000 annual cost earned by the County through the date of termination. The County will return any such unearned amount of the annual cost to the Requestor within thirty (30) days of the termination date.

Compliance with Laws. Requestor and the County agree to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or in the future become applicable to Requestor's or the County's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of those operations.

Compliance with Civil Rights Laws. During the period of performance for this Agreement, both parties shall comply with all federal, state, and local laws nondiscrimination laws.

MISCELLANEOUS PROVISIONS.

Non-Waiver of Breach. The failure of Whatcom County to insist upon strict performance of any of the covenants and agreements contained in this Agreement, or to exercise any option conferred by this Agreement in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements, or options, and the same shall be and remain in full force and effect.

Resolution of Disputes and Governing Law. Other than claims for injunctive relief, temporary restraining order, or other provisional remedy to preserve the status quo or prevent irreparable harm, brought by a party hereto (which may be brought either in court or pursuant to this arbitration provision), and consistent with the provisions hereinabove, any claim, dispute or controversy between the parties under, arising out of, or related to this Contract or otherwise, including issues of specific performance, shall be determined by arbitration in

Bellingham, Washington, under the applicable American Arbitration Association (AAA) rules in effect on the date hereof, as modified by this Agreement. There shall be one arbitrator selected by the parties within ten (10) days of the arbitration demand, or if not, by the AAA or any other group having similar credentials. Any issue about whether a claim is covered by this Contract shall be determined by the arbitrator. The arbitrator shall apply substantive law and may award injunctive relief, equitable relief (including specific performance), or any other remedy available from a judge but shall not have the power to award punitive damages. Each Party shall pay all their own costs, attorney fees and expenses of arbitration and share equally in the Arbitrator's fees and costs. The decision of the arbitrator shall be final and binding and an order confirming the award or judgment upon the award may be entered in any court having jurisdiction. The parties agree that the decision of the arbitrator shall be the sole and exclusive remedy between them regarding any dispute presented or pled before the arbitrator. At the request of either party made not later than forty-five (45) days after the arbitration demand, the parties agree to submit the dispute to nonbinding mediation, which shall not delay the arbitration hearing date; provided, that either party may decline to mediate and proceed with arbitration.

Written Notice. All written notices required under this agreement shall be sent to the parties at the addresses listed on the signature pages of the Agreement or forwarded electronically to the emails of the parties listed, and notices shall be deemed received three (3) business days after the date sent.

Assignment. Any assignment of this Agreement by either party without the written consent of the non-assigning party shall be void. If the non-assigning party gives its consent to any assignment, the terms of this Agreement shall continue in full force and effect and no further assignment shall be made without additional written consent.

Modification. No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the Whatcom County Sheriff's Office and the Requestor.

Severability. If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this and the provisions of this Agreement are declared to be severable.

Entire Agreement. The written provisions and terms of this Agreement, together with any Exhibits or Attachments attached hereto or referenced herein, shall supersede all prior verbal statements of any officer or other representative of the Whatcom County Sheriff's Office and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner this Agreement. All of the above documents are hereby made a part of this Agreement. However, should any language in any of the Exhibits or Attachments to this Agreement conflict with any language contained in this Agreement, the terms of this Agreement shall prevail. Further, the representative signing this Agreement on behalf of Requestor swears and affirms that he or she is authorized to enter into this Agreement on behalf of Requestor and that action is binding on the Requestor.

By signing this Agreement, I represent and warrant that I am duly authorized and have legal capacity to execute and deliver this Agreement. I have read, acknowledge, and accept the Terms and Conditions set forth in this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement this 23 day of October, 20 19.


FOR FERNDAL SCHOOL DISTRICT:


Mark Deebach

10/23/19
Date


Contact Administrator / Contact Name: Mark Deebach
Assistant Superintendent for Business & Support Services
Contact Phone: 360-383-9203
Contact Email: mark.deebach@ferndalesd.org
Contact Mailing Address: 6041 Vista Drive, Ferndale, WA 98248

FOR WHATCOM COUNTY:
Recommended for Approval:


Whatcom County Sheriff

10/25/19
Date

Approved as to form:


Civil Deputy Prosecuting Attorney

10/25/19
Date

Approved:

Accepted for Whatcom County

By: _____
Jack Louws, Whatcom County Executive

Date

STATE OF WASHINGTON)

) ss

COUNTY OF WHATCOM)

On this _____ day of _____, 20 ____, before me personally appeared Jack Louws, to me known to be the Executive of Whatcom County, who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.

NOTARY PUBLIC in and for the State of Washington, residing at _____
My commission expires _____

EXHIBIT "A"
(SCOPE OF WORK)

The Whatcom County Sheriff's Office, Division of Emergency Management (WCSO-DEM), will provide the following services to the Ferndale School District FSD:

Risk Assessment and Impact Analysis (RAIA) – The WCSO-DEM will provide an annual update to the RAIA for the FSD to include all risks that impact the ability of the FSD to deliver educational services. This RAIA will be completed each year and presented to the FSD as a basis for the Risk, Safety Security, Emergency and Crisis Management Planning that is a continuing and ongoing effort.

Risk, Safety Security, Emergency and Crisis Management Plan (R-SEC Plan) Update – The WCSO-DEM will provide an annual update to the R-SEC Plan for the FSD based upon changes from the RAIA, personnel, and regulatory requirements. This R-SEC Plan will be completed by December 31 of each year as an annual update. Changes that are required during the year (such as additional action guidelines) will be issued as needed.

Annual Risk, Safety Security, Emergency and Crisis Management Plan (R-SEC Plan) Workshop - The WCSO-DEM will provide an annual one-day workshop which will be held at the Whatcom Unified Emergency Coordination Center that will include each of the Schools, Facilities and public agencies that are responsible for R-SEC Planning within the FSD. The output of this workshop will be updated school plans specific to each location, building and staff.

Assessment and Audit Exercise Design & Conduct - The WCSO-DEM will provide exercise design for the FSD to include at least one full-scale or functional exercise and three table-top exercises each calendar year. The specific locations and scenarios will be determined by the FSD Safety Advisory Committee.

Ferndale School District Security Improvement Planning – The WCSO-DEM will provide ongoing Security Improvement Planning with the FSD, following the recommendations contained in the security improvement plan provided by the FSD consultant report conducted in 2015. This work will include at least one annual assessment of each school.

Ferndale School District Emergency Preparedness Improvement Planning – The WCSO-DEM will provide ongoing Emergency Preparedness Improvement Planning with the FSD for each school to include a site visit to each location and an assessment of the schools' capacity to support students, visitors, staff and faculty needs during and following a significant event such as an earthquake, winter storm or chemical emergency. This annual site visit will include a summary report of the preparedness level for each location.

Chair the Ferndale School District Safety Advisory Committee Meetings - The WCSO-DEM will chair the monthly FSD SAC Meetings to include the preparation of the agenda, conducting the meetings, and issuing meeting minutes.

Preparation of Annual Risk, Safety Security, Emergency and Crisis Management Improvement Plan - The WCSO-DEM will prepare an annual Improvement Plan that will be used for FSD planning for improvements to its R-SEC program. This plan will be the guide for the FSD both in terms of short term improvements that can be undertaken with existing budgets as well as a guide for capital improvements.

Costs

The cost for this scope of work is \$40,000 per year based on a five-year contract.



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-585

File ID:	AB2019-585	Version:	1	Status:	Agenda Ready
File Created:	11/05/2019	Entered by:	JThomson@co.whatcom.wa.us		
Department:	Health Department	File Type:	Contract		
Assigned to:	Council Finance and Administrative Services Committee	Final Action:			
Agenda Date:	11/19/2019	Enactment #:			

Primary Contact Email: JMitchel@co.whatcom.wa.us

TITLE FOR AGENDA ITEM:

Request authorization for the County Executive to enter into a contract amendment between Whatcom County and Pioneer Human Services to provide substance use disorder assessments and post-assessment treatment coordination to inmates released from the Whatcom County Jail in an estimated amount of \$60,000 for a total estimated amended contract amount of \$91,500

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

See Attachments

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
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MEMORANDUM

TO: Jack Louws, County Executive

FROM: ^{AKD} Regina A. Delahunt, Director

RE: Pioneer Human Services – CJTA Substance Use Disorder Assessment Contract Amendment #1

DATE: October 25, 2019

Enclosed are two (2) originals of a contract amendment between Whatcom County and Pioneer Human Services for your review and signature.

▪ **Background and Purpose**

This contract funds substance use disorder (SUD) assessments and post-assessment treatment coordination as a component of re-entry for inmates who are releasing from the Whatcom County Jail. The goal is to provide eligible inmates with smooth transitions to community inpatient or outpatient treatment. The purpose of this amendment is to revise reporting and eligibility requirements and renew the contract for an additional year.

▪ **Funding Amount and Source**

The source of funding for this contract is the Criminal Justice Treatment Account (CJTA) through the Washington State Health Care Authority. Total compensation for this contract will vary depending on the number of services provided. It is estimated that the contract will be funded at \$60,000 in 2020. These funds will be included in the 2020 budget. Council approval is required as funding is expected to exceed the approved budget.

Please contact Kathleen Roy at extension #6007 if you have any questions regarding this agreement.

Encl.



WHATCOM COUNTY CONTRACT INFORMATION SHEET		Whatcom County Contract No. <u>201906025 – 1</u>	
Originating Department:		85 Health	
Division/Program: (i.e. Dept. Division and Program)		8550 Human Services / 855060 Substance Abuse Program	
Contract or Grant Administrator:		Kathleen Roy	
Contractor's / Agency Name:		Pioneer Human Services	
Is this a New Contract? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If not, is this an Amendment or Renewal to an Existing Contract? If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #:		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 201906025
Does contract require Council Approval? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		If No, include WCC: _____	
Already approved? Council Approved Date: _____		(Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)	
Is this a grant agreement? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, grantor agency contract number(s): _____		CFDA#: _____
Is this contract grant funded? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, Whatcom County grant contract number(s): _____		In process
Is this contract the result of a RFP or Bid process? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, RFP and Bid number(s): _____		Contract Cost Center: 675600
Is this agreement excluded from E-Verify? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>		If no, include Attachment D Contractor Declaration form.	
If YES, indicate exclusion(s) below:			
<input type="checkbox"/> Professional services agreement for certified/licensed professional. <input checked="" type="checkbox"/> Contract work is for less than \$100,000. <input type="checkbox"/> Contract work is for less than 120 days. <input type="checkbox"/> Interlocal Agreement (between Governments).			
Contract Amount: (sum of original contract amount and any prior amendments): Varies depending on number of clients authorized		Council approval required for; all property leases, contracts or bid awards exceeding \$40,000 , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, except when : 1. Exercising an option contained in a contract previously approved by the council. 2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance. 3. Bid or award is for supplies. 4. Equipment is included in Exhibit "B" of the Budget Ordinance 5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County.	
Summary of Scope: This contract will provide funding to deliver substance use disorder (SUD) assessments and post-assessment treatment coordination as a component of re-entry for inmates who are releasing from the Whatcom County Jail.			
Term of Contract:	1 Year		Expiration Date: 12/31/2020
Contract Routing:	1. Prepared by:	JT	Date: 09/20/2019
	2. Health Budget Approval	KR	Date: 10/08/2019
	3. Attorney signoff:	RB	Date: 10/09/2019
	4. AS Finance reviewed: <i>for</i>	bbennett <i>MX</i>	Date: 10/10/2019 <i>11/4/19</i>
	5. IT reviewed (if IT related)		Date: _____
	6. Contractor signed:		Date: _____
	7. Submitted to Exec.:		Date: _____
	8. Council approved (if necessary):		Date: _____
	9. Executive signed:		Date: _____
	10. Original to Council:		Date: _____

WHATCOM COUNTY HEALTH DEPARTMENT CONTRACT AMENDMENT

PARTIES:

Whatcom County
Whatcom County Health Department
509 Girard Street
Bellingham, WA 98225

AND CONTRACTOR:
Pioneer Human Services
7440 West Marginal Way S
Seattle, WA 98108

AMENDMENT NUMBER: 1

CONTRACT PERIODS:

Original: 07/01/2019 – 12/31/2019

Amendment #1: 01/01/2020 – 12/31/2020

**THE CONTRACT IDENTIFIED HEREIN, INCLUDING ANY PREVIOUS AMENDMENTS THERETO,
IS HEREBY AMENDED AS SET FORTH IN THE DESCRIPTION OF THE AMENDMENT BELOW
BY MUTUAL CONSENT OF ALL PARTIES HERETO**

DESCRIPTION OF AMENDMENT:

1. Extend the duration and other terms of this contract for 1 year, as per the original contract "General Terms, Section 10.2, Extension".
2. Amend Exhibit A – Scope of Work, Section V. Reporting Requirements, to revise the reporting method and information required to be submitted; revised Exhibit A is attached.
3. All other terms and conditions remain unchanged.
4. The effective start date of the amendment is 01/01/2020.

ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND ANY PREVIOUS AMENDMENTS THERETO REMAIN IN FULL FORCE AND EFFECT. ALL PARTIES IDENTIFIED AS AFFECTED BY THIS AMENDMENT HEREBY ACKNOWLEDGE AND ACCEPT THE TERMS AND CONDITIONS OF THIS AMENDMENT. Signature is required below.

APPROVAL AS TO PROGRAM:

Anne Deacon
Anne Deacon, Human Services Manager

10/28/19
Date

DEPARTMENT HEAD APPROVAL:

Regina A. Delahunt
Regina A. Delahunt, Health Department Director

10/28/19
Date

APPROVAL AS TO FORM:

Royce Buckingham
Royce Buckingham, Civil Deputy Prosecuting Attorney

10/31/19
Date

FOR THE CONTRACTOR:

Audrey Hicks
Contractor Signature

AUDREY HICKS, CFO
Print Name and Title

10/24/19
Date

STATE OF WASHINGTON)

COUNTY OF WHATCOM)

On this 24th day of OCTOBER, 2019, before me personally appeared AUDREY HICKS, to me known to be the CFO and who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.

Vicki L. Rush

NOTARY PUBLIC in and for the State of Washington

Residing at SEATTLE, WA



My Commission expires: 04-09-2022

FOR WHATCOM COUNTY:

Jack Louws, County Executive

Date

STATE OF WASHINGTON)

COUNTY OF WHATCOM)

On this _____ day of _____, 2019, before me personally appeared Jack Louws, to me known to be the Executive of Whatcom County and who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.

NOTARY PUBLIC in and for the State of Washington,
Residing at Bellingham.

My Commission expires: _____

EXHIBIT "A" – Amendment #1
(SCOPE OF WORK)

I. Background

A 2016 Department of Health and Social Services (DSHS) report indicated that 86% of inmates in the Whatcom County Jail were Medicaid recipients over the five year period prior to a booking in the jail. The report also indicated that of those inmates who were Medicaid recipients, 68% had a substance use disorder (SUD). Certain estimates place the prevalence of SUD in jails higher than 80% and the addition of the non-Medicaid jail population increases the likelihood of a higher volume of SUD service needs. The opioid crisis peaked in Whatcom County in 2016 and the effects of the crisis were even more endemic in frontline institutions such as our jail. The need for SUD services during and after release from jail is clearly indicated.

Research demonstrates that inmates detained in jails are more susceptible to relapse and overdose upon release from jail. SUD assessments and linkages to treatment are effective options to deter the cycle of relapse and readmission to jail.

The purpose of this contract is to deliver (SUD) assessments and post-assessment treatment coordination as a component of re-entry for inmates who are releasing from the Whatcom County Jail. The goal is to provide eligible inmates with smooth transitions to community inpatient or outpatient treatment. These services have broad support from both the local Criminal Justice Treatment Account (CJTA) panel and from the local Incarceration Prevention and Reduction Task Force.

II. Definitions

American Society of Addiction Medicine (ASAM) Criteria – Medical and psychosocial criteria used by SUD professionals to determine individual placement in treatment. ASAM is a standard used in the SUD treatment profession after a diagnosis of SUD is made.

Criminal Justice Treatment Account (CJTA) – A fund designated by state law to treat certain non-violent drug offenders who have an SUD that if not treated is likely to result in addiction or is already addiction. Eligibility for CJTA is further described in the contract.

Chemical Dependency Professional (CDP) & Chemical Dependency Professional Trainees (CDPT) – These are Washington State credentials for professionals and trainees who specialize in the treatment of substance use disorders.

Diagnostic and Statistical Manual 5 (DSM5) – The current standard manual used for the classification of and diagnosis of mental disorders.

Recovery – A process of change through which individuals improve their health and wellness, live a self-directed life, and strive to reach their full potential. (SAMHSA)

Release of Information (ROI) – This is written form for client consent to share information with other people or entities who are involved with the client's care. ROIs are required by federal regulations such as 42 Part 2 CFR and by Health Insurance and Portability Act (HIPAA) and are designed to protect client confidentiality. (See the following links for more information: <https://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=42:1.0.1.1.2> and <https://www.hhs.gov/hipaa/index.html>)

Substance Use Disorder (SUD) – A diagnostic classification in the DSM-5 which combines substance abuse and addiction into a single disorder (or set of disorders) which is measured along a continuum from mild to severe depending on symptoms.

Washington Administrative Code (WAC) – Regulations are a source of primary law in Washington State. Regulations of executive branch agencies are issued by authority of statutes. The WAC codifies the regulations and arranges them by subject or by agency.

Substance Abuse and Mental Health Administration (SAMHSA) – A federal organization that provides funding, key policy decisions, oversight, data and information related to substance abuse and mental health issues and services.

III. Statement of Work

The Contractor will respond to calls from referents that include therapeutic court staff, public defenders, jail behavioral health professionals, corrections staff, or family members to conduct assessments in the Whatcom County Jail. The Contractor shall conduct SUD assessments for eligible inmates at the jail and coordinate treatment placement for those individuals.

Assessments shall be conducted in person according to WAC 388-877-0610 and shall include a strengths-based biopsychosocial history. The assessment shall include an SUD diagnosis, according to DSM5, and a determination of treatment placement according to

ASAM. The agency will secure all pertinent releases of information and ensure engagement with inpatient or outpatient treatment, depending on client need.

The Contractor will provide approximately 40 assessments per year, accompanied by individual case management services sufficient to ensure treatment coordination.

Eligibility Criteria:

People who are eligible for SUD jail assessments must meet all of the following criteria:

1. Be Medicaid eligible and exiting the jail with the intention of entering a treatment program, or
2. All of the following under CJTA:
 - a. Have a charge filed by a prosecuting attorney in the state of Washington,
 - b. Have an SUD that might result in addiction, or which already meets diagnostic criteria for addiction
 - c. Be at or below 220% of the Federal Poverty Level (FPL) for income
 - d. Meet criteria for "Hardship Insured or as a "No Insurance" client and be at or below 220% of FPL

The Contractor shall provide SUD treatment coordination and work with case managers or counselors assigned to the offender's case to ensure ongoing support for each individual before and after residential treatment. The Contractor will arrange an admission date and facilitate the means to arrive to the treatment program on the specified date. The Contractor may utilize contract funds for transportation, if needed, but only after all other transportation sources have been exhausted.

IV. Program Requirements

The Contractor must be licensed by the state of Washington to provide SUD treatment services and must provide certified Chemical Dependency Professionals (CDP) or trainees (CPDTs) with 50 hours of supervised experience to conduct the assessments and treatment coordination. Staff shall have experience working with the incarcerated population and people with complex health/mental issues.

The Contractor will ensure the following elements of this jail assessment and treatment coordination program:

1. Completion of SUD biopsychosocial assessments
2. Determination of financial eligibility
3. Completion of ROIs for referents and other care providers
4. Communication of diagnosis, treatment placement, and final outcomes to necessary referents and others as indicated by the client
5. Arrangement of treatment start dates and admission dates
6. Facilitate transportation means to residential care as needed
7. Provide monthly data reports as indicated below.
8. Services and funding amounts may be changed, based on service use, over the course of the contract year without a contract amendment. Changes must be authorized by the County in writing, at least 30 days prior to the provision of services.

V. Reporting Requirements

1. The Contractor will submit a monthly Excel report in a form provided by the County to the contract administrator by the 15th of each month after the month in which the services were provided. The Contractor shall fill in each area of the form related to each client served and work with the County to ensure all of the pertinent information is included. Due to the confidential information in the spreadsheet, the document must be sent to the Contract Administrator through a secure portal in compliance with HIPAA and 42 CFR Part 2.



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-594

File ID:	AB2019-594	Version:	1	Status:	Agenda Ready
File Created:	11/07/2019	Entered by:	KGoens@co.whatcom.wa.us		
Department:	Human Resources Division	File Type:	Contract		
Assigned to:	Council Finance and Administrative Services Committee	Final Action:			
Agenda Date:	11/19/2019	Enactment #:			

Primary Contact Email: kgoens@co.whatcom.wa.us <<mailto:kgoens@co.whatcom.wa.us>>

TITLE FOR AGENDA ITEM:

Request authorization for the County Executive to enter into a contract between Whatcom County and Healthcare Management Administrators, Inc. (HMA) to provide administrative and claims processing services for the self-insured medical program

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

Please refer to Staff memo for background and more information


HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
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MEMORANDUM

TO: Jack Louws, County Executive

FROM: Karen Goens, Human Resources Manager 

RE: **SELF-INSURED MEDICAL PROGRAM ADMINISTRATION**

DATE: November 7, 2019

Enclosed are two (2) originals of a Contract for Services between Whatcom County and Healthcare Management Administrators, Inc. (HMA) for administration and claims processing for the self-insured medical program for your review and signature.

Background and Purpose

This year, we conducted a Request for Proposal Process and selected HMA to continue as third-party administrator for the self-insured medical plan based on reasonable administrative rates, continuity of plan administration and provider access, network and re-insurance discounts, and customer service responsive to Whatcom County's special needs.

Funding Amount and Source

The County collects a per-employee-per month rate from departments to fund three plan options plan for full family medical coverage within a contribution cap. For 2020, this amount is set at \$1,362 per eligible employee. Additionally, 17 LEOFF I retirees are covered in accordance with RCW 41.26.150.

Differences from Previous Contract

This contract continues the same services and provisions from the County's previous agreement with HMA at lower rates. The base medical administration fee for 2019 is \$39.12 per employee per month. For 2020, it will be \$36.25, and for 2021-2022, it will be \$36.79.

Please feel free to contact me at extension 5305, if you have any questions or concerns regarding the terms of this agreement.

WHATCOM COUNTY CONTRACT INFORMATION SHEET

Whatcom County Contract No.

Originating Department:	Administrative Services
Division/Program: (i.e. Dept, Division and Program)	Human Resources
Contract or Grant Administrator:	Karen S. Goens, Human Resources Manager
Contractor's / Agency Name:	Healthcare Management Administrators, Inc.
Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes <input type="radio"/> No <input checked="" type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: _____ Does contract require Council Approval? Yes <input checked="" type="radio"/> No <input type="radio"/> If No, include WCC: _____ Already approved? Council Approved Date: _____ (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)	
Is this a grant agreement? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, grantor agency contract number(s): _____ CFDA#: _____	
Is this contract grant funded? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, Whatcom County grant contract number(s): _____	
Is this contract the result of a RFP or Bid process? Yes <input checked="" type="radio"/> No <input type="radio"/> If yes, RFP and Bid number(s): #19-57 Contract Cost Center: 507340	
Is this agreement excluded from E-Verify? No <input type="radio"/> Yes <input checked="" type="radio"/> If no, include Attachment D Contractor Declaration form.	
If YES, indicate exclusion(s) below: <input checked="" type="checkbox"/> Professional services agreement for certified/licensed professional. <input type="checkbox"/> Contract work is for less than \$100,000. <input type="checkbox"/> Contract for Commercial off the shelf items (COTS). <input type="checkbox"/> Contract work is for less than 120 days. <input type="checkbox"/> Work related subcontract less than \$25,000. <input type="checkbox"/> Interlocal Agreement (between Governments). <input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
Contract Amount:(sum of original contract amount and any prior amendments): \$ 139,441 in 2020; \$141,404 in 2021 & 2022 This Amendment Amount: \$ _____ Total Amended Amount: \$ _____	Council approval required for; all property leases, contracts or bid awards exceeding \$40,000 , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, except when : 1. Exercising an option contained in a contract previously approved by the council. 2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance. 3. Bid or award is for supplies. 4. Equipment is included in Exhibit "B" of the Budget Ordinance. 5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County.
Summary of Scope: _____	
The Contractor will administer the County's self-insured medical plan. Services will include medical and prescriptions claim administration, network access for discounted services, care management services, on-line benefit information and COBRA administration.	
Term of Contract: January 1, 2020 Expiration Date: December 31, 2022	

Contract Routing:	1. Prepared by: Karen S. Goens	Date: 11/06/2019
	2. Attorney signoff: <u>Chloe</u>	Date: 11/7/2019
	3. AS Finance reviewed: <u>Shannon</u>	Date: 11/7/19
	4. IT reviewed (if IT related): N/A	Date: _____
	5. Contractor signed: <u>Windsay Harris, FMA</u>	Date: 11/6/2019
	6. Submitted to Exec.: <u>Karen S Goens</u>	Date: 11/7/2019
	7. Council approved (if necessary): _____	Date: _____
	8. Executive signed: _____	Date: _____
	9. Original to Council: _____	Date: _____

CONTRACT FOR SERVICES
Self-Insured Medical Program Administration

Healthcare Management Administrators, Inc. (HMA), hereinafter called **Contractor**, and Whatcom County, hereinafter referred to as **County**, agree and contract as set forth in this Agreement, including:

General Conditions	pp. 3 to 8,
Exhibit A (Scope of Work)	pp. 9 to 11,
Exhibit B (Compensation)	pp. 12 to 13,
Exhibit C (Certificate of Insurance)	p. 14,
Exhibit D (HIPAA Addendum)	pp. 15 to 22.

Copies of these items are attached hereto and incorporated herein by this reference as if fully set forth herein.

The term of this Agreement shall commence on the 1st day of January, 2020, and shall, unless terminated or renewed as elsewhere provided in the Agreement, terminate on the 31st day of December, 2022.

The general purpose or objective of this Agreement is to: provide administrative and claims processing services for the self-insured medical program, as more fully and definitively described in Exhibit A hereto. The language of Exhibit A controls in case of any conflict between it and that provided here.

The maximum consideration for the initial term of this agreement or for any renewal term shall not exceed base medical administration fees of \$ 36.25 per employee per month (PEPM) for 2020, and \$36.79 PEPM for 2021 and 2022. Other program fees are as outlined in Exhibit B. The Contract Number, set forth above, shall be included on all billings or correspondence in connection therewith.

Contractor acknowledges and by signing this contract agrees that the Indemnification provisions set forth in Paragraphs 11.1, 21.1, 30.1, 31.2, 32.1, 34.2, and 34.3, if included, are totally and fully part of this contract and have been mutually negotiated by the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement this 4 day of November, 2019

CONTRACTOR:

HEALTHCARE MANAGEMENT ADMINISTRATORS, INC.


Lindsay Harris, Chief Growth Officer

CONTRACTOR INFORMATION:

HEALTHCARE MANAGEMENT ADMINISTRATORS, INC. (HMA)

Lindsay Harris, Chief Growth Officer
10700 Northup Way, Suite 100
Bellevue, WA 98005

Account Manager: Kathrine (Kat) Myers

Contact Phone: (425) 289-5131

Contact Email: Kathrine.Myers@accesstpa.com

Contract for Services
Medical Plan Administrator - HMA

WHATCOM COUNTY:

Recommended for Approval:



Karen S. Goens, Human Resources (HR) Manager

11/7/2019

Date

Approved as to form:



Chris Quinn, Senior Deputy Prosecutor

11/7/2019

Date

Approved:

Accepted for Whatcom County:

By: _____

Jack Louws, Whatcom County Executive

STATE OF WASHINGTON)

) ss

COUNTY OF WHATCOM)

On this _____ day of _____, 2019, before me personally appeared Jack Louws, to me known to be the Executive of Whatcom County, who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.

NOTARY PUBLIC in and for the State of Washington, residing at

_____. My commission expires _____.

GENERAL CONDITIONS

Series 00-09: Provisions Related to Scope and Nature of Services

0.1 Scope of Services:

The Contractor agrees to provide to the County services and any materials as set forth in the project narrative identified as Exhibit "A", during the agreement period. No material, labor, or facilities will be furnished by the County, unless otherwise provided for in the Agreement.

Series 10-19: Provisions Related to Term and Termination

10.1 Term:

Services provided by Contractor prior to or after the term of this contract shall be performed at the expense of Contractor and are not compensable under this contract unless both parties hereto agree to such provision in writing. The term of this Agreement may be extended by mutual agreement of the parties; provided, however, that the Agreement is in writing and signed by both parties.

10.2 Extension:

The duration of this Agreement may be extended by mutual written consent of the parties for a total of no longer than six years from the inception of the contract (i.e., not beyond December 31, 2025).

11.1 Termination for Default:

If the Contractor defaults by failing to perform any of the obligations of the contract or becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency or makes an assignment for the benefit of creditors, the County may, by depositing written notice to the Contractor in the U.S. mail, first class postage prepaid, terminate the contract, and at the County's option, obtain performance of the work elsewhere. Termination shall be effective upon Contractor's receipt of the written notice, or within three (3) days of the mailing of the notice, whichever occurs first. If the contract is terminated for default, the Contractor shall not be entitled to receive any further payments under the contract until all work called for has been fully performed. Any extra cost or damage to the County resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. The Contractor shall bear any extra expenses incurred by the County in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the County by reason of such default.

11.2 Termination for Inadequate Reserves

In the event the County is unable to maintain necessary funding reserves for self-insurance, the County may unilaterally terminate this agreement. Should the County seek to terminate the agreement under this provision, the County shall provide written notice of its intent to terminate to the Contractor no later than ninety (90) days prior to the commencement date of the new plan year. If the contract is terminated based on inadequate reserves pursuant to this provision, the Contractor shall be entitled to compensation for continued service provided under the terms of this contract for a period of ninety (90) days following the effective date of termination for purposes of processing run-out claims for a period of twelve (12) months from the effective date of termination.

11.3 Termination for Public Convenience: Not applicable

Series 20-29: Provisions Related to Consideration and Payments

20.1 Accounting and Payment for Contractor Services:

Payment to the Contractor for services rendered under this Agreement shall be as set forth in Exhibit "B." Where Exhibit "B" requires payments by the County, payment shall be based upon written claims supported, unless otherwise provided in Exhibit "B," by documentation of units of work actually performed and amounts earned, including, where appropriate, the actual number of days worked each month, total number of hours for the month, and the total dollar payment requested, so as to comply with municipal auditing requirements.

Unless specifically stated in Exhibit "B" or approved in writing in advance by the official executing this Agreement for the County or his designee (hereinafter referred to as the "Administrative Officer") the County will not reimburse the Contractor for any costs or expenses incurred by the Contractor in the performance of this contract. Where required, the County shall, upon receipt of appropriate documentation, compensate the Contractor, no more often than monthly, in accordance with the County's customary procedures, pursuant to the fee schedule set forth in Exhibit "B."

21.1 Taxes:

The Contractor understands and acknowledges that the County will not withhold Federal or State income taxes. Where required by State or Federal law, the Contractor authorizes the County to withhold for any taxes other than income taxes (i.e., Medicare). All compensation received by the Contractor will be reported to the Internal Revenue Service at the end of the calendar year in accordance with the applicable IRS regulations. It is the responsibility of the Contractor to make the necessary estimated tax payments throughout the year, if any, and the Contractor is solely liable for any tax obligation arising from the Contractor's performance of this Agreement. The Contractor hereby agrees to indemnify the County against any demand to pay taxes arising from the Contractor's failure to pay taxes on compensation earned pursuant to this Agreement.

The County will pay sales and use taxes imposed on goods or services acquired hereunder as required by law. The Contractor must pay all other taxes, including, but not limited to, Business and Occupation Tax, taxes based on the Contractor's gross or net income, or personal property to which the County does not hold title. The County is exempt from Federal Excise Tax.

22.1 Withholding Payment:

In the event the County's Administrative Officer determines that the Contractor has failed to perform any obligation under this Agreement within the times set forth in this Agreement, then the County may withhold from amounts otherwise due and payable to Contractor the amount determined by the County as necessary to cure the default, until the Administrative Officer determines that such failure to perform has been cured. Withholding under this clause shall not be deemed a breach entitling Contractor to termination or damages, provided that the County promptly gives notice in writing to the Contractor of the nature of the default or failure to perform, and in no case more than 10 days after it determines to withhold amounts otherwise due. A determination of the Administrative Officer set forth in a notice to the Contractor of the action required and/or the amount required to cure any alleged failure to perform shall be deemed conclusive, except to the extent that the Contractor acts within the times and in strict accord with the provisions of the Disputes clause of this Agreement. The County may act in accordance with any determination of the Administrative Officer which has become conclusive under this clause, without prejudice to any other remedy under the Agreement, to take all or any of the following actions: (1) cure any failure or default, (2) to pay any amount so required to be paid and to charge the same to the account of the Contractor, (3) to set off any amount so paid or incurred from amounts due or to become due the Contractor. In the event the Contractor obtains relief upon a claim under the Disputes clause, no penalty or damages shall accrue to Contractor by reason of good faith withholding by the County under this clause.

23.1 Labor Standards:

The Contractor agrees to comply with all applicable state and federal requirements, including but not limited to those pertaining to payment of wages and working conditions, in accordance with RCW 39.12.040, the Prevailing Wage Act; the Americans with Disabilities Act of 1990; the Davis-Bacon Act; and the Contract Work Hours and Safety Standards Act providing for weekly payment of prevailing wages, minimum overtime pay, and providing that no laborer or mechanic shall be required to work in surroundings or under conditions which are unsanitary, hazardous, or dangerous to health and safety as determined by regulations promulgated by the Federal Secretary of Labor and the State of Washington.

Series 30-39: Provisions Related to Administration of Agreement

30.1 Independent Contractor:

The Contractor's services shall be furnished by the Contractor as an independent contractor, and nothing herein contained shall be construed to create a relationship of employer-employee or master-servant, but all payments made hereunder and all services performed shall be made and performed pursuant to this Agreement by the Contractor as an independent contractor.

The Contractor acknowledges that the entire compensation for this Agreement is specified in Exhibit "B" and the Contractor is not entitled to any benefits including, but not limited to: vacation pay, holiday pay, sick leave pay, medical, dental, or other insurance benefits, or any other rights or privileges afforded to employees of the County. The Contractor represents that he/she/it maintains a separate place of business, serves clients other than the County, will report all income and expense accrued under this contract to the Internal Revenue Service, and has a tax account with the State of Washington Department of Revenue for payment of all sales and use and Business and Occupation taxes collected by the State of Washington.

Contractor will defend, indemnify and hold harmless the County, its officers, agents or employees from any loss or expense, including, but not limited to, settlements, judgments, setoffs, attorneys' fees or costs incurred by reason of claims or demands because of breach of the provisions of this paragraph.

30.2 Assignment and Subcontracting:

The performance of all activities contemplated by this agreement shall be accomplished by the Contractor. No portion of this contract may be assigned or subcontracted to any other individual, firm or entity without the express and prior written approval of the County.

30.3 No Guarantee of Employment:

The performance of all or part of this contract by the Contractor shall not operate to vest any employment rights whatsoever and shall not be deemed to guarantee any employment of the Contractor or any employee of the Contractor or any subcontractor or any employee of any subcontractor by the County at the present time or in the future.

31.1 Ownership of Items Produced:

All writings, programs, data, public records or other materials prepared by the Contractor and/or its consultants or subcontractors, in connection with performance of this Agreement, shall be the sole and absolute property of the County.

31.2 Patent/Copyright Infringement: Not Applicable

32.1 Confidentiality:

The Contractor, its employees, subcontractors, and their employees shall maintain the confidentiality of all information provided by the County or acquired by the Contractor in performance of this Agreement, except upon the prior written consent of the County or an order entered by a court after having acquired jurisdiction over the County. Contractor shall immediately give to the County notice of any judicial proceeding seeking disclosure of such information. Contractor shall indemnify and hold harmless the County, its officials, agents or employees from all loss or expense, including, but not limited to, settlements, judgments, setoffs, attorneys' fees and costs resulting from Contractor's breach of this provision. Since April 14, 2004, provisions related to HIPAA privacy have been outlined in a Business Associate Agreement of the same general form as Exhibit "D" herein.

33.1 Right to Review:

This contract is subject to review by any Federal, State or County auditor. The County or its designee shall have the right to review and monitor the financial and service components of this program by whatever means are deemed expedient by the Administrative Officer or by the County Auditor's Office. Such review may occur with or without notice and may include, but is not limited to, on-site inspection by County agents or employees, inspection of all records or other materials which the County deems pertinent to the Agreement and its performance, and any and all communications with or evaluations by service recipients under this Agreement. The Contractor shall preserve and maintain all financial records and records relating to the performance of work under this Agreement for three (3) years after contract termination, and shall make them available for such review, within Whatcom County, State of Washington, upon request. Contractor also agrees to notify the Administrative Officer in advance of any inspections, audits, or program review by any individual, agency, or governmental unit whose purpose is to review the services provided within the terms of this Agreement. If no advance notice is given to the Contractor, then the Contractor agrees to notify the Administrative Officer as soon as it is practical.

The County shall give Contractor 60 days' prior written notice of its intent to perform such an audit and of its need for such information as reasonably necessary for the administration of the Plan. All audits and information disclosure shall occur at a reasonable time and place and at the County's sole cost and expense. Prior to commencement of any audit, all Auditors will be required to sign an HMA Auditor Agreement.

The County hereby represents and warrants that, to the extent any disclosed information contains Protected Health Information (as defined by the Standards for Privacy of Individually Identifiable health Information promulgated pursuant to the Health Insurance Portability and Accountability Act of 1996, as amended ("HIPAA")) about a Plan Participant, the County has the legal authority to have access to such information.

34.1 Proof of Insurance:

The Contractor shall carry for the duration of this Agreement managed care errors and omissions liability insurance with the following minimums: Managed Care Errors & Omission Liability in an amount not less than \$1,000,000 per occurrence/\$2,000,000 annual aggregate.

The required managed care errors and omissions insurance shall be maintained by the Contractor for the protection of the County, its officers, officials, employees, and agents.

A Certificate of insurance is attached hereto as Exhibit "C". This insurance shall be considered as primary and shall waive all rights of subrogation. The County insurance shall be noncontributory.

34.2 Industrial Insurance Waiver: Not Applicable

34.3 Defense & Indemnity Agreement:

The Contractor agrees to defend, indemnify and save harmless the County, its appointed and elective officers and employees, from and against all loss or expense, including, but not limited to, judgments, settlements, attorneys' fees and costs by reason of any and all claims and demands upon the County, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property, *or based upon*

fraudulent, criminal or willful acts of misconduct or its reckless or gross negligent acts or omissions in the performance of its duties, including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the Contractor, its subcontractors, its successor or assigns, or its agents, servants, or employees, the County, its appointed or elected officers, employees or their agents, except only such injury or damage as shall have been occasioned by the sole negligence of the County or its appointed or elected officials or employees.

In case of damages caused by the concurrent negligence of Contractor, its subcontractors, its successors or assigns, or its agents, servants, or employees, and the County, its appointed or elected officers, employees or their agents, then this indemnification provision is enforceable only to the extent of the negligence of the Contractor, its agents, or its employees.

It is further provided that no liability shall attach to the County by reason of entering into this contract, except as expressly provided herein. The parties specifically agree that this agreement is for the benefit of the parties only and this agreement shall create no rights in any third party.

The County shall hold the Contractor harmless from and indemnify it against any claims and all costs and expense or fees incurred in the connection therewith, which might be asserted by the Plans, County's employees or other persons which are beyond Contractor's control and beyond the scope of this agreement, *including claims arising out of the County's fraudulent, criminal or willful acts of misconduct or its reckless or gross negligent acts or omissions in the performance of its duties of this agreement*. The Contractor shall not be responsible for funding the County's benefit payments, County's lost profits, or extrapolations of improper benefit payments.

It is further provided that no liability shall attach to the County by reason of entering into this contract, except as expressly provided herein. The parties specifically agree that this agreement is for the benefit of the parties only and this agreement shall create no rights in any third party.

35.1 Non-Discrimination in Employment:

The County's policy is to provide equal opportunity in all terms, conditions and privileges of employment for all qualified applicants and employees without regard to race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or veteran status. The Contractor shall comply with all laws prohibiting discrimination against any employee or applicant for employment on the grounds of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or veteran status, except where such constitutes a bona fide occupational qualification.

Furthermore, in those cases in which the Contractor is governed by such laws, the Contractor shall take affirmative action to insure that applicants are employed, and treated during employment, without regard to their race, color, creed, religion, national origin, sex, age, marital status, sexual orientation, disability, or veteran status, except where such constitutes a bona fide occupational qualification. Such action shall include, but not be limited to: advertising, hiring, promotions, layoffs or terminations, rate of pay or other forms of compensation benefits, selection for training including apprenticeship, and participation in recreational and educational activities. In all solicitations or advertisements for employees placed by them or on their behalf, the Contractor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

The foregoing provisions shall also be binding upon any subcontractor, provided that the foregoing provision shall not apply to contracts or subcontractors for standard commercial supplies or raw materials, or to sole proprietorships with no employees.

35.2 Non-Discrimination in Client Services: Not Applicable

36.1 Waiver of Noncompetition: Not Applicable

36.2 Conflict of Interest:

If at any time prior to commencement of, or during the term of this Agreement, Contractor or any of its employees involved in the performance of this Agreement shall have or develop an interest in the subject matter of this Agreement that is potentially in conflict with the County's interest, then Contractor shall immediately notify the County of the same. The notification of the County shall be made with sufficient specificity to enable the County to make an informed judgment as to whether or not the County's interest may be compromised in any manner by the existence of the conflict, actual or potential. Thereafter, the County may require the Contractor to take reasonable steps to remove the conflict of interest. The County may also terminate this contract according to the provisions herein for termination.

37.1 Administration of Contract:

This Agreement shall be subject to all laws, rules, and regulations of the United States of America, the State of Washington, and political subdivisions of the State of Washington. The Contractor also agrees to comply with applicable federal, state, county or municipal standards for licensing, certification and operation of facilities and programs, and accreditation and licensing of individuals.

The County hereby appoints, and the Contractor hereby accepts, the Whatcom County Executive, and his or her designee, as the County's representative, hereinafter referred to as the Administrative Officer, for the purposes of administering the provisions of this Agreement, including the County's right to receive and act on all reports and documents, and any auditing performed by the County related to this Agreement. The Administrative Officer for purposes of this agreement is:

Karen Sterling Goens, HR Manager
Administrative Services Department – Human Resources
311 Grand Avenue - Suite 107 – Bellingham, WA 98225
(360) 778-5305 KGoens@co.whatcom.wa.us

or, in her absence or as designee:

Heidi Christie, HR Representative
HChristi@co.whatcom.wa.us
(360) 778-5311

37.2 Notice:

Except as set forth elsewhere in the Agreement, for all purposes under this Agreement except service of process, notice shall be given by the Contractor to the County's Administrative Officer under this Agreement. Notice to the Contractor for all purposes under this Agreement shall be given to the address provided by the Contractor herein above in the "Contractor Information" section. Notice may be given by delivery or by depositing in the US Mail, first class, postage prepaid.

38.1 Certification of Public Works Contractor's Status under State Law: Not Applicable

38.2 Certification Regarding Federal Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions: Not Applicable

38.3 E-Verify: Not Applicable

Series 40-49: Provisions Related to Interpretation of Agreement and Resolution of Disputes

40.1 Modifications:

Either party may request changes in the Agreement. Any and all agreed modifications, to be valid and binding upon either party, shall be in writing and signed by both of the parties.

40.2 Contractor Commitments, Warranties and Representations: Not Applicable

41.1 Severability:

If any term or condition of this contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this contract are declared severable.

41.2 Waiver:

Waiver of any breach or condition of this contract shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this contract shall be held to be waived, modified or deleted except by an instrument, in writing, signed by the parties hereto. The failure of the County to insist upon strict performance of any of the covenants and agreements of this Agreement, or to exercise any option herein conferred in any one or more instances, shall not be construed to be a waiver or relinquishment of any such, or any other covenants or agreements, but the same shall be and remain in full force and effect.

42.1 Disputes:

a. General:

Differences between the Contractor and the County, arising under and by virtue of the Contract Documents, shall be brought to the attention of the County at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. Except for such objections as are made of record in the manner hereinafter specified and within the time limits stated, the records, orders, rulings, instructions, and decisions of the Administrative Officer shall be final and conclusive.

b. Notice of Potential Claims:

The Contractor shall not be entitled to additional compensation which otherwise may be payable, or to extension of time for (1) any act or failure to act by the Administrative Officer or the County, or (2) the happening of any event or occurrence, unless the Contractor has given the County a written Notice of Potential Claim within ten (10) days of the commencement of the act, failure, or event giving rise to

the claim, and before final payment by the County. The written Notice of Potential Claim shall set forth the reasons for which the Contractor believes additional compensation or extension of time is due, the nature of the cost involved, and insofar as possible, the amount of the potential claim. Contractor shall keep full and complete daily records of the work performed, labor and material used, and all costs and additional time claimed to be additional.

c. Detailed Claim:

The Contractor shall not be entitled to claim any such additional compensation, or extension of time, unless within thirty (30) days of the accomplishment of the portion of the work from which the claim arose, and before final payment by the County, the Contractor has given the County a detailed written statement of each element of cost or other compensation requested and of all elements of additional time required, and copies of any supporting documents evidencing the amount or the extension of time claimed to be due.

d. Arbitration:

Other than claims for injunctive relief brought by a party hereto (which may be brought either in court or pursuant to this arbitration provision), and consistent with the provisions hereinabove, any claim, dispute or controversy between the parties under, arising out of, or related to this Agreement or otherwise, including issues of specific performance, shall be determined by arbitration in Bellingham, Washington, under the applicable American Arbitration Association (AAA) rules in effect on the date hereof, as modified by this Agreement. There shall be one arbitrator selected by the parties within ten (10) days of the arbitration demand, or if not, by the AAA or any other group having similar credentials. Any issue about whether a claim is covered by this Agreement shall be determined by the arbitrator. The arbitrator shall apply substantive law and may award injunctive relief, equitable relief (including specific performance), or any other remedy available from a judge, including expenses, costs and attorney fees to the prevailing party and pre-award interest, but shall not have the power to award punitive damages. The decision of the arbitrator shall be final and binding and an order confirming the award or judgment upon the award may be entered in any court having jurisdiction. The parties agree that the decision of the arbitrator shall be the sole and exclusive remedy between them regarding any dispute presented or pled before the arbitrator. At the request of either party made not later than forty-five (45) days after the arbitration demand, the parties agree to submit the dispute to nonbinding mediation, which shall not delay the arbitration hearing date; provided, that either party may decline to mediate and proceed with arbitration.

Unless otherwise specified herein, this Agreement shall be governed by the laws of Whatcom County and the State of Washington.

43.1 Venue and Choice of Law:

In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action of litigation shall be in the courts of the State of Washington in and for the County of Whatcom. This Agreement shall be governed by the laws of the State of Washington.

44.1 Survival:

The provisions of paragraphs 11.1, 11.2, 11.3, 21.1, 22.1, 30.1, 31.1, 31.2, 32.1, 33.1, 34.2, 34.3, 36.1, 40.2, 41.2, 42.1, and 43.1, if utilized, shall survive, notwithstanding the termination or invalidity of this Agreement for any reason.

45.1 Entire Agreement:

This written Agreement, comprised of the writings signed or otherwise identified and attached hereto, represents the entire Agreement between the parties and supersedes any prior oral statements, discussions or understandings between the parties.

EXHIBIT "A"
(SCOPE OF WORK)
SECTION I.

The Plans / Relationship of the Parties

- 1.1 The County has established self-insured employee welfare benefit plans (the "Plans"), providing means by which eligible employees of the County can secure the benefits set forth in the Plans.
- 1.2 The County is the Plan Administrator and Named Fiduciary. The County shall oversee the administration of the Plans and shall have the exclusive right to interpret the terms of the Plans in accordance with the documents and instruments governing the Plans. The County shall determine eligibility for coverage and benefits and shall have final authority for approval or disapproval of any disputed or doubtful claim.
- 1.3 The Contractor *is acting solely in a ministerial capacity and shall have no discretionary authority or power to interpret ambiguities or conflicts that may exist in any provision of the Plans. The Contractor will provide the County with information to aid administration and Plan interpretation* including customer service records, assessments of medical necessity, *application of industry practice*, and other client advisories *as applicable*.

SECTION II.
Contractor's Services

- 2.1 The Contractor, within the scope of its duties under this agreement, shall provide services for and shall assist the County in the Administration of the Plans pursuant to the terms and conditions of the Plans as may be requested and authorized from time to time.
- 2.2 The Contractor shall prepare Summary Plan Descriptions (SPD) setting forth the benefits and rights of the Plan Participants. The SPDs shall be reviewed and approved by the County.
- 2.3 The Contractor agrees to provide the following claims processing and payment services to the County, including but not limited to:
 - a) Answer all telephone inquiries regarding eligibility and coverage under the Plans; respond to requests for forms and status inquiries on filed claims and benefit payments. Contractor will provide adequate customer services representatives between the hours of 6:00 a.m. to 6:00 p.m. PST, Monday through Friday, during non-holiday workweeks.
 - b) Receive and process claims for payment of covered benefits for Participants in accordance with the provisions of the Plans, for claims incurred on and after the commencement date as stated in the Agreement.
 - c) Communicate with Participants and health care providers as necessary to obtain any additional information deemed necessary to expedite the processing of claims.
 - d) Request and obtain from the County, as necessary, interpretations with respect to the provisions and questions of substance and procedure related to the Plans.
 - e) Issue and distribute checks to health care providers and Participants from funds supplied by the County, and provide appropriate Explanation of Benefits forms (EOBs) as applicable.
 - f) Provide written notice to a Plan Participant of any denial of a claim, in whole or in part, which includes the specific reason(s) for such denial and the opportunity for review of the denial.
 - g) Provide the County forms for use by Plan Participants in submitting claims to Contractor.
 - h) Provide for the coordination of benefits, subrogation collection activities, and collection of overpayments or improper payments made to any Participants, as reasonably possible.
 - i) Screen claims to avoid duplicate payments and maintain procedures that will assure consistency in claims payments in accordance with the Plans.
 - j) Prepare reports concerning Plan Participant benefits.

k) If a fee is stated and accepted in "Exhibit B" (Compensation), Contractor will, for:

1. **"COBRA Administration,"** notify Participants of COBRA continuation coverage rights upon the occurrence of a qualifying event, as required by COBRA, as well as responsibility for calculation and collection of premiums for continuation coverage. All notices shall be made by U.S. First Class Mail to the individual's last known address. Plan Participants will be instructed on procedures for COBRA premium remittance. Upon receipt, Contractor will update the County's COBRA records.
2. **"Administration of the Utilization Management Program,"** provide pre-authorization services in compliance with the "Plans," screen claims for medical necessity, and assist in making coverage determinations;
3. **"Administration of Large Case Management,"** screen catastrophic and potentially high-dollar claims, assign length of stay and monitor admissions, promote appropriate patient care and optimize benefits usage.
4. **"Managed Behavioral Health Services,"** provide pre-authorization services in compliance with the "Plans," screen claims for medical necessity, and assist in making coverage determinations.

2.4 **"Claims Negotiation, Hospital Bill Audit, and Repricing Services"**

The Contractor will conduct a Hospital Bill Audit on all In Network and Out of Network hospital bills that meet the threshold for review to eliminate duplicate and/or non-allowable charges. All other Out of Network provider or facility claims will be immediately forwarded to a third-party vendor who will attempt to reprice and discount each claim or engage in fee reduction negotiations. There will be no cost for the provision and coordination of this service for claims that experience no repricing or negotiated savings.

2.5 The Contractor, at the election of and subject to the approval of the County, shall work with the County's benefit consultant for the purchase of policies of insurance to provide any of the benefits provided for in this agreement, the Plans, or the Trust. The premium for these policies of stop-loss or individual and aggregate excess risk or similar type of insurance shall be paid by the County.

2.6 The Contractor shall not be required to assist the County and / or the Administrator in the preparation or filing of any report, returns, tax returns, or similar papers required by any local political subdivision, state or the Federal Government pertaining to the operation or management of the Plans.

2.7 The Contractor shall render monthly reports to the County that shall include the following:

- a) Disbursements, by category, made or authorized by the Contractor from the Plans;
- b) A statement of the fees due the Contractor.

2.8 The Contractor shall maintain and pay the cost of a fidelity bond in the amount of not less than One Hundred Thousand Dollars (\$100,000.00) covering the Contractor and any of its agents or employees who may collect, disburse, or otherwise handle or have the authority to authorize or order disbursements or payments on behalf of the Plans.

2.9 The Contractor shall be responsible for the review of all denials requested to be reviewed. The final determination of the Contractor made in accordance with Plan procedures on any application for benefits is final and conclusive upon the Covered Person, subject only to the final review by the County. The Contractor shall be the primary contact for answering questions regarding benefits available under the Plans.

SECTION III. Fees to Contractor

3.1 **Fees for Claims Processing.** As compensation for the administration and claims processing services above, the Contractor shall be entitled to fees set forth in Exhibit B ("Compensation"). Fees shall be based on the number of Participants enrolled under the plan on the first day of the month in which services are being billed.

3.2 **Fees for Other Administrative Services.** If the County requests any other administrative services from Contractor, and Contractor agrees to provide such services, the parties shall mutually agree upon a fee schedule for such services.

3.3 **Fees from Outside Vendors.** The Contractor shall be entitled to a portion of the fees charged by outside vendors including but not limited to Drug Card Companies and Preferred Provider Organizations.

- 3.4 **Fees for Repricing of Out of Network Claims.** Contractor shall be entitled to retain 30% (thirty percent) of the gross savings obtained on all out of network claims that are repriced, reduced by negotiation, or reduced due to audit. The remaining 70% (seventy percent) of savings will be passed on to the County in the form of reduced claims costs. There will be no cost to the County for this service for claims that experience no repricing or negotiated savings.
- 3.5 **Appeals and other PPACA Related Fees.** Any fees incurred by Contractor on behalf of the Plan for appeal related services, including but not limited to costs incurred by an Independent Review Organization, as well as fees incurred as a result of PPACA mandated services (i.e. language translation assistance services) shall be the sole responsibility of the County.
- 3.6 **Right to Change Fees.** Contractor shall not have a right to change any fees charged to the County except as of the first day of any Renewal Term and/or by mutual agreement of the parties.

SECTION IV. County's Requirements

- 4.1 The County shall notify the Contractor on a monthly or more frequent basis of all changes in participation whether by reason of termination, change in classification, or any reason.
- 4.2 The County is responsible for providing accurate and timely eligibility information, and timely review and approval of the SPD, Plan Summaries, and Amendments. Claims processed according to duly approved plan documents, instructions from the County, or based on information provided by the County or authorized representative of County shall be the sole responsibility of County.
- 4.3 The County shall assist in the enrollment of Participants in the Plans, cooperate with the Contractor with regard to proper settlement of claims, and transmit any inquiries pertaining to the Plans to the Contractor. The Contractor shall provide and the County shall maintain a supply of forms, enrollment cards or other documents and shall distribute or make available such documents.
- 4.4 The County shall provide, directly or through the Contractor, all materials and documents, including summaries for employees, reports and applications and notice forms, as may be necessary or convenient for the operation of the Plans or to satisfy the requirements of governing law.
- 4.5 The County shall fund benefit claims and other authorized costs and expenses incurred by Contractor within ten (10) business days.
- 4.6 The County shall pay premiums for excess loss insurance.
- 4.7 The County shall pay applicable taxes, if any.

SECTION V Compliance with Laws

- 5.1 The County, as the Plan Sponsor and the Plan Administrator, represents and warrants that the Plans presently comply with all applicable federal, state and local laws and regulations, specifically including, without limitation, Mental Health Parity and Addiction Equity Act ("MHPAEA"), Patient Protection and Affordable Care Act ("PPACA") the Consolidated Omnibus Budget Reconciliation Act of 1985, as amended ("COBRA"), HIPAA and HITECH, and covenants and agrees that it will, at its sole cost and expense, take all action necessary to cause the Plans' continued compliance with all applicable federal, state and local laws and regulations during the term of this Agreement. The County is solely responsible for obtaining any actuarial analysis, non-discrimination testing, or actuarial determinations required by the Plans.

EXHIBIT "B"
(COMPENSATION)

Rates are Per Employee Per Month (PEPM) unless otherwise noted. These fees shall remain in effect for above stated term unless changed by mutual agreement of the parties. Rate guarantee for contracted time period applies only to services performed by HMA. Fees for outside vendors are subject to change at any time.

Service	2020	2021	2022
Medical Plan Administration (MPA)	\$27.10	\$27.64	\$27.64
Network Access (HMA Preferred or PHCS National)	\$5.50	\$5.50	\$5.50
Care Management Base Services (Preauthorization, Large Case Management and Managed Behavioral Health Services)	\$3.65	\$3.65	\$3.65
Claim Bank Account Reconciliation	Included	Included	Included
Plan Documents (SPD and SBC)	Included	Included	Included
Pharmacy Benefit Management (PBM) Administration	Included	Included	Included
Stop Loss Administration	Included	Included	Included
COBRA Administration	\$1.10	\$1.10	\$1.10
MDLive Telehealth (Medical Only)	\$1.00	\$1.00	\$1.00
Administrative Cost PEPM	\$38.35	\$38.89	\$38.89

Cost by Service	2020	2021	2022
Enrollment	303	303	303
Medical Plan Administration	\$ 98,536	\$ 100,499	\$ 100,499
Network Access	\$ 19,998	\$ 19,998	\$ 19,998
Case Management Base Services	\$ 13,271	\$ 13,271	\$ 13,271
COBRA Administration	\$ 4,000	\$ 4,000	\$ 4,000
MDLive Telehealth	\$ 3,636	\$ 3,636	\$ 3,636
Renewal Cost – Annualized	\$ 139,441	\$ 141,404	\$ 141,404

Other Costs – if applicable

- 30% of savings Claims Negotiation, Hospital Bill Audit, Out of Network Claims Re-Pricing
- 27% of Recovered Funds for Subrogation Services
- 10-18% Overpayment Prevention & Recovery
- 30% Fraud, Waste, and Abuse

CVS Caremark Pharmacy Benefit Claim Administration

Pharmacy Pricing Components	PPO or HDHP
Retail Pharmacy – National Network	
Brand - Flat Discount	AWP – 18.50%
Generic - Flat Discount	AWP – 85.50%
Dispensing Fee per Claim	\$0.60
Mail Order Pharmacy	
Brand - Flat Discount	AWP – 24.5%
Generic - Flat Discount	AWP – 87.50%
Dispensing Fee per Claim	No fee
Specialty Pharmacy	
Specialty Discount	Specialty drug discount rates vary by medication and are proprietary. Typical rates are: <u>Exclusive CVS Specialty</u> : AWP - 17% <u>Open Specialty</u> : AWP - 16%
Dispensing Fee per Claim	No fee
Client Rebates per Brand Claim <i>Rebate amounts vary depending on tier structure, formulary choice, and certain elective programs. Rebate amounts below are for 3 Tier Qualifying Structure, Standard Formulary, and no Step Therapy or Maintenance Choice.</i>	
3 Tier Retail, Non-Specialty and Specialty not filled by CVS Specialty pharmacy	\$179.00
3 Tier Mail Order	\$581.00
3 Tier Specialty filled by CVS Specialty pharmacy	\$1,123.00
THE FOLLOWING COMPONENTS APPLY ONLY TO CLIENTS THAT OWN PHARMACIES:	
Client-Owned Pharmacy Claims	
Brand, Generic, and Dispensing Fee	Pass-Through Rates and Fees
Administrative Fee per Claim	\$1.50
Rebate per Brand Claim, all Claims (Retail, Mail, and Specialty; 3 Tier Structure, Standard Formulary, no Step Therapy or Maintenance Choice)	\$179.00

Additional PBM fees for services:

- Paper claims, manual processing fee of \$1.50 per claim
- Custom mailing requests to assist a client on a member mailing project, current postage rate could apply
- Prior Authorization, \$30.00 per PA; fee doesn't apply to specialty drug claims when client with Exclusive CVS Specialty pharmacy elects Specialty Guideline Management (SGM) program
- Appeals: Determination of Prescription Benefit Coverage and Eligibility, \$100 per appeal; Independent Physician Specialist Review or IRO (Independent Review OHMANization) External Review, \$500 per appeal
- If client chooses to move to another PBM, there are industry-standard fees for optional files of member data including Open Refills (\$4500), Claims History (\$2500 for last rolling 12 months), Prior Authorizations (\$3,500), and Account Balances (\$2,500).

If improved pricing for this contract is effective prior to Client's renewal date, HMA will extend this pricing to Client.

In the event the County terminates the Administrative Services Agreement with HMA, HMA may use pharmacy rebates as a set-off against amounts due HMA from the County or may delay remittance of these rebates to allow for final adjustments.

EXHIBIT "C"
(CERTIFICATE OF INSURANCE)

EXHIBIT "D"
(HIPAA ADDENDUM)

BUSINESS ASSOCIATE AGREEMENT

1. **Effective Date.** This Addendum shall be effective on September 1, 2013.
2. **HIPAA Privacy Rule Compliance.** The parties acknowledge that for purposes of fulfilling the obligations of Healthcare Management Administrators (HMA) to Whatcom County (Plan Sponsor) and its Group Health Plan (GHP) under this Addendum, HMA is the Business Associate of GHP. The parties therefore desire to bring the Administrative Services Agreement between HMA and Plan Sponsor (Agreement) into compliance with (i) the Health Insurance Portability and Accountability Act of 1996, its implementing Administrative Simplification regulations (45 C.F.R. Parts 160-164, Subparts A and E), and (ii) the requirements of the Health Information Technology for Economic and Clinical Health ("HITECH") Act, as incorporated in the American Recovery and Reinvestment Act of 2009, along with any guidance and/regulations issued by the U.S. Department of Health and Human Services ("DHHS"), as well as any other state or federal privacy laws applicable to the relationship among Plan Sponsor, GHP, and HMA. The Implementing Regulations, the HITECH Act, and the Final Regulations are collectively referred to in this Addendum as "the HIPAA Requirements." GHP, Plan Sponsor and Business Associate agree to incorporate into this Addendum any regulations issued by DHHS with respect to the HITECH Act that relate to the obligations of business associates and that are required to be (or should be) reflected in the business associate agreement.
3. **Definitions.** Terms used, but not otherwise defined, in this Addendum shall have the same meaning as those terms in 45 CFR §§ 160.103 and 164.501.
 - 3.1 **Breach.** Breach shall mean, as defined, in 45 C.F.R. § 164.402, the acquisition, access, use or disclosure of Unsecured Protected Health Information in a manner not permitted by the HIPAA Requirements that compromises the security or privacy of that Protected Health Information.
 - 3.2 **Business Associate.** Business Associate has the meaning set forth in 45 C.F.R. §160.103.
 - 3.3 **Business Associate Subcontractor.** Business Associate Subcontractor shall mean, as defined in 45 C.F.R. § 160.103, any entity (including an agent) that creates, receives, maintains or transmits Protected Health Information on behalf of HMA.
 - 3.4 **Electronic PHI.** Electronic PHI shall mean, as defined in 45 C.F.R. § 160.103, protected health information that is transmitted or maintained in any electronic media.
 - 3.5 **Group Health Plan.** Group Health Plan means the Whatcom County Employee Health Care Plan.
 - 3.6 **Individual.** Individual shall have the same meaning as the term "individual" in 45 CFR § 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR § 164.502(g).
 - 3.7 **Limited Data Set.** Limited Data set shall mean, as defined in 45 C.F.R § 164.514(e), Protected Health Information that excludes the following direct identifiers of the individual or of relatives, employers, or household members of the individual: Names; postal address information other than town or city, State, and zip code; telephone numbers; fax numbers; electronic mail addresses; social security numbers; medical record numbers; health plan beneficiary numbers; account numbers; certificate or license numbers; vehicle identifiers and serial numbers, including license plate numbers; devise identifiers and serial numbers; web universal resource locators (URLs); internet protocol (IP) address numbers; biometric

identifiers, including finger and voice prints; and full-face photographic images and any comparable images.

- 3.8 **Protected Health Information.** Protected Health Information means individually identifiable health information created or received by HMA in the performance of its obligations under the Agreement on behalf of GHP from which the identity of an individual can reasonably be determined, including all information within the statutory meaning of Protected Health Information (45 CFR §160.103). The term "Protected Health Information" or "PHI" in this Addendum shall mean both Electronic PHI and non-electric PHI, unless another meaning is clearly specified.
- 3.9 **Plan Sponsor.** Plan Sponsor means Whatcom County.
- 3.10 **Privacy Rule.** Privacy Rule means the standards for privacy set forth in 45 CFR Part 160 and Part 164, Subparts A and E.
- 3.11 **Regulatory References.** A reference in this Addendum to a section in the Privacy Rule or the HITECH act means the section as in effect or as amended, and for which compliance is required.
- 3.12 **Secretary.** Secretary means the Secretary of the Department of Health and Human Services or his designee.
- 3.13 **Security Incident.** Security incident shall mean, as defined in 45 C.F.R. § 164.304, the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system.
- 3.14 **Summary Health Information.** Summary Health Information shall mean information, which may be Protected Health Information that: 1) summarizes claims history, claims expenses, or types of claims for whom Employer has provided health care benefits under the GHP; and 2) from which the identifiers specified in 45 CFR §164.514(b)(2)(i) have been deleted (except that zip codes can be aggregated to the level of a 5-digit zip code).
- 3.15 **Unsecured Protected Health Information.** Unsecured Protected Health Information shall mean, as defined in 45 C.F.R. § 164.402, Protected Health Information that is not rendered unusable, unreadable, or indecipherable to unauthorized persons through the use of a technology or methodology specified by DHHS.
- 3.16 **All other terms** used in this Addendum shall have the meanings set forth in the applicable definitions under the HIPAA Requirements.

4. **General Terms**

- 4.1 In the event of an inconsistency between the provisions of this Addendum and a mandatory term of the HIPAA Requirements (as these terms may be expressly amended from time to time by the DHHS or as a result of interpretations by DHHS, a court, or another regulatory agency with authority over the Parties), the interpretation of DHHS, such court or regulatory agency shall prevail. In the event of a conflict among the interpretations of these entities, the conflict shall be resolved in accordance with the rules of precedence.
- 4.2 Where provisions of this Addendum are different than those mandated by the HIPAA Requirements, but are nonetheless permitted by the HIPAA Requirements, the provisions of this Addendum shall control.

- 4.3 Except as expressly provided in the HIPAA Requirements, or this Addendum, this Addendum does not create any rights in third parties.

5. **HMA Obligations and Application Of The Standards For Electronic Transactions.**

- 5.1 **Permitted Uses and Disclosures.** HMA shall not use or further disclose Protected Health Information other than as: 1) permitted in writing by GHP; 2) authorized by an individual; 3) Required by Law; or 4) as permitted in this section as follows:

5.1.1 HMA agrees to create, receive, use, disclose, maintain, or transmit PHI in order to perform functions, activities, or services for, or on behalf of, GHP as specified in the Agreement or this Addendum, provided that such use or disclosure would not violate the HIPAA Requirements.

5.1.2 For the proper management and administration of HMA, or to carry out the legal responsibilities of HMA, provided that disclosures are required by law, or HMA obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as required by law or for the purpose for which it was disclosed to the person, and the person notifies HMA of any instances of which it is aware in which the confidentiality of the information has been breached;

5.1.3 To provide Data Aggregation services to GHP as permitted by 45 CFR § 164.504(e)(2)(i)(B).

- 5.2 **Protected Health Information to Plan Sponsor.** GHP specifically authorizes HMA to make disclosures of Protected Health Information to Plan Sponsor made in accordance with Section 7 of this Addendum.

- 5.3 **Protected Health Information to Business Associates of GHP or Employer.** GHP and Plan Sponsor specifically authorize HMA to disclose Protected Health Information to those Business Associates of GHP or Plan Sponsor identified in Exhibit 2 ("Designated Business Associates"). GHP or Plan Sponsor may revise Exhibit 2 upon advance written notice to HMA. GHP and Plan Sponsor are solely responsible for ensuring that Designated Business Associates comply with the applicable requirements of the Privacy Rule. HMA shall not be liable for any damages arising from HMA's disclosure of Protected Health Information to a Designated Business Associate.

- 5.4 **Minimum Necessary.** HMA will make reasonable efforts to use, disclose, or request only the minimum necessary Protected Health Information to accomplish the intended purpose. HMA agrees to utilize a Limited Data Set if practicable.

- 5.5 **Safeguards.** HMA shall implement appropriate safeguards, and comply with the Security Standards (Subpart C of 45 C.F.R. Part 164) with respect to Electronic PHI, as necessary to prevent use or disclosure of the Protected Health Information in violation of this Addendum. HMA shall report to GHP any breach of the use or disclosure of PHI under this Addendum, including reporting Breaches of Unsecured Protected Health Information as required by 45 C.F.R § 164.410 and as required by Section 8 below.

- 5.6 **Flow-Down Obligations of Business Associate Subcontractors.** HMA agrees that as required by the HIPAA Requirements, HMA will enter into a written agreement with all Business Associate Subcontractors that: (i) requires them to comply with Privacy and Security provisions of this Agreement in the same manner as required of HMA, and (ii) notifies such Subcontractors that they will incur liability under the HIPAA Requirements for non-compliance with such provisions. Accordingly, HMA shall ensure that all Subcontractors agree in writing to the same privacy and security restrictions, conditions and requirements that apply to HMA with respect to PHI.

- 5.7 **Standard Transactions.** HMA will not enter into any trading partner agreement in connection with the conduct of Standard Transactions (as defined in 45 CFR, Part 162) for or on behalf of GHP that: (i) changes the definition, data condition, or use of a data element or segment in a Standard Transaction; (ii) adds any data elements or segments to the maximum defined data set; (iii) uses any code or data element that is not permitted in a Standard Transaction; or, (iv) changes the meaning or intent of a Standard Transaction or its implementation specification. Additionally, HMA will require any Business Associate Subcontractor involved with the conduct of such Standard Transactions to comply with each applicable requirement of 45 C.F.R. Part 162.
- 5.8 **Inspection of Books and Records.** So GHP may meet its access obligations to the Secretary under 45 CFR §160.310, HMA shall make internal practices, books, and records relating to the use and disclosure of Protected Health Information created or received by HMA on behalf of GHP available to the Secretary, in a reasonable time and manner, for purposes of the Secretary determining compliance with the Privacy Rule by GHP.
- 5.9 **Access.** So GHP may meet its access obligations to Individuals under 45 CFR §164.524, HMA shall provide access at the request of GHP, and in a reasonable time and manner, to an Individual to his or her Protected Health Information.
- 5.10 **Amendment.** So GHP may meet its amendment obligations under 45 CFR §164.526, HMA shall make any amendment(s) to Protected Health Information as directed by GHP, or as requested by an Individual, in a reasonable time and manner, in accordance with the law.
- 5.11 **Accountings.** So GHP may meet its amendment obligations under 45 CFR §164.528, HMA shall document disclosures of Protected Health Information and information related to disclosures that would be required for GHP to respond to a request by an Individual for an accounting of disclosures of Protected Health Information. HMA will make available disclosure accountings for a period of 6 years prior to the date of request, but such accountings will not include disclosures prior to April 14, 2003.

For repetitive disclosure of Protected Health Information for a single purpose to the same recipient, HMA may record the first disclosure along with the frequency and duration of subsequent disclosures.

This accounting requirement does not apply to disclosures: (i) permitted or required by this Addendum for purposes of GHP payment or health care operations; (ii) to the individual who is the subject of the Protected Health Information disclosed or to that individual's personal representative; (iii) to persons involved in that individual's payment or treatment of health care; (iv) for notification for disaster relief purposes, (v) for national security or intelligence purposes; or (vi) to law enforcement officials or correctional institutions regarding inmates; (vii) pursuant to an authorization; (viii) for disclosures of certain PHI made as part of a limited data set; (ix) and for certain incidental disclosures that may occur where reasonable safeguards have been implemented.

- 5.12 **Privacy Notice.** So GHP may meet its amendment obligations under 45 CFR §164.520, HMA will, upon the written request of Plan Sponsor or GHP, assist GHP in preparing Notices of Privacy Practices, including a statement of whether GHP discloses or authorizes HMA to disclose Protected Health Information to Plan Sponsor. GHP will be solely responsible for review and approval of the content, and distribution of the Notices, including that their content accurately reflects GHP's privacy policies, procedures and practices and complies with all requirements of 45 CFR §164.520. HMA may charge Plan Sponsor a fee for this service and shall make the fee known to Plan Sponsor at the time of the written request.
- 5.13 **Standards For Electronic Transactions.** In connection with the services to be provided to Whatcom County (Plan Sponsor) and its Group Health Plan as identified in this agreement, HMA agrees that if

it (or Business Associate Subcontractor) conducts an electronic transmission for which the Secretary of the Department of Health and Human Services has established a "standard transaction," HMA (or Business Associate Subcontractor) shall comply with the requirements of the Standards for Electronic Transactions (45 C.F.R. parts 160 and 162).

- 5.14 **Transmissions of Standard Transactions.** HMA agrees that, in connection with the transmission of standard transactions, it will not (and will not permit any Business Associate Subcontractor with which it might contract to):
- 5.14.1 Change the definition, data condition, or use of a data element or segment in a standard transaction;
 - 5.14.2 Add any data elements or segments to the maximum defined data set;
 - 5.14.3 Use any code or data elements that are either marked "not used" in the standard's implementation specification or are not in the standard's implementation specification; or
 - 5.14.4 Change the meaning or intent of the standard's implementation specification(s).
- 5.15 **Modifications to Standard Transactions by DHHS.** HMA understands and agrees that from time-to-time the Department of Health and Human Services might modify the standard transactions now identified in 45 C.F.R. §§ 162.1101 through 162.1802. HMA (and any Business Associate Subcontractor) agrees to abide by any changes to such standard transactions that might be applicable to the services to be supplied in connection with the Agreement.
- 5.16 **Security Incidents.** HMA shall report any Security Incident of which it becomes aware to GHP if that incident relates to electronic Protected Health Information subject to the following:
- 5.16.1 For security incidents that do not result in unauthorized access, use, disclosure, modification, or destruction of PHI (including, for purposes of example and not for purposes of limitation, pings on HMA's firewall, port scans, attempts to log onto a system or enter a database with an invalid password or username, denial-of-service attacks that do not result in the system being taken off-line, or malware such as worms or viruses) (hereinafter "Unsuccessful Security Incidents"), HMA shall aggregate the data and, upon the GHP's written request, report to the GHP in accordance with the reporting requirements identified in Section 8.
 - 5.16.2 HMA will take all commercially reasonable steps to mitigate, to the extent practicable, any harmful effect that is known to HMA resulting from a Security Incident;
 - 5.16.3 HMA will permit termination of this Addendum if the GHP determines that HMA has violated a material term of this Addendum with respect to HMA's security obligations and HMA is unable to cure the violation; and
 - 5.16.4 Upon GHP's request, HMA will provide GHP with access to and copies of documentation regarding HMA's safeguards for PHI and Electronic PHI
- 5.17 **Security of Electronic Protected Health Information.** HMA will implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic Protected Health Information that it creates, receives, maintains, or transmits on behalf of GHP, as required under 45 CFR Part 164, Subpart C. Additionally, HMA will implement policies and procedures that meet the Security Standards documentation per HIPAA Requirements. As

also provided for in Section 5.6 above, HMA ensures any Business Associate Subcontractor agrees to implement reasonable and appropriate safeguards to protect Electronic PHI.

6. GHP and Plan Sponsor Obligations.

- 6.1 **Privacy Notice.** GHP shall provide HMA with a copy of the notice of privacy practices that GHP produces in accordance with 45 CFR § 164.520, as well as any changes to such notice.
- 6.2 **Changes to, or Revocations of, Protected Health Information.** GHP shall provide HMA with any changes to, or revocation of, permission by Individual to use or disclose Protected Health Information, if such changes affect HMA's permitted or required uses and disclosures.
- 6.3 **Restrictions to Protected Health Information.** GHP shall notify HMA of any restriction to the use or disclosure of Protected Health Information that GHP has agreed to in accordance with 45 CFR § 164.522.
- 6.4 **Permissible Requests.** GHP shall not request HMA to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule.
- 6.5 **Plan Sponsor Obligations.** Plan Sponsor retains full and final authority and responsibility for GHP and its operation. HMA is empowered to act on behalf of GHP only as stated in the Agreement or this Addendum.

7. Disclosure to Plan Sponsor

- 7.1 **Receipt of De-identified Information.** HMA may disclose De-identified Information, as defined in 45 C.F.R. §164.514, to Plan Sponsor without Plan Sponsor's certification of compliance with the Privacy Rule.
- 7.2 **Receipt of Summary Health Information.** Upon Plan Sponsor's written request, HMA may disclose Summary Health Information to Plan Sponsor without Plan Sponsor's certification of compliance with the Privacy Rule. Plan Sponsor may use Summary Health Information only to: 1) obtain premium bids for GHP; or 2) amend, modify, or terminate GHP.
- 7.3 **Receipt of Protected Health Information.** Plan Sponsor's access to, or receipt of, Protected Health Information creates Plan Sponsor obligations under the Privacy Rule and HMA may only provide such information to Plan Sponsor upon receiving Plan Sponsor's signed certification of compliance with the Privacy Rule as set forth in attached Exhibit 1. Exhibit 1 is incorporated into this Addendum by this reference.

8. Breach of Privacy or Security Reporting Obligations.

- 8.1 **Report.** HMA will report to GHP (in the manner and within the timeframes described below) any breaches of unsecured PHI and any breach or acquisition, access, use or disclosure of PHI as defined by 45 C.F.R. §164.402. Where a breach is presumed under the regulations for acquisition, access, use or disclosure in a manner that is not permitted by Privacy and Security Rules, such breaches will not be disclosed if, following a risk assessment by HMA as set forth in regulation, there is a low probability that PHI has been compromised.
- 8.2 **Notice of Breach.** HMA will notify GHP following discovery and without unreasonable delay but in no event later than ten (10) calendar days following discovery, any "breach" of "unsecured Protected Health Information," as set forth in 8.1 above. Breaches by a Business Associate Subcontractor will be reported within ten days following report to HMA. HMA shall cooperate with GHP in investigating the Breach and in meeting the GHP's obligations under the HITECH Act and any other security breach notification laws.

HMA shall follow its notification to the GHP with a report that meets the requirements outlined immediately below.

- (A) For Successful Security Incidents and Breaches, HMA – without reasonable delay and in no event later than thirty (30) calendar days after HMA learns of such non- permitted use or disclosure (whether at HMA or at Business Associate Subcontractor) – shall provide GHP a report that will:
- (i) Identify (if known) each individual whose Unsecured Protected Health Information has been, or is reasonably believed to have been accessed, acquired, or disclosed;
 - (ii) Identify the nature of the non-permitted access, use, or disclosure including the date of the incident and the date of discovery;
 - (iii) Identify the PHI accessed, used, or disclosed (e.g., name; social security number; date of birth);
 - (v) Identify what corrective action HMA took or will take to prevent further non-permitted accesses, uses, or disclosures;
 - (vi) Identify what HMA did or will do to mitigate any deleterious effect of the non-permitted access, use, or disclosure; and
 - (vii) Provide other such information, including a written report, as GHP may reasonably request.
- (B) For Unsuccessful Security Incidents of which we are aware, HMA shall provide GHP, upon its written request, a report that: (i) identifies the categories of Unsuccessful Security Incidents as described in Section 5.16.1; (ii) indicates whether HMA believes its current defensive security measures are adequate to address all Unsuccessful Security Incidents, given the scope and nature of such incidents; and (iii) if the security measures are not adequate, the measures HMA will implement to address the security inadequacies.

9. Term and Termination.

- 9.1 **Term.** The term of this Addendum shall be the same as the Agreement. Upon termination of the Agreement, the terms of this Addendum shall remain in effect until all of the Protected Health Information provided by GHP to HMA, or created or received by HMA on behalf of GHP, is destroyed or returned to GHP, or, if HMA claims it is infeasible to return or destroy Protected Health Information, protections are extended to such information, in accordance with the termination provisions in this Section.
- 9.2 **Termination for Breach.** In addition to the termination rights set forth in the Agreement, upon Plan Sponsor's or GHP's knowledge of a material breach of this Addendum by HMA, Plan Sponsor shall either: 1) provide HMA with written notice and an opportunity for HMA to cure the breach or end the violation and terminate the Agreement if HMA does not cure the breach or end the violation within the time specified in writing by GHP; or 2) immediately terminate the Agreement if HMA has breached a material term of this Addendum and cure is not possible. GHP agrees that HMA shall have the right to terminate this Addendum or seek other remedies if GHP commits a material breach of this Addendum.
- 9.3 **Effect of Termination.** Upon termination of the Agreement, for any reason, HMA shall return or destroy all Protected Health Information received from GHP, or created or received by HMA on behalf of GHP. HMA shall retain no copies of the Protected Health Information EXCEPT in the event HMA determines

HMA shall retain no copies of the Protected Health Information EXCEPT in the event HMA determines that returning or destroying the Protected Health Information is infeasible, HMA shall extend the protections of this Addendum and the HIPAA Requirements to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as HMA maintains such Protected Health Information.

10. **Amendment.** The Parties shall take such action as is necessary to amend the Agreement or this Addendum as necessary to comply with the requirements of the Privacy and Security Rules and the Health Insurance Portability and Accountability Act, Public Law 104-191.
11. **Continuing Privacy and Security Obligations.** HMA and GHP's obligations to protect the privacy and security of PHI it created, received, maintained, or transmitted in connection with services to be provided under the Agreement or this Addendum, will be continuous and survive termination of this Addendum or the Agreement.
12. **Interpretation.** Any ambiguity in this Addendum shall be resolved in favor of a meaning that permits GHP to comply with the Privacy and Security Rules.
13. **Counterparts.** This Addendum may be executed in counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-595

File ID:	AB2019-595	Version:	1	Status:	Agenda Ready
File Created:	11/07/2019	Entered by:	SWinger@co.whatcom.wa.us		
Department:	Finance Division	File Type:	Bid Award		
Assigned to:	Council Finance and Administrative Services Committee	Final Action:			
Agenda Date:	11/19/2019	Enactment #:			

Primary Contact Email: swinger@co.whatcom.wa.us

TITLE FOR AGENDA ITEM:

Request approval for the County Executive to authorize the purchase of a replacement dump truck, dump body, hook lift sander, and plow; using Washington State Contract #01513 and #01117. The total cost of these purchases is \$281,677.87

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

Per WCC 3.08.100(A), Public Works requests approval for the County Executive to authorize the purchase of a replacement dump truck from vendor Freightliner Northwest, using the Washington State Contract #01513 (expires 06/13/2020), and a dump body, hook lift sander, and plow from vendor Northend Truck Equipment; using the Washington State Contract #01117 (expires 05/01/2020). The total cost of these purchases is \$281,677.87

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
--------------	---------------------	----------------	-----------------



DATE: November 6, 2019

TO: Tyler Schroeder, Director of Administrative Services

FROM: Brad Bennett, AS Finance Manager

SUBJECT: Approval to Purchase Replacement Dump Truck, Dump Body, Hook Lift Sander, and Plow

• **Background & Purpose**

Public Works Equipment Services is requesting approval to purchase a replacement dump truck, and miscellaneous components, including upgrading to a 4x4 (will provide better traction during inclement weather use), and to add a hook lift system (will allow truck to be used year-round, and not just for snow/ice control). These purchases will total \$281,677.87, and will be processed as two separate orders:

1. One 2021 Freightliner 108SD 4x4 Diesel Dump Truck will be purchased from vendor Freightliner Northwest, located in Olympia, using Washington State Contract #01513 (expires 06/13/2020). The total price for this dump truck is \$136,494.67, including sales tax.
2. One 2021 Dump Body, Hook Lift Sander, and Plow will be purchased from vendor Northend Truck Equipment, located in Marysville, using Washington State Contract #01117 (expires 05/01/2020). The total price for this purchase is \$145,183.20, including installation and sales tax.

• **Funding**

This planned replacement was included in the Exhibit B Capital List, and \$165,000.00 in funds were approved in the Equipment Rental & Revolving Fund budget approved on Ordinance #2018-064, as part of the 2019-2020 budget process. A budget modification was approved in September to transfer an additional \$100,000.00 funds. Public Works has adequate budget authority available for the additional \$16,677.87. I concur with this request.

A handwritten signature in blue ink, appearing to read "Brad Bennett", is written over a horizontal line.

AS Finance Manager

Approved as recommended:

Director of Administrative Services

Date of Council Action _____

Jon Hutchings
Director



EQUIPMENT SERVICES DIVISION
901 W. Smith Road
Bellingham, WA 98226-9610
Phone (360) 778-6400
Fax (360) 778-6401
Eric L. Schlehuber, Division Manager

MEMORANDUM

To: Brad Bennett, AS Finance Manager
Through: Jon Hutchings, Public Works Director *JH*
From: Eric L. Schlehuber, PW Equipment Services Manager *ES*
Date: November 6, 2019
Re: Purchase of one (1) 2021 Freightliner 108SD 4X4 Diesel Dump Truck Cab and Chassis
(State Contract #01513, Various Cab & Chassis)

- Requested Action**

After researching costs of pickup trucks, I am requesting Executive approval to purchase one (1) 2021 Freightliner 108SD 4X4 Diesel Dump Truck Cab and Chassis from the Washington State Bid Procurement List (Contract #01513, Various Cab and Chassis). The current state contract is for the period of June 13, 2019 through June 13, 2020. This 5YD Single Axle 4x4 Dump Truck will be used to replace the following unit:

DEPARTMENT	REPLACE UNIT	YEAR / MAKE / MODEL	EST. MILEAGE
M&O	213	1988 International 5 YD Single Axle Dump Truck	56,129

- Background and Purpose**

This unit was approved for replacement in the 2019-2020 Equipment Rental and Revolving Capital Equipment Budget to be used by Whatcom County Public Works. The truck bed and hook lift sander and plow (#456 and #596) are under a separate bid award request. The Maintenance and Operations Division will use this 5yd Single Axle 4x4 Dump Truck regularly in the performance of county business.

VENDOR	YEAR / MAKE / MODEL	QTY	PRICE EACH	SALES TAX TOTAL (8.2%)	EXTENDED TOTAL
Freightliner Northwest	2021 Freightliner 108SD 4X4 Diesel Dump Truck Cab and Chassis	1	\$126,150.34	\$10,344.33	\$136,494.67

- Funding Amount and Source**

This replacement was budgeted during the 2019-2020 budget process in the amount of \$165,000.00. To correct a budgeting error, an additional \$100,000 budget transfer was approved in 2019 to upgrade the vehicle to 4x4 and a hook lift bed, for a total of \$265,000 (10% allowance of \$291,500.00). I am requesting Executive approval to purchase this unit from Freightliner Northwest of Olympia, Washington for the price of \$126,150.34, plus 8.2% sales tax of \$10,344.33 for a total amount of \$136,494.67. A separate bid award request for the hook lift sander and plow is concurrently in process in the amount of \$145,183.20 bringing the total for both truck, truck bed and hook lift to \$281,677.87, which is within the 10% allowance.

- Recommended Action**

Please approve this purchase and forward to the Executive and County Council for approval at the November 19, 2019 County Council Meeting. Please contact Eric L. Schlehuber at extension 6405 if you have any questions or concerns.



GORDON TRUCK CENTERS DEALER FAMILY

November 5, 2019

Whatcom County – Freightliner 108SD 4X4 Truck Chassis from WS DOT Contract

Segments A and B #01513 – Various Cab and Chassis

<u>Base Price</u>	<u>\$84,474.97</u>
Allison 3000RDS 5-Speed w/Fixed Shift for Snow-Plow	INC
Electric Trailer Brakes to Include 7-Way Plug @EOF (segment A item #33)	962.00
26K# Rear Suspension (4X4) Specification	INCL
14" Steel Painted Bumper	234.00
24" Front Frame Extension	INCL
Power Windows & Door Locks	204.00
Sun Visor for Safety	156.00
70-Gallon LH Rectangular Fuel Tank	107.00
Side of Hood Air Intake w/Snow Door	653.00
(5) Spare Rocker Switches in Dash	113.00
Interior Package for CB Radio Provisions	233.00
Battery Disconnect Switch	156.00
2-Valve Parking Valve w/Auto Neutral for Allison	129.00
16K# Detroit Steer Axle	INCL
16K# Taper Leaf Suspension	INCL
Standard Drum Brakes w/4X4 Option	INCL
Battery Jump Studs Next to Starter	89.00
Snow Plow Headlight Wiring/Switch (segment B page 61 Item#21)	168.00
PTO Switch w/Disengage Set to 25MPH (segment B page 78 item #50)	111.00
315 Michelin Steer Axle Tires	INCL
16K 4X4 Pkg. Including Tires, Springs, Brakes, Transfer Case (per email 8/17/17)	36,269.00



GORDON TRUCK CENTERS DEALER FAMILY

OFF CONTRACT AS PER WHATCOM COUNTY SPEC

MSRP

Horton 2-Speed Fan	274.55	(323.00)
LED Marker Lights	28.90	(34.00)
Dual Heated Mirrors w/RH & LH Remote	243.10	(286.00)
Premium High Back Driver Seat	351.90	(414.00)
Brake Application Gauge	56.95	(67.00)
Dash Mounted Air Restriction Gauge	34.00	(40.00)
Cobra 29 CB Radio Installed	140.25	(165.00)
Pre-Trip Light Check Switch	10.20	(12.00)
Sub-Total Less WA Admin Fee	\$125,198.82	
Enterprise Services Fee .0076%	951.52	
Sub-Total w/DES Fee	\$126,150.34	
WA Sales Tax Thurston County @8.2%	\$10,344.33	
Grand Sale Price w/All Taxes and Fees	\$136,494.67	

Please accept this pricing and following specification pages for the proposed sale of (1) 2021MY Freightliner 108SD 4X4 as priced per the WS DOT Contract 01513. The "off contract" items have been changed to reflect the 15% discount and certain items from Segment B of the State contract have been noted for clarification.

Paul M. Buckel

Freightliner Northwest

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Justin Myers
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WORKS
901 W SMITH RD

BELLINGHAM, WA 98226
Phone: 360 815 5596

Prepared by:
Paul Buckel
FREIGHTLINER NORTHWEST
13232 CASE ROAD S.W.
OLYMPIA, WA 98512
Phone: 206-601-5117

A proposal for
WHATCOM COUNTY PUBLIC WORKS

Prepared by
FREIGHTLINER NORTHWEST
Paul Buckel

Nov 01, 2019

Freightliner 108SD



Components shown may not reflect all spec'd options and are not to scale

Application Version 11.1.602
Data Version PRL-20D.024
Whatcom County 108SD 6x4 DD8
Hook Plow



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SPECIFICATION PROPOSAL

Description
Price Level
SD PRL-20D (EFF:04/30/19)
Data Version
SPECPRO21 DATA RELEASE VER 024
Vehicle Configuration
108SD CONVENTIONAL CHASSIS 2021 MODEL YEAR SPECIFIED SET BACK AXLE - TRUCK TRAILER TOWING PROVISION AT END OF FRAME FOR TRUCK LH PRIMARY STEERING LOCATION
General Service
TRUCK/TRAILER CONFIGURATION DOMICILED, USA (EXCLUDING CALIFORNIA AND CARB OPT-IN STATES) UTILITY/REPAIR/MAINTENANCE SERVICE GOVERNMENT BUSINESS SEGMENT DIRT/SAND/ROCK COMMODITY TERRAIN/DUTY: 100% (ALL) OF THE TIME, IN TRANSIT, IS SPENT ON PAVED ROADS MAXIMUM 8% EXPECTED GRADE ROUGH, MAINTAINED, CONCRETE OR ASPHALT PAVEMENT - MOST SEVERE IN-TRANSIT (BETWEEN SITES) ROAD SURFACE FREIGHTLINER SD VOCATIONAL WARRANTY EXPECTED FRONT AXLE(S) LOAD : 16000.0 lbs EXPECTED REAR DRIVE AXLE(S) LOAD : 22620.0 lbs EXPECTED GROSS VEHICLE WEIGHT CAPACITY : 38620.0 lbs EXPECTED GROSS COMBINATION WEIGHT : 80000.0 lbs

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Data Version PRL-20D.024
Whatcom County 108SD 6x4 DD8
Hook Plow



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Description
Truck Service
ROLL OFF/ROLL ON BODY EXPECTED TRUCK BODY LENGTH : 0.0 ft NORTHEND TRUCK EQUIPMENT, INC.
Tractor Service
FLATBED TRAILER SINGLE (1) TRAILER
Engine
CUM L9 270 HP @ 2000 RPM; 2200 GOV RPM, 800 LB/FT @ 1300 RPM
Electronic Parameters
65 MPH ROAD SPEED LIMIT CRUISE CONTROL SPEED LIMIT SAME AS ROAD SPEED LIMIT PTO RPM WITH CRUISE SET SWITCH - 700 RPM PTO RPM WITH CRUISE RESUME SWITCH - 800 RPM PTO MODE CANCEL VEHICLE SPEED - 25 MPH PTO GOVERNOR RAMP RATE - 100 RPM PER SECOND FUEL DOSING OF AFTERTREATMENT ENABLED IN PTO MODE-CLEANS HYDROCARBONS AT HIGH TEMPERATURES ONLY ENGINE BRAKE WITH CRUISE CONTROL ENABLED AT 3 MPH ABOVE SET SPEED, 2 MPH INCREMENT BETWEEN BRAKING LEVELS PTO MINIMUM RPM - 700 REGEN INHIBIT SPEED THRESHOLD - 5 MPH
Engine Equipment
2016-2019 ONBOARD DIAGNOSTICS/2010 EPA/CARB/FINAL GHG17 CONFIGURATION NO 2008 CARB EMISSION CERTIFICATION STANDARD OIL PAN ENGINE MOUNTED OIL CHECK AND FILL SIDE OF HOOD AIR INTAKE WITH FIREWALL MOUNTED DONALDSON AIR CLEANER DR 12V 160 AMP 28-SI QUADRAMOUNT PAD ALTERNATOR WITH REMOTE BATTERY VOLT SENSE

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Description

(2) DTNA GENUINE, FLOODED STARTING, MIN
2000CCA, 370RC, THREADED STUD BATTERIES
BATTERY BOX FRAME MOUNTED
STANDARD BATTERY JUMPERS
SINGLE BATTERY BOX FRAME MOUNTED LH
SIDE UNDER CAB
WIRE GROUND RETURN FOR BATTERY CABLES
WITH ADDITIONAL FRAME GROUND RETURN
NON-POLISHED BATTERY BOX COVER
CAB AUXILIARY POWER CABLE
POSITIVE LOAD DISCONNECT WITH CAB
MOUNTED CONTROL SWITCH MOUNTED
OUTBOARD DRIVER SEAT
POSITIVE AND NEGATIVE POSTS FOR
JUMPSTART LOCATED ON FRAME NEXT TO
STARTER
CUMMINS TURBOCHARGED 18.7 CFM AIR
COMPRESSOR WITH INTERNAL SAFETY VALVE
ELECTRONIC ENGINE INTEGRAL SHUTDOWN
PROTECTION SYSTEM
CUMMINS EXHAUST BRAKE INTEGRAL WITH
VARIABLE GEOMETRY TURBO WITH ON/OFF
DASH SWITCH, ACTIVATES STOP LAMPS
RH OUTBOARD UNDER STEP MOUNTED
HORIZONTAL AFTERTREATMENT SYSTEM
ASSEMBLY WITH RH B-PILLAR MOUNTED
VERTICAL TAILPIPE
ENGINE AFTERTREATMENT DEVICE,
AUTOMATIC OVER THE ROAD REGENERATION
AND DASH MOUNTED REGENERATION
REQUEST SWITCH
10 FOOT 06 INCH (126 INCH+0/-5.9 INCH)
EXHAUST SYSTEM HEIGHT
RH CURVED VERTICAL TAILPIPE B-PILLAR
MOUNTED ROUTED FROM STEP
13 GALLON DIESEL EXHAUST FLUID TANK
100 PERCENT DIESEL EXHAUST FLUID FILL
STANDARD DIESEL EXHAUST FLUID PUMP
MOUNTING
LH MEDIUM DUTY STANDARD DIESEL EXHAUST
FLUID TANK LOCATION
STANDARD DIESEL EXHAUST FLUID TANK CAP
ALUMINUM AFTERTREATMENT
DEVICE/MUFFLER/TAILOPIPE SHIELD(S)



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Description

HORTON 2-SPEED DRIVEMASTER ADVANTAGE
POLAREXTREME FAN DRIVE

AUTOMATIC FAN CONTROL WITH DASH
SWITCH AND INDICATOR LIGHT, NON ENGINE
MOUNTED

CUMMINS SPIN ON FUEL FILTER

COMBINATION FULL FLOW/BYPASS OIL FILTER

1115 SQUARE INCH ALUMINUM RADIATOR

ANTIFREEZE TO -34F, OAT (NITRITE AND
SILICATE FREE) EXTENDED LIFE COOLANT

GATES BLUE STRIPE COOLANT HOSES OR
EQUIVALENT

CONSTANT TENSION HOSE CLAMPS FOR
COOLANT HOSES

RADIATOR DRAIN VALVE

PHILLIPS-TEMRO 1000 WATT/115 VOLT BLOCK
HEATER

CHROME ENGINE HEATER RECEPTACLE
MOUNTED UNDER LH DOOR

ELECTRIC GRID AIR INTAKE WARMER

DELCO 12V 38MT HD STARTER WITH
INTEGRATED MAGNETIC SWITCH

Transmission

ALLISON 3000 RDS AUTOMATIC TRANSMISSION
WITH PTO PROVISION

Transmission Equipment

ALLISON VOCATIONAL PACKAGE 223 -
AVAILABLE ON 3000/4000 PRODUCT FAMILIES
WITH VOCATIONAL MODELS RDS, HS, MH AND
TRV

ALLISON VOCATIONAL RATING FOR ON/OFF
HIGHWAY APPLICATIONS AVAILABLE WITH ALL
PRODUCT FAMILIES

PRIMARY MODE GEARS, LOWEST GEAR 1,
START GEAR 1, HIGHEST GEAR 5, AVAILABLE
FOR 3000/4000 PRODUCT FAMILIES ONLY

SECONDARY MODE GEARS, LOWEST GEAR 1,
START GEAR 1, HIGHEST GEAR 4, AVAILABLE
FOR 3000/4000 PRODUCT FAMILIES ONLY

PRIMARY SHIFT SCHEDULE RECOMMENDED BY
DTNA AND ALLISON, THIS DEFINED BY ENGINE
AND VOCATIONAL USAGE



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Description

SECONDARY SHIFT SCHEDULE
RECOMMENDED BY DTNA AND ALLISON, THIS
DEFINED BY ENGINE AND VOCATIONAL USAGE
PRIMARY SHIFT SPEED RECOMMENDED BY
DTNA AND ALLISON, THIS DEFINED BY ENGINE
AND VOCATIONAL USAGE
SECONDARY SHIFT SPEED RECOMMENDED BY
DTNA AND ALLISON, THIS DEFINED BY ENGINE
AND VOCATIONAL USAGE
FUEL SENSE 2.0 DISABLED - PERFORMANCE -
TABLE BASED
DRIVER SWITCH INPUT - DEFAULT - NO
SWITCHES
ELECTRONIC TRANSMISSION CUSTOMER
ACCESS CONNECTOR MOUNTED BACK OF CAB
CUSTOMER INSTALLED CHELSEA 280 SERIES
PTO
PTO MOUNTING, LH SIDE OF MAIN
TRANSMISSION
MAGNETIC PLUGS, ENGINE DRAIN,
TRANSMISSION DRAIN, AXLE(S) FILL AND
DRAIN
PUSH BUTTON ELECTRONIC SHIFT CONTROL,
DASH MOUNTED
TRANSMISSION PROGNOSTICS - ENABLED 2013
WATER TO OIL TRANSMISSION COOLER, IN
RADIATOR END TANK
MERITOR MTC-4210 AND MTC-4213 TRANSFER
CASE OIL COOLER
TRANSMISSION OIL CHECK AND FILL WITH
ELECTRONIC OIL LEVEL CHECK
MERITOR MTC 4210XL-EVO 2-SPEED
TRANSFER CASE
TRANSFER CASE SHIFT CONTROLS WITH
TRANSFER CASE PTO ON/OFF SWITCH WHEN
APPLICABLE
SYNTHETIC TRANSMISSION FLUID (TES-295
COMPLIANT)

Front Axle and Equipment

MX-16-120 16,000# 1790MM KPI SINGLE FRONT
DRIVE AXLE
4.56 FRONT AXLE RATIO
MXL 16T MERITOR EXTENDED LUBE FRONT
STEERING AXLE DRIVELINE WITH HALF ROUND
YOKES

Application Version 11.1.602
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Description

MERITOR 16.5X6 Q+ MX DRIVE AXLE CAST
SPIDER CAM FRONT BRAKES
NON-ASBESTOS FRONT BRAKE LINING
MERITOR CAST IRON FRONT BRAKE DRUMS
FRONT BRAKE DUST SHIELDS
FRONT GREASE SEAL
STANDARD SPINDLE NUTS FOR ALL AXLES
MERITOR AUTOMATIC FRONT SLACK
ADJUSTERS
STANDARD KING PIN BUSHINGS
TRW TAS-85 POWER STEERING
POWER STEERING PUMP
4 QUART POWER STEERING RESERVOIR
OIL/AIR POWER STEERING COOLER
SYNTHETIC 75W-90 FRONT AXLE LUBE

Front Suspension

16,000# TAPERLEAF FRONT SUSPENSION
MAINTENANCE FREE RUBBER BUSHINGS -
FRONT SUSPENSION
NO FRONT SUSPENSION OPTIONS
FRONT SHOCK ABSORBERS

Rear Axle and Equipment

RS-23-161 23,000# R-SERIES SINGLE REAR
AXLE
4.56 REAR AXLE RATIO
IRON REAR AXLE CARRIER WITH STANDARD
AXLE HOUSING
MXL 17T MERITOR EXTENDED LUBE MAIN
DRIVELINE WITH HALF ROUND YOKES
MXL 17T MERITOR EXTENDED LUBE
INTERTRANSMISSION DRIVELINE WITH HALF
ROUND YOKES
MERITOR 16.5X7 Q+ CAST SPIDER CAM REAR
BRAKES, DOUBLE ANCHOR, FABRICATED
SHOES
NON-ASBESTOS REAR BRAKE LINING
BRAKE CAMS AND CHAMBERS ON REAR SIDE
OF DRIVE AXLE(S)
CAST IRON OUTBOARD REAR BRAKE DRUMS
REAR OIL SEALS



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Description

WABCO TRISTOP D LONGSTROKE 1-DRIVE
AXLE SPRING PARKING CHAMBERS
HALDEX AUTOMATIC REAR SLACK ADJUSTERS
ORGANIC SAE 80/90 REAR AXLE LUBE
STANDARD REAR AXLE BREATHER(S)

Rear Suspension

26,000# FLAT LEAF SPRING REAR SUSPENSION
WITH HELPER AND RADIUS ROD
SPRING SUSPENSION - NO AXLE SPACERS
STANDARD AXLE SEATS IN AXLE CLAMP
GROUP
FORE/AFT CONTROL RODS

Brake System

WABCO 4S/4M ABS
REINFORCED NYLON, FABRIC BRAID AND WIRE
BRAID CHASSIS AIR LINES
FIBER BRAID PARKING BRAKE HOSE
STANDARD BRAKE SYSTEM VALVES
STANDARD AIR SYSTEM PRESSURE
PROTECTION SYSTEM
STD U.S. FRONT BRAKE VALVE
RELAY VALVE WITH 5-8 PSI CRACK PRESSURE,
NO REAR PROPORTIONING VALVE
WABCO SYSTEM SAVER HP WITH INTEGRAL
AIR GOVERNOR AND HEATER
AIR DRYER MOUNTED OUTBOARD ON RH RAIL
STEEL AIR BRAKE RESERVOIRS
CLEAR FRAME RAIL FROM BACK OF CAB TO
FRONT REAR SUSPENSION BRACKET LH RAIL
INSIDE/OUTBOARD AND BELOW
PULL CABLE ON WET TANK, PETCOCK DRAIN
VALVES ON ALL OTHER AIR TANKS

Trailer Connections

AIR CONNECTIONS TO END OF FRAME WITH
GLAD HANDS FOR TRUCK AND NO DUST
COVERS
PRIMARY CONNECTOR/RECEPTACLE WIRED
FOR COMBINATION STOP/TURN, CENTER PIN
POWERED THROUGH IGNITION WITH STOP
SIGNAL PREWIRE PACKAGE
SAE J560 7-WAY PRIMARY TRAILER CABLE
RECEPTACLE MOUNTED END OF FRAME

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Description
UPGRADED CHASSIS MULTIPLEXING UNIT
Wheelbase & Frame
4850MM (191 INCH) WHEELBASE
7/16X3-9/16X11-1/8 INCH STEEL FRAME (11.11MMX282.6MM/0.437X11.13 INCH) 120KSI
1/4 INCH (6.35MM) C-CHANNEL INNER FRAME REINFORCEMENT
1900MM (75 INCH) REAR FRAME OVERHANG
FRAME OVERHANG RANGE: 71 INCH TO 80 INCH
24 INCH INTEGRAL FRONT FRAME EXTENSION
CALC'D BACK OF CAB TO REAR SUSP C/L (CA) : 125.39 in
CALCULATED EFFECTIVE BACK OF CAB TO REAR SUSPENSION C/L (CA) : 120.89 in
CALC'D FRAME LENGTH - OVERALL : 330.9
CALCULATED FRAME SPACE LH SIDE : 57.13 in
CALCULATED FRAME SPACE RH SIDE : 183.92 in
CALC'D SPACE AVAILABLE FOR DECKPLATE : 125.45 in
SQUARE END OF FRAME
FRONT CLOSING CROSSMEMBER
LIGHTWEIGHT HEAVY DUTY ALUMINUM ENGINE CROSSMEMBER
STANDARD MIDSHIP #1 CROSSMEMBER(S)
STANDARD REARMOST CROSSMEMBER
STANDARD SUSPENSION CROSSMEMBER
Chassis Equipment
14 INCH PAINTED STEEL BUMPER
FRONT TOW HOOKS - FRAME MOUNTED
BUMPER MOUNTING FOR SINGLE LICENSE PLATE
GRADE 8 THREADED HEX HEADED FRAME FASTENERS
Fuel Tanks
70 GALLON/264 LITER ALUMINUM FUEL TANK - LH
25 INCH DIAMETER FUEL TANK(S)

Prepared for:
Justin Myers
WHATCOM COUNTY PUBLIC
WORKS
901 W SMITH RD

BELLINGHAM, WA 98226
Phone: 360 815 5596

Prepared by:
Paul Buckel
FREIGHTLINER NORTHWEST
13232 CASE ROAD S.W.
OLYMPIA, WA 98512
Phone: 206-601-5117

Description
PLAIN ALUMINUM/PAINTED STEEL FUEL/HYDRAULIC TANK(S) WITH PAINTED BANDS FUEL TANK(S) FORWARD PLAIN STEP FINISH FUEL TANK CAP(S) DAVCO 245 FUEL/WATER SEPARATOR WITH 12 VOLT HEAT AND WATER IN FUEL SENSOR EQUIFLO INBOARD FUEL SYSTEM NO NATURAL GAS VEHICLE FUEL TANK VENT LINE/STACK HIGH TEMPERATURE REINFORCED NYLON FUEL LINE
Tires
MICHELIN XZU-S2 315/80R22.5 20 PLY RADIAL FRONT TIRES MICHELIN X WORKS XDY 11R22.5 16 PLY RADIAL REAR TIRES
Hubs
MERITOR IRON FRONT HUBS CONMET PRESET PLUS PREMIUM IRON REAR HUBS
Wheels
ACCURIDE 29300 22.5X9.00 10-HUB PILOT 6.38 INSET 5-HAND STEEL DISC FRONT WHEELS ACCURIDE 28828 22.5X8.25 10-HUB PILOT 2- HAND HD STEEL DISC REAR WHEELS NO FRONT HUB COVERS
Cab Exterior
108 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB AIR CAB MOUNTING NONREMOVABLE BUGSCREEN MOUNTED BEHIND GRILLE FRONT FENDERS SET-BACK AXLE LH AND RH GRAB HANDLES BRIGHT FINISH RADIATOR SHELL/HOOD BEZEL STATIONARY BLACK GRILLE WITH BRIGHT ACCENTS CHROME HOOD MOUNTED AIR INTAKE GRILLE FIBERGLASS HOOD

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Description

HOOD LINER INSULATION WITH SINGLE
FIREWALL INSULATION
SINGLE 14 INCH ROUND HADLEY AIR HORN
UNDER LH DECK
SINGLE ELECTRIC HORN
SINGLE HORN SHIELD
ALL UNIT(S) KEYED ALIKE WITH CUSTOMER
SPECIFIED KEY NUMBER FT1013
REAR LICENSE PLATE MOUNT END OF FRAME
HALOGEN COMPOSITE HEADLAMPS WITH
BRIGHT BEZELS
LED AERODYNAMIC MARKER LIGHTS
INTEGRAL STOP/TAIL/BACKUP LIGHTS
STANDARD FRONT TURN SIGNAL LAMPS
NO WORK LIGHT
DUAL WEST COAST BRIGHT FINISH HEATED
MIRRORS WITH LH AND RH REMOTE
DOOR MOUNTED MIRRORS
102 INCH EQUIPMENT WIDTH
LH AND RH 8 INCH BRIGHT FINISH CONVEX
MIRRORS MOUNTED UNDER PRIMARY
MIRRORS
RH DOWN VIEW MIRROR
STANDARD SIDE/REAR REFLECTORS
ELECTRIC HORN WARNING SYSTEM FOR PARK
BRAKE NOT SET WITH DOOR OPEN AND ALL
IGNITION KEY POSITIONS
COMPOSITE EXTERIOR SUN VISOR
63X14 INCH TINTED REAR WINDOW
TINTED DOOR GLASS LH AND RH WITH TINTED
NON-OPERATING WING WINDOWS
RH AND LH ELECTRIC POWERED WINDOWS,
PASSENGER SWITCHES ON DOOR(S)
TINTED WINDSHIELD
8 LITER WINDSHIELD WASHER RESERVOIR,
CAB MOUNTED, WITHOUT FLUID LEVEL
INDICATOR

Cab Interior

OPAL GRAY VINYL INTERIOR
MOLDED PLASTIC DOOR PANEL WITHOUT
VINYL INSERT WITH ALUMINUM KICKPLATE
LOWER DOOR

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Description

MOLDED PLASTIC DOOR PANEL WITHOUT
VINYL INSERT WITH ALUMINUM KICKPLATE
LOWER DOOR
BLACK MATS WITH SINGLE INSULATION
NO DASH MOUNTED ASH TRAYS AND LIGHTER
FORWARD ROOF MOUNTED CONSOLE WITH
UPPER STORAGE COMPARTMENTS WITHOUT
NETTING
IN DASH STORAGE BIN
(2) CUP HOLDERS LH AND RH DASH
GRAY/CHARCOAL FLAT DASH
SMART SWITCH EXPANSION MODULE
HEATER, DEFROSTER AND AIR CONDITIONER
STANDARD HVAC DUCTING
MAIN HVAC CONTROLS WITH RECIRCULATION
SWITCH
STANDARD HEATER PLUMBING
VALEO HEAVY DUTY A/C REFRIGERANT
COMPRESSOR
BINARY CONTROL, R-134A
PREMIUM INSULATION
SOLID-STATE CIRCUIT PROTECTION AND
FUSES
12V NEGATIVE GROUND ELECTRICAL SYSTEM
DOME DOOR ACTIVATED LH AND RH, DUAL
READING LIGHTS, FORWARD CAB ROOF
LH AND RH ELECTRIC DOOR LOCKS
(1) 12 VOLT POWER SUPPLY IN DASH
PREMIUM HIGH BACK AIR SUSPENSION DRIVER
SEAT WITH 3 CHAMBER AIR LUMBAR,
INTEGRATED CUSHION EXTENSION, FORWARD
AND REAR CUSHION TILT, ADJUSTABLE SHOCK
ABSORBER
BASIC HIGH BACK AIR SUSPENSION
PASSENGER SEAT WITH MECHANICAL LUMBAR
AND INTEGRATED CUSHION EXTENSION
DUAL DRIVER SEAT ARMRESTS, NO
PASSENGER SEAT ARMRESTS
LH AND RH INTEGRAL DOOR PANEL ARMRESTS
VINYL WITH VINYL INSERT DRIVER SEAT
VINYL WITH VINYL INSERT PASSENGER SEAT
BLACK SEAT BELTS



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Description

ADJUSTABLE TILT AND TELESOPING
STEERING COLUMN
4-SPOKE 18 INCH (450MM) STEERING WHEEL
DRIVER AND PASSENGER INTERIOR SUN
VISORS
NO ENTRY/ACCESS/STEP WIRING

Instruments & Controls

GRAY DRIVER INSTRUMENT PANEL
GRAY CENTER INSTRUMENT PANEL
BLACK GAUGE BEZELS
LOW AIR PRESSURE INDICATOR LIGHT AND
AUDIBLE ALARM
(1) SINGLE BRAKE APPLICATION AIR GAUGE
2 INCH PRIMARY AND SECONDARY AIR
PRESSURE GAUGES
DASH MOUNTED AIR RESTRICTION INDICATOR
WITH GRADUATIONS
97 DB BACKUP ALARM
ELECTRONIC CRUISE CONTROL WITH
SWITCHES IN LH SWITCH PANEL
KEY OPERATED IGNITION SWITCH AND
INTEGRAL START POSITION; 4 POSITION
OFF/RUN/START/ACCESSORY
ICU3S, 132X48 DISPLAY WITH DIAGNOSTICS, 28
LED WARNING LAMPS AND DATA LINKED
HEAVY DUTY ONBOARD DIAGNOSTICS
INTERFACE CONNECTOR LOCATED BELOW LH
DASH
2 INCH ELECTRIC FUEL GAUGE
PROGRAMMABLE RPM CONTROL -
ELECTRONIC ENGINE
CHASSIS MODULE JUMPER AND BRACKET FOR
BODY BUILDER TO RELOCATE THE CHASSIS
MODULE INTO THE CAB
ELECTRICAL ENGINE COOLANT TEMPERATURE
GAUGE
2 INCH TRANSMISSION OIL TEMPERATURE
GAUGE
ENGINE AND TRIP HOUR METERS INTEGRAL
WITHIN DRIVER DISPLAY
(1) DASH MOUNTED PTO SWITCH WITH
INDICATOR LAMP
ELECTRIC ENGINE OIL PRESSURE GAUGE



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Description

OVERHEAD INSTRUMENT PANEL
AM/FM/WB WORLD TUNER RADIO WITH
BLUETOOTH AND USB AND AUXILIARY INPUTS,
J1939
DASH MOUNTED RADIO
(2) RADIO SPEAKERS IN CAB
POWER AND GROUND STUDS IN DASH PLUS
ROOF CONSOLE WIRING
ROOF/OVERHEAD CONSOLE CB RADIO
PROVISION
MULTI-BAND AM/FM/WB/CB LH MIRROR
MOUNTED ANTENNA SYSTEM
ELECTRONIC MPH SPEEDOMETER WITH
SECONDARY KPH SCALE, WITHOUT
ODOMETER
STANDARD VEHICLE SPEED SENSOR
ELECTRONIC 3000 RPM TACHOMETER
IGNITION SWITCH CONTROLLED ENGINE STOP
FIVE ON/OFF ROCKER SWITCHES IN THE DASH
WITH INDICATOR LIGHTS; FOUR WIRE TO
CHASSIS AT BACK OF CAB, ONE UNWIRED,
LABEL ALL OPT
PRE-TRIP LAMP INSPECTION, ALL OUTPUTS
FLASH, WITH SMART SWITCH
BW TRACTOR PROTECTION VALVE
TRAILER HAND CONTROL BRAKE VALVE
DIGITAL VOLTAGE DISPLAY INTEGRAL WITH
DRIVER DISPLAY
SINGLE ELECTRIC WINDSHIELD WIPER MOTOR
WITH DELAY
MARKER LIGHT SWITCH INTEGRAL WITH
HEADLIGHT SWITCH
TWO VALVE PARKING BRAKE SYSTEM WITH
DASH VALVE CONTROL AUTONEUTRAL AND
WARNING INDICATOR
SELF CANCELING TURN SIGNAL SWITCH WITH
DIMMER, WASHER/WIPER AND HAZARD IN
HANDLE
INTEGRAL ELECTRONIC TURN SIGNAL
FLASHER WITH HAZARD LAMPS OVERRIDING
STOP LAMPS

Design

PAINT: ONE SOLID COLOR

Application Version 11.1.602
Data Version PRL-20D.024
Whatcom County 108SD 6x4 DD8
Hook Plow



11/01/2019 11:22 AM

Page 14 of 17

Prepared for:
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WHATCOM COUNTY PUBLIC
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Description	
Color	CAB COLOR A: L0762EB MED RED ELITE BC BLACK, HIGH SOLIDS POLYURETHANE CHASSIS PAINT POWDER WHITE (N0006EA) FRONT WHEELS/RIMS (PKWHT21, TKWHT21, W, TW) POWDER WHITE (N0006EA) REAR WHEELS/RIMS (PKWHT21, TKWHT21, W, TW) STANDARD BLACK BUMPER PAINT SUNVISOR PAINTED SAME AS CAB COLOR A STANDARD E COAT/UNDERCOATING
Certification / Compliance	U.S. FMVSS CERTIFICATION, EXCEPT SALES CABS AND GLIDER KITS
Secondary Factory Options	DEALER/CUSTOMER ADVISED AND ACCEPTS BUMPER SHOULD BE REMOVED PRIOR TO RECOVERING/TOWING THE VEHICLE PER FRACAS:11687
Raw Performance Data	CALC'D FRAME LENGTH - OVERALL : 330.9 CALCULATED EFFECTIVE BACK OF CAB TO REAR SUSPENSION C/L (CA) : 120.89 in CALC'D SPACE AVAILABLE FOR DECKPLATE : 125.45 in

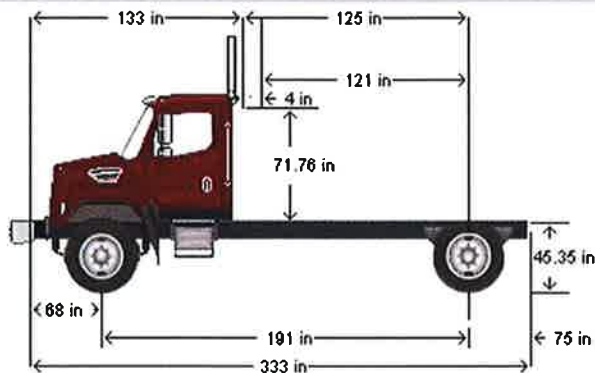
(***) All cost increases for major components (Engines, Transmissions, Axles, Front and Rear Tires) and government mandated requirements, tariffs, and raw material surcharges will be passed through and added to factory invoices.

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DIMENSIONS



VEHICLE SPECIFICATIONS SUMMARY - DIMENSIONS

Wheelbase (545)	4850MM (191 INCH) WHEELBASE
Rear Frame Overhang (552)	1900MM (75 INCH) REAR FRAME OVERHANG
Fifth Wheel (578)	NO FIFTH WHEEL
Mounting Location (577)	NO FIFTH WHEEL LOCATION
Maximum Forward Position (in)	0
Maximum Rearward Position (in)	0
Amount of Slide Travel (in)	0
Slide Increment (in)	0
Desired Slide Position (in)	0.0
Cab Size (829)	108 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB
Sleeper (682)	NO SLEEPER BOX/SLEEPER CAB
Exhaust System (016)	RH OUTBOARD UNDER STEP MOUNTED HORIZONTAL AFTERTREATMENT SYSTEM ASSEMBLY WITH RH B-PILLAR MOUNTED VERTICAL TAILPIPE

TABLE SUMMARY - DIMENSIONS

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Justin Myers
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Dimensions	Inches
Bumper to Back of Cab (BBC)	133.3
Bumper to Centerline of Front Axle (BA)	67.7
Min. Cab to Body Clearance (CB)	3.0
Back of Cab to Centerline of Rear Axle(s) (CA)	125.4
Effective Back of Cab to Centerline of Rear Axle(s) (Effective CA)	120.9
Back of Cab Protrusions (Exhaust/Intake) (CP)	0.0
Back of Cab Protrusions (Side Extenders/Trim Tab) (CP)	4.5
Back of Cab Protrusions (CNG Tank)	0.0
Back of Cab Clearance (CL)	4.5
Back of Cab to End of Frame	200.2
Cab Height (CH)	71.8
Wheelbase (WB)	190.9
Frame Overhang (OH)	74.8
Overall Length (OAL)	333.5
Rear Axle Spacing	0.0
Unladen Frame Height at Centerline of Rear Axle	45.3

Performance calculations are estimates only. If performance calculations are critical, please contact Customer Application Engineering.

Jon Hutchings
Director



MEMORANDUM

To: Brad Bennett, AS Finance Manager
Through: Jon Hutchings, Public Works Director 
From: Eric L. Schlehuber, PW Equipment Services Manager 
Date: November 6, 2019
Re: Purchase of one (1) 2021 Dump Body, Hook Lift Sander and Plow
(State Contract #01117, Dump Bodies, Snow Plows Various Types, Controls & Services)

- Requested Action**

After researching costs of dump truck bodies, hook lift sanders and plows, I am requesting Executive approval to purchase one (1) 2021 Dump Body, Hook Lift Sander and Plow from the Washington State Bid Procurement List (Contract #01117, Dump Bodies, Snow Plows Various Types, Controls & Services). The current state contract is for the period of May 1, 2019 through May 1, 2020. The hook lift sander and plow will be used to replace the following units:

DEPARTMENT	REPLACE UNIT	YEAR / MAKE / MODEL
M&O	213	1988 International 5 YD Single Axle Dump Truck
M&O	456	2000 Swenson Sander
M&O	596	12' Steel Snow Plow

- Background and Purpose**

The dump truck cab, truck bed and chassis (#213), were approved for replacement in the 2019-2020 Equipment Rental and Revolving Capital Equipment Budget to be used by Whatcom County Public Works. There adequate unspent capital budget authorities for the upgrades to the hook lift sander and plow, and upgrade for 4x4. The Maintenance and Operations Division will use this 5yd Single Axle 4x4 Dump Truck with hook lift sander and plow regularly in the performance of county business. The cab and chassis will be submitted under a separate bid award request memo.

VENDOR	YEAR / MAKE / MODEL	QTY	PRICE EACH	SALES TAX TOTAL (8.5%)	EXTENDED TOTAL
Northend Truck Equipment	2021 Dump Body, Hook Lift Sander and Plow	1	\$133,809.40	\$11,373.80	\$145,183.20

- Funding Amount and Source**

The replacement of the truck body was budgeted under the replacement of the unit #213. This unit was budgeted during the 2019-2020 budget process in the amount of \$165,000.00. To correct a budgeting error, an additional \$100,000 budget transfer was approved in 2019 to upgrade the vehicle to 4x4 with a hook lift bed, for a total of \$265,000 (10% allowance of \$291,500.00). The cab and chassis were requested under a separate bid award in the amount of \$136,494.67. The remaining amount of \$45,001.90, along with sufficient unspent capital budget authority of \$100,000, provide a remaining budgeted amount of \$145,001.10. I am requesting Executive and Council approval to purchase these units from Northend Truck Equipment of Marysville, Washington for the price of \$133,809.40, plus 8.5% sales tax of \$11,373.80 for a total amount of \$145,183.20. A separate bid award request

for the cab and chassis is concurrently in process in the amount of \$136,494.67 bringing the total for both truck, truck bed and hook lift to \$281,677.87, which is within the 10% allowance.

- **Recommended Action**

Please approve this purchase and forward to the Executive and County Council for approval at the November 19, 2019 County Council Meeting. Please contact Eric L. Schlehuber at extension 6405 if you have any questions or concerns.



Quote# 190605WC

R.1

Price Quotation For

10/29/2019

Northend Truck Equipment

14919 - 40th Ave. N.E.

Marysville, WA 98271

Ph: 360-653-6066 Fax: 360-653-0100

1-800-653-6066

Visit Our Web Site - www.northendtruck.com**Prepared For:**

Justin Myers

Whatcom County PW

Maintenance Supervisor

360-815-5596

jMyers@co.whatcom.wa.us**State of Washington Current Contract Information:**

Effective Date: 05-01-2018

Contract number: 01117

Contract title: DUMP BODIES, SNOW PLOWS VARIOUS TYPES, CONTROLS & SERVICES

Excel#	Item #	Category	QTY	Unit Price	Total Price
Dump Body Category A (Sanders)					
63	-	Monroe 11' V-Hopper Sander	1	\$27,074.00	\$27,074.00
70	1	Hook-Lift Skid, to include tip up spinner modifications so as to not interfere with loading and unloading of the unit. Manual hand winch to tip up spinner assembly shall be accessible from the ground and have friction brake. Winch cable to run through an upper pulley attached to an extended bolt on bracket located near the top of the rear panel with a guide roller at rear of the tail section to include a second pulley near the bottom of the spinner assembly for ease of lifting. Hooklift skid must be capable of being loaded/unloaded from the chassis at maximum rated hopper capacity.	1	\$2,637.00	\$2,637.00
91	21	Deduct for no prewet system	1	-\$3,284.00	-\$3,284.00
Dump Body Category C (Dump Bodies)					
101	17	Steel Tool Box 18 x 18 x 36, CA Room Permitting (Installed) Location Determined At Time Of Order	1	\$650.00	\$650.00
114	3	5-6 Yard Skid Mounted Dump Body to Include Stucchi Multi Connector with Air and Electrical to Reach Back of Cab Per DOT Spec's (11' Long)	1	\$17,868.00	\$17,868.00
118	7	Steel Rollers For Hook Lift Skid	1	\$648.00	\$648.00
139	28	Ladder Rung Walk Rails I.L.O. Rebar	1	\$357.00	\$357.00
Dump Body Category G (Palift & Options)					
16	1	Palift T-29 For Single Axle Chassis	1	\$27,851.00	\$27,851.00
Category G: NTE (Additional Products And Services)					
Hitch Options					
30	2	580 None Air Hitch With "D" Rings Installed Complete With OEM Gladhands Seven Way Plug, Back-up Alarm, and Tail Lights	1	\$1,985.00	\$1,985.00
32	4	Full Width Tube Style ICC Bumper With LED Sealed Beam Stop, Turn, Tail Lights Includes Alt. Flash (Does Not Include Hitch)	1	\$1,288.00	\$1,288.00



Quote# 190605WC

10/29/2019

Northend Truck Equipment

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Ph: 360-653-6066 Fax: 360-653-0100

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Fender Options					
41	g.	Steel Fender Set For Single Axle Painted Black With Radius Both Ends	1	\$1,563.00	\$1,563.00 ✓
Tarp And Rack Options					
45	2	Back Of Cab T-Rack To Include (2) Whelan L-31 And (1) LED Work Light	1	\$1,842.00	\$1,842.00 ✓
NTE Basic Hydraulics					
23	1	Closed Center Snow and Ice System Multi Section Valve With 5100EX Electric Sander Valve Control and Stainless Box (Room Permitting) With Load Sense Pump Front Mounted With OEM Front Frame Rail Extensions, Electric Ultra Arm Control Console, Behind The Cab Tank, or VT35 with Poly Or Stainless Lid, With Basic Hoses and Fittings Installed (See Sander Line Option)	1	\$24,375.00	\$24,375.00 ✓
58	10	Stucchi Multi Connector, Fixed and Mobile Half For Sander Includes Parking Station and Cover	1	\$2,045.00	\$2,045.00 ✓
59	11	Sander Lines The Rear With QD's	1	\$1,344.00	\$1,344.00 ✓
Plow Category 2					
10	-	Henke Flatplate Hitch (requires extended front frame rails and stationary grill)	1	\$2,978.00	\$2,978.00 ✓
16	-	4x4 Truck (Add)	1	\$698.00	\$698.00 ✓
19	-	Truck-Lite #80800 plow lights, to be hooked up to Chassis provided wiring and switch , Includes Adjustable Stainless Steel Brackets (Installed)	1	\$825.00	\$825.00 ✓
Plow Category 3					
25	1	Slotted Trips in lieu of shear bars	1	\$1,439.00	\$1,439.00 ✓
30	6	12' Reversible Parallel Lift "Short" Batwing Plow ***11 ft Plow In Lieu Of 12 ft ***	1	\$12,952.00	\$12,952.00 ✓
37	1	Henke Plow shipped to Northend Truck set up and tested with plumbing and Stucchi, test and adjust float pressure. Ship with completed unit.	1	\$975.00	\$975.00 ✓
Parts and Service (Parts Needed)			List Price		20% Discount
43	21	NE-19E DLA/Anti-Icing 3-Lane Harness Kit to Add to 5100ex-3 Harnessing (Flow Meter Feedback Incl.)	1	\$1,078.88	\$863.10 ✓
45	23	NE-21E Hot Shift PTO (280 Series), Direct Mount Load Sense Pump for Allison 3000 & 4000 Series	1	\$2,354.63	\$1,883.70 ✓
46	24	NE-22E High Pressure Hooklift Valves and Controls	1	\$3,690.75	\$2,952.60 ✓
Total With Quantity Items Selected					\$133,809.40
Applicable Sales Tax Percentage at Delivery Location			8.50%		\$11,373.80
Total Price with Tax Included					\$145,183.20



Quote# 190605WC

10/29/2019

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Visit Our Web Site - www.northendtruck.com

Notes:

- Body Color: Silver
- Plow Color: Orange
- Tool Box Color: White
- New chassis to have 120" of usable CA
- New chassis to be equipped with extended front frame rails (not bolt on) and stationary grill.

Accepted: *Zack Andrews*

10/29/2019 Accepted: _____ Date: _____

Zack Andrews

Justin Myers

NORTHEND TRUCK EQUIPMENT

Whatcom County PW

PO# _____

Thank You for your help on this, if you have any questions or need additional information
Please call or email me at 425-903-2207, ZackA@northendtruck.com

Sincerely,

NORTHEND TRUCK EQUIPMENT

Zack Andrews

Sales



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-575

File ID:	AB2019-575	Version:	1	Status:	Agenda Ready
File Created:	10/31/2019	Entered by:	SMurdoch@co.whatcom.wa.us		
Department:	Health Department	File Type:	Discussion		
Assigned to:	Council Special Committee of the Whole			Final Action:	
Agenda Date:	11/19/2019			Enactment #:	

Primary Contact Email: abeck@co.whatcom.wa.us

TITLE FOR AGENDA ITEM:

Winter weather shelter updates from the Health Department and other providers

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

See Attachment

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
-------	--------------	---------	----------



Memorandum

TO: JACK LOUWS

FROM: Ann Beck

DATE: October 31, 2019

RE: Update from the Health Department on Severe Weather Shelters

During the November 19, 2019 County Council Special Committee of the Whole, an update will be provided on the Severe Weather Shelter efforts in Whatcom County. The Health Department convened a brief series of subcommittee meetings chartered by the Whatcom County Housing Advisory Committee to focus on creating a plan for the coming winter. In the event that extreme cold and potentially life-threatening weather conditions are forecasted and capacity is limited at winter shelters, severe weather shelters will be opened beginning November 1, 2019 through February 29, 2020. Current actions have been accomplished to date to address the public health concern of human exposure to severe cold weather.

- Four severe weather shelter sites have signed LOA's to operate under the severe weather guiding assumptions.
- Whatcom Volunteer Center has begun coordinating volunteers to staff severe weather shelters.
- Severe weather shelter volunteers have been trained and screened to provide staffing.
- Joint communication plan has been developed and implemented by the City of Bellingham and Whatcom County Health Department staff
- Women's Civic Field *Winter* Shelter will open in late November/early December, and will remain open throughout the winter months.

Health Department staff has been working closely with partners throughout the community to implement necessary actions guided by the Severe Weather Shelter Subcommittee Action Plan. Severe weather shelter information is now online. The collaboration among the community partners and the Health Department has addressed the concern of human exposure to severe cold weather this upcoming season.





Severe Weather Shelter Subcommittee Action Plan

Tasks	Who is Assigned	Action	Goal Date	Finished Date
Convene Communication Team	Office of Emergency Mgmt and WCHD/COB communications staff; HOT; EMS	Convene a team to create a communication plan, providing messages to the community and those who would need to use services.	8/2 Team Met: 8/2, 8/29, 10/7, 10/22 Completion Goal: 11/1	Press release out 11/1
Recruit Partners	WCHD	Reach out to potential partners including (faith and non-faith)	7/15 Extended for larger audience	8/24 9/15
		Send out letter of interest, to include list of assumptions	8/2	7/31
		Response received by potential partners	8/15-Extended to 9/15	9/15
		Letters of agreement drafted	9/6	10/09
		Contracts/LOA's signed	10/1	10/31
Research Alternative Resources	WCHD	Seeking out volunteer networks and training ideas	8/15	LOA with VC signed 10/14
Safety Measures	Partners	Volunteer Training	11/1	10/30 and 11/13
Final Report to WCHAC and Council	WCHD	Presenting assumption and next steps to council and WCHAC	10/10-WCHAC 11/6-Council	11/19-Council
Review Transportation Options	Partners	County meets with WTA to discuss options	9/30	9/6

WHATCOM COUNTY SHELTERS

Only open when weather conditions reach temperatures of 28 degrees or less (considering wind chill & precipitation)

Severe Weather Shelters

Open when certain conditions are met

Severe Weather Shelter Providers

- Fountain Community Church
 - Up to 50 beds
 - Men, women, families
- Downtown Christ the King Church
 - up to 60 beds
 - Men and people with special health needs
- Seventh Day Adventist Church
 - Up to up to 60 beds
 - Men, women, and families
- Garden Street United Methodist Church
 - Up to 15 beds
 - Families

Youth Emergency Winter Shelter

at First Congregational Church
Operated by Northwest Youth Services
funded by City of Bellingham
35 beds for youth (age 13-24)
December - February 2020 (if approved)

Emergency Winter Shelter Hotline:

360-788-7983

Updated daily

Women's Winter Shelter at Civic Field

operated by Opportunity Council
funded by City of Bellingham
40 beds for women
Late November - February 2020
Check-in at the Mission

Drop-In Center

By Lighthouse Mission Ministries
privately funded by our community
150 bed Emergency Shelter
Serves men & women
Open year-round
TheLighthouseMission.org



youth services



WINTER EMERGENCY SHELTER HOTLINE



360-788-7983

Updated by 9 a.m. daily Nov. 1, 2019 to Feb. 29, 2020



Opportunity Council- Community Resource Center
Open 10 a.m. - 4 p.m.
1111 Cornwall Ave., Bellingham

Lighthouse Mission Ministries Drop-In Center
Open 24/7 1013 West Holly, Bellingham



For more resources and further info:
whatcomcounty.us/homelessshelter

For a map of shelter locations:
cob.org/shelters



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-596

File ID:	AB2019-596	Version:	1	Status:	Agenda Ready
File Created:	11/12/2019	Entered by:			
Department:		File Type:	Discussion		
Assigned to:	Council Special Committee of the Whole	Final Action:			
Agenda Date:	11/19/2019	Enactment #:			

Primary Contact Email: dbrown@co.whatcom.wa.us

TITLE FOR AGENDA ITEM:

Discussion regarding a proposed ordinance amending the 2020 Whatcom County Budget, Request No. 1, in the amount of \$18,918,279

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

This ordinance proposes the following:

From the General Fund:

1. To move \$1,811,197 out of Non-Departmental wage and benefit reserves to distribute to all General Fund departments in accordance with 2020 wage and benefit settlements.
2. To appropriate \$60,000 in Assessor to fund high value appeal defense - professional services.
3. To appropriate \$30,000 in District Court to fund increases in interpreter and Pro Tem Judge services.
4. To appropriate \$51,407 in District Court Probation to fund .5 FTE Probation Officer increase to 1 FTE.
5. To appropriate \$90,000 in District Court Probation to fund domestic violence perpetrator program from transfer in from the Behavior Health Programs Fund.
6. To record decrease of \$106,562 in Executive as a result of Director of Administrative Services wage and benefit reallocation.
7. To appropriate \$549,015 in Health to move mental health and developmental disability millage funds back to the General Fund.
8. To appropriate \$282,823 in Health to fund various substance use programs funded grant

proceeds.

9. To appropriate \$10,000 in Health to fund severe weather shelter support.
10. To appropriate \$200,000 in Health to fund housing renovation projects for individuals with developmental disabilities.
11. To appropriate \$87,369 in Juvenile to fund OCVA CASA grant program.
12. To appropriate \$634,856 in Non-Departmental to fund transfer to the Jail Fund and the Election Reserve Fund to support mid-biennium adjustments.
13. To appropriate \$5,900 in Parks to fund increased ER&R rate on dump truck and additional senior center extra help hours.
14. To appropriate \$63,032 in Prosecuting Attorney to fund increase of a .6 FTE Sr Deputy II position to a 1 FTE.
15. To appropriate \$96,088 in Public Defender to fund the addition of a 1 FTE Deputy I position.
16. To appropriate \$67,017 in Sheriff to fund Crisis Negotiation team training, polygraph operator training, community relations consultant contract and a Lexipol policy management system.
17. To appropriate \$15,000 in WSU Extension to fund solid waste program expansion.

From the Road Fund:

18. To appropriate \$77,000 in Public Works - Admin to fund Road Fund's portion of CosMos Model funding and 2020 Ferry Program wage supplement.
19. To appropriate \$10,401,396 in Public Works - Construction to fund 2020 Annual Road Program.
20. To appropriate \$148,718 in Public Works - M&O to fund 2 FTEs Road Maintenance Workers.
21. To appropriate \$273,500 in Public Works - M&O to fund transfers to ER&R for vehicle additions, upgrades and new salt & sand bunkers.
22. To appropriate \$50,000 in Public Works - M&O to fund a sign roller flatbed and sign cutter/printer replacement.
23. To appropriate \$45,000 in Public Works - NPDES to fund transfer to ER&R for vehicle addition and annual ER&R maintenance/replacement fees.

From the Election Reserve Fund:

24. To appropriate \$207,326 to fund Presidential Primary and increased election costs from grant funding and general fund transfer in.

From the Veteran's Relief Fund:

25. To appropriate \$3,906 to fund 2020 wage and benefit settlements.

From the Whatcom County Jail Fund:

26. To appropriate \$150,000 to fund additional contract beds.
27. To appropriate \$9,000 to fund increased Black Rock (Wave) fiber connection costs.
28. To appropriate \$373,006 to fund increased inmate medical program costs.
29. To appropriate \$29,191 to fund Lexipol policy management system.
30. To record \$552,856 transfer in from the General Fund to cover all mid-biennium expenditure

requests.

From the Homeless Housing Fund:

- 31. To appropriate \$3,054 to fund 2020 wage and benefit settlements
- 32. To decrease 2020 appropriation by \$390,000 due to decreased homeless housing surcharge revenues.

From the Stormwater Fund:

- 33. To appropriate \$40,000 to fund Lake Whatcom on-site septic system impact assessment from Flood transfer in.

From the Behavioral Health Programs Fund:

- 34. To appropriate \$210,000 in Health to fund GRACE Program services from local grant proceeds.
- 35. To appropriate \$48,000 in Health to fund CDE Medical Outreach vehicle purchase transfer to ER&R.
- 36. To appropriate \$1,317,047 in Health to fund additional behavioral health services.
- 37. To appropriate \$3,340 in Superior Court - Drug Court to fund 2020 wage and benefit settlements.

From the Mental Health & Developmental Disabilities Fund:

- 38. To appropriate \$648,000 to move budget authority back to the General Fund.

From the Swift Creek Sediment Management Fund:

- 39. To appropriate \$665,000 to fund 2020 budget.

From the Solid Waste Fund:

- 40. To appropriate \$25,309 to fund 2020 wage and benefit settlements.
- 41. To appropriate \$25,000 to fund Disposal of Toxics facility maintenance.
- 42. To appropriate \$133,445 to fund solid waste comp plan update.
- 43. To appropriate \$475,000 to fund Point Roberts solid waste collection services from fee revenues.
- 44. To appropriate \$126,775 to fund waste reduction and recycling program expansion.
- 45. To appropriate \$5,950 to fund EnviroStars program annual dues.

From the Whatcom County Convention Center (Lodging Tax) Fund:

- 46. To appropriate \$565,775 to fund wayfinding project.

From the Community Development Fund:

- 47. To appropriate \$6,000 to fund on-site septic system rebate program expansion.

From the Emergency Management Fund:

- 48. To appropriate \$10,693 to fund 2020 wage and benefit settlements.

From the Real Estate Excise Tax II Fund:

- 49. To appropriate \$425,025 to fund transfer in support of Lake Whatcom Park projects.

From the Real Estate Excise Tax I Fund:

- 50. To appropriate \$115,000 to fund carpeting and repainting the Public Defender building.

From the Public Utilities Improvement (EDI) Fund:

51. To appropriate \$113,824 to increase funding for the Tri-Funder Agreement for economic development.

52. To appropriate \$500,000 to fund Housing Affordable impact fee loan program.

From the Ferry Fund:

53. To appropriate \$60,000 to fund 2020 Ferry wage supplement.

From the Equipment Rental & Revolving (ER&R) Fund:

54. To appropriate \$476,000 to fund additional salt & sand bunkers for M&O, vehicle additions and upgrades for M&O, NPDES, Parks, AS-Facilities and Health.

55. To appropriate \$250,000 to fund increased shop rates offset by intrafund revenues in ER&R.

From the Administrative Services Fund:

56. To appropriate \$106,562 in AS-Admin to fund Director of Administrative Services wage and benefit re-allocation.

57. To appropriate \$107,420 in AS-Facilities to fund snow and ice removal equipment, purchase of 3 used surplus vehicles, ongoing fuel and maintenance costs for the vehicles, and re-appropriation of funding for a shared (with M&O) bucket truck.

58. To appropriate \$200,000 in AS-Tort to fund increase in general liability insurance premiums.

59. To appropriate \$25,000 in AS-Human Resources to fund additional professional negotiator services.

60. To appropriate \$20,000 in AS-Information Technology to fund Microsoft E-mail Advanced Threat Protection service.

In the Affordable & Supportive Housing Fund:

61. To record \$800,000 new housing fund revenues.

In addition, Supplemental #1 contains changes to Exhibit B - Capital Appropriations and Exhibit C - Position Control Changes due to approved mid-biennium requests.

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
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**ORDINANCE NO.
AMENDMENT NO. 1 OF THE 2020 BUDGET**

WHEREAS, the 2019-2020 budget was adopted November 20, 2018; and,

WHEREAS, changing circumstances require modifications to the approved 2019-2020 budget; and,

WHEREAS, the modifications to the budget have been assembled here for deliberation by the Whatcom County Council,

NOW, THEREFORE, BE IT ORDAINED by the Whatcom County Council that the 2019-2020 Whatcom County Budget Ordinance #2018-064 is hereby amended by adding the following additional amounts to the 2020 budget included therein:

Fund	Expenditures	Revenues	Net Effect
General Fund			
Assessor	220,822	-	220,822
Auditor	27,352	-	27,352
Council	43,732	-	43,732
Clerk	148,827	-	148,827
District Court	185,883	-	185,883
District Court Probation	237,278	(90,000)	147,278
Executive	(60,466)	-	(60,466)
Health	1,315,023	(857,026)	457,997
Hearing Examiner	5,479	-	5,479
Juvenile	233,468	(87,369)	146,099
Parks	81,060	-	81,060
Planning and Development Services	179,224	-	179,224
Prosecuting Attorney	249,777	-	249,777
Public Defender	159,874	-	159,874
Sheriff	136,477	(11,722)	124,755
Superior Court	93,298	-	93,298
Treasurer	21,925	-	21,925
Extension	26,325	(15,000)	11,325
Non-Departmental	(1,176,341)	-	(1,176,341)
Total General Fund	2,129,017	(1,061,117)	1,067,900
Road Fund	10,995,614	(3,011,000)	7,984,614
Election Reserve Fund	207,326	(207,326)	-
Veteran's Relief Fund	3,906	-	3,906
Jail Fund	561,197	(561,197)	-
Homeless Housing Fund	(386,946)	390,000	3,054
Stormwater Fund	40,000	(40,000)	-
Behavioral Health Programs Fund	1,578,387	(710,000)	868,387
Mental Health & Developmental Disabilities Fund	(648,000)	648,000	-
Swift Creek Sediment Management	665,000	(665,000)	-
Solid Waste Fund	791,479	(475,000)	316,479
WC Convention Center Fund (Lodging Tax Fund)	565,775	-	565,775
Community Development Fund	6,000	-	6,000
Emergency Management Fund	10,693	-	10,693
Real Estate Excise Tax II Fund	425,025	-	425,025
Real Estate Excise Tax I Fund	115,000	-	115,000
Public Utilities Improvement (EDI) Fund	613,824	-	613,824
Ferry Fund	60,000	(27,000)	33,000
Equipment Rental & Revolving Fund	726,000	(671,000)	55,000
Administrative Services Fund	458,982	-	458,982
Affordable & Supportive Housing Fund	-	(800,000)	(800,000)
Total Supplemental	18,918,279	(7,190,640)	11,727,639

BE IT FURTHER ORDAINED by the Whatcom County Council that the Capital Appropriations listing be amended as presented in the attached Exhibit B.

BE IT FURTHER ORDAINED by the Whatcom County Council that Exhibit C – Position Control Changes in the 2019-2020 Budget Ordinance should also be amended to provide for the following FTE changes:

- Increase .5 Probation Officer to 1 FTE in District Court Probation
- Increase .6 Deputy to 1 FTE in Prosecuting Attorney
- Add 1 FTE Deputy in Public Defender
- Add 2 FTEs Road Maintenance Worker in Public Works – M&O

ADOPTED this ____ day of _____, 2019.

ATTEST:

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

Dana Brown-Davis, Council Clerk

Chair of Council

APPROVED AS TO FORM:

() Approved () Denied



Civil Deputy Prosecutor

Jack Louws, County Executive

Date: _____

WHATCOM COUNTY				
Summary of the 2020 Supplemental Budget Ordinance No. 1				
Department/Fund	Description	Increased (Decreased) Expenditure	(Increased) Decreased Revenue	Net Effect to Fund Balance (Increase) Decrease
General Fund				
Assessor	To fund 2020 wage and benefit settlements	160,822	-	160,822
Assessor	To fund high value appeal defense - professional services	60,000	-	60,000
Auditor	To fund 2020 wage and benefit settlements	27,352	-	27,352
Council	To fund 2020 wage and benefit settlements	43,732	-	43,732
Clerk	To fund 2020 wage and benefit settlements	148,827	-	148,827
District Court	To fund 2020 wage and benefit settlements	155,883	-	155,883
District Court	To fund interpreter increase	15,000	-	15,000
District Court	To fund pro tem increase	15,000	-	15,000
District Court Probation	To fund 2020 wage and benefit settlements	95,871	-	95,871
District Court Probation	To fund Probation Officer .5 to 1 FTE increase	51,407	-	51,407
District Court Probation	To fund domestic violence perpetrator program	90,000	(90,000)	-
Executive	To fund 2020 wage and benefit settlements	46,096	-	46,096
Executive	To record Director of Administrative Services wage and benefit reallocation	(106,562)	-	(106,562)
Health	To fund 2020 wage and benefit settlements	280,113	-	280,113
Health	To move mental health millage funds back to the general fund	268,902	(324,000)	(55,098)
Health	To move developmental disability millage funds back to the general fund	273,185	(324,000)	(50,815)
Health	To reduce indirect transfer from Fund 127	-	105,913	105,913
Health	To fund 2020 criminal justice treatment from grant proceeds	159,090	(175,000)	(15,910)
Health	To fund NSASO dedicated marijuana revenue programs	75,852	(83,438)	(7,586)
Health	To fund DOH youth marijuana prevention programs from grant proceeds	41,380	(50,000)	(8,620)
Health	To fund severe weather shelter support	10,000	-	10,000
Health	To fund NSASO substance use block grant program increase	6,501	(6,501)	-
Health	To fund housing renovation projects for individuals with developmental disabilities	200,000	-	200,000
Hearing Examiner	To fund 2020 wage and benefit settlements	5,479	-	5,479
Juvenile	To fund 2020 wage and benefit settlements	146,099	-	146,099
Juvenile	To fund continuation of OCVA CASA grant program	87,369	(87,369)	-
Non-Departmental	To distribute 2020 General Fund wage reserve	(1,811,197)	-	(1,811,197)
Non-Departmental	To fund transfer for Jail mid-biennium requests	552,856	-	552,856
Non-Departmental	To fund transfer to Elections for mid-biennium requests	82,000	-	82,000
Parks	To fund 2020 wage and benefit settlements	75,160	-	75,160
Parks	To fund increased ER&R rate for dump truck	3,900	-	3,900
Parks	To fund senior center extra help additional hours	2,000	-	2,000
Planning and Development Services	To fund 2020 wage and benefit settlements	179,224	-	179,224

WHATCOM COUNTY				
Summary of the 2020 Supplemental Budget Ordinance No. 1				
Department/Fund	Description	Increased (Decreased) Expenditure	(Increased) Decreased Revenue	Net Effect to Fund Balance (Increase) Decrease
Prosecuting Attorney	To fund 2020 wage and benefit settlements	186,745	-	186,745
Prosecuting Attorney	To fund increase of .6 FTE Sr Deputy II position to 1 FTE	63,032	-	63,032
Public Defender	To fund 2020 wage and benefit settlements	63,786	-	63,786
Public Defender	To fund addition of 1 FTE Deputy I	96,088	-	96,088
Sheriff	To fund 2020 wage and benefit settlements	69,460	-	69,460
Sheriff	To fund Crisis Negotiation Team training	10,000	-	10,000
Sheriff	To re-appropriate funding for polygraph operator training	8,600	-	8,600
Sheriff	To fund community relations consultant contract	15,000	-	15,000
Sheriff	To fund Lexipol policy management system	33,417	(11,722)	21,695
Superior Court	To fund 2020 wage and benefit settlements	93,298	-	93,298
Treasurer	To fund 2020 wage and benefit settlements	21,925	-	21,925
Extension	To fund 2020 wage and benefit settlements	11,325	-	11,325
Extension	To fund solid waste program expansion	15,000	(15,000)	-
Total General Fund		2,129,017	(1,061,117)	1,067,900
Road Fund				
Public Works - Admin	To fund CosMos Model Funding - Road Fund contribution	50,000	-	50,000
Public Works - Admin	To fund Road Fund portion of Ferry Program wage supplement.	27,000	-	27,000
Public Works - Construction	To fund the 2020 Annual Road Program	10,401,396	(3,011,000)	7,390,396
Public Works - M&O	To fund additional Road Maintenance Worker FTE - #1	74,359	-	74,359
Public Works - M&O	To fund additional Road Maintenance Worker FTE - #2	74,359	-	74,359
Public Works - M&O	To re-appropriate funding for shared bucket truck - ASR2019-2967	57,500	-	57,500
Public Works - M&O	To fund transfer to ER&R for additional salt & sand bunkers.	90,000	-	90,000
Public Works - M&O	To fund upgrade request for #203 1993 GMC 3500 2wd	21,000	-	21,000
Public Works - M&O	To fund upgrade request for #216 truck mounted compressor	15,000	-	15,000
Public Works - M&O	To fund new 1/2 ton 4X4 extended cab pickup truck #1	45,000	-	45,000
Public Works - M&O	To fund new 1/2 ton 4X4 extended cab pickup truck #2	45,000	-	45,000
Public Works - M&O	To fund sign roller flatbed	30,000	-	30,000
Public Works - M&O	To fund sign cutter/printer replacement	20,000	-	20,000
Public Works - NPDES	To fund small pickup or SUV	42,000	-	42,000
Public Works - NPDES	To fund ER&R for small pickup or SUV	3,000	-	3,000
Total Road Fund		10,995,614	(3,011,000)	7,984,614
Election Reserve Fund	To fund mid-year supplemental	207,326	(207,326)	-
Veteran's Relief Fund	To fund 2020 wage and benefit settlements	3,906	-	3,906

WHATCOM COUNTY				
Summary of the 2020 Supplemental Budget Ordinance No. 1				
Department/Fund	Description	Increased (Decreased) Expenditure	(Increased) Decreased Revenue	Net Effect to Fund Balance (Increase) Decrease
Jail Fund				
Jail	To fund additional contract beds	150,000	-	150,000
Jail	To fund Black Rock (Wave) differential	9,000	-	9,000
Jail	To fund additional health care services	20,000	-	20,000
Jail	To fund MAT program	25,000	-	25,000
Jail	To fund additional hospital costs	85,000	-	85,000
Jail	To fund additional Medic One costs	15,000	-	15,000
Jail	To fund NWRC contract increase	63,006	-	63,006
Jail	To fund additional psychiatric medications	150,000	-	150,000
Jail	To fund ARNP hours increase	10,000	-	10,000
Jail	To fund emergency room doctors increase	5,000	-	5,000
Jail	To fund Lexipol policy management system	29,191	(8,341)	20,850
Jail	To record transfer in from General Fund	-	(552,856)	(552,856)
Total Jail Fund		561,197	(561,197)	-
Homeless Housing Fund				
Health	To fund 2020 wage and benefit settlements	3,054	-	3,054
Health	To decrease housing support services revenues	(390,000)	390,000	-
Total Homeless Housing Fund		(386,946)	390,000	3,054
Stormwater Fund	To fund Lake Whatcom on-site septic system impact assessment	40,000	(40,000)	-
Behavioral Health Programs Fund				
Health	To fund GRACE services from City of Bellingham funding	140,000	(140,000)	-
Health	To fund GRACE services from Peace Health funding	50,000	(50,000)	-
Health	To fund CDE Medical Outreach vehicle purchase	48,000	-	48,000
Health	To fund additional behavioral health services	1,317,047	(500,000)	817,047
Health	To fund GRACE services from North Sound ACH funding	20,000	(20,000)	-
Superior Court	To fund Drug Court 2020 wage and benefit settlements	3,340	-	3,340
Total Behavioral Health Programs Fund		1,578,387	(710,000)	868,387
Mental Health & Developmental Disabilities Fund				
Health	To move mental health millage budget	(324,000)	324,000	-
Health	To move developmental disability millage budget	(324,000)	324,000	-
Total Mental Health & Developmental Disabilities Fund		(648,000)	648,000	-
Swift Creek Sediment Management	To record 2020 budget	665,000	(665,000)	-

WHATCOM COUNTY				
Summary of the 2020 Supplemental Budget Ordinance No. 1				
Department/Fund	Description	Increased (Decreased) Expenditure	(Increased) Decreased Revenue	Net Effect to Fund Balance (Increase) Decrease
Solid Waste Fund				
Health	To fund 2020 wage and benefit settlements	25,309	-	25,309
Health	To fund Disposal of Toxics facility maintenance	25,000	-	25,000
Health	To fund solid waste comprehensive plan update	133,445	-	133,445
Health	To fund Pt Roberts solid waste collection services	475,000	(475,000)	-
Health	To fund waste reduction and recycling program expansion	126,775	-	126,775
Health	To fund EnviroStars program annual dues	5,950	-	5,950
Total Solid Waste Fund		791,479	(475,000)	316,479
WC Convention Center Fund (Lodging Tax Fund)	To fund wayfinding project	565,775	-	565,775
Community Development Fund	To fund on-site septic system rebate program expansion	6,000	-	6,000
Emergency Management Fund	To fund 2020 wage and benefit settlements	10,693	-	10,693
Real Estate Excise Tax II Fund	To fund transfer in support of Lake Whatcom Park projects	425,025	-	425,025
Real Estate Excise Tax I Fund				
Facilities	To fund carpet for the Public Defender building	65,000	-	65,000
Facilities	To fund repaint of Public Defender building	50,000	-	50,000
Total Real Estate Excise Tax I Fund		115,000	-	115,000
Public Utilities Improvement (EDI) Fund				
Non-Departmental	To increase funding for Tri-Funder Agreement for economic development	113,824	-	113,824
Non-Departmental	To fund Housing Affordable impact fee loan program	500,000	-	500,000
Total Public Utilities Improvement (EDI) Fund		613,824	-	613,824
Ferry Fund	To fund 2020 Ferry wage supplement	60,000	(27,000)	33,000
Equipment Rental & Revolving Fund				
Public Works - Equipment Services	To fund additional bunkers for salt and sand storage	90,000	(90,000)	-
Public Works - Equipment Services	To re-appropriate funding for Facilities/M&O shared bucket truck	115,000	(115,000)	-
Public Works - Equipment Services	To fund addition of CDE Medical Outreach vehicle	48,000	(48,000)	-
Public Works - Equipment Services	To fund addition of NPDES vehicle	42,000	(42,000)	-
Public Works - Equipment Services	To fund addition of road crew leader pickup #1	45,000	(45,000)	-
Public Works - Equipment Services	To fund addition of road crew leader pickup #2	45,000	(45,000)	-
Public Works - Equipment Services	To fund upgrade of vehicle #203 replacement	21,000	(21,000)	-
Public Works - Equipment Services	To fund upgrade of #216 truck mounted compressor replacement	15,000	(15,000)	-
Public Works - Equipment Services	To record revenue for shop rate increase - intrafund #1	-	(250,000)	(250,000)
Public Works - Equipment Services	To fund shop rate increase - intrafund #2	250,000	-	250,000
Public Works - Equipment Services	To fund upgrade of Parks vehicle #887	55,000	-	55,000
Total Equipment Rental & Revolving Fund		726,000	(671,000)	55,000

WHATCOM COUNTY				
Summary of the 2020 Supplemental Budget Ordinance No. 1				
Department/Fund	Description	Increased (Decreased) Expenditure	(Increased) Decreased Revenue	Net Effect to Fund Balance (Increase) Decrease
Administrative Services Fund				
AS - Administration	To fund Director of Administrative Services wage & benefit re-allocation	106,562	-	106,562
AS - Facilities	To fund snow and ice removal equipment	28,000	-	28,000
AS - Facilities	To fund 3 new "used"/surplus vehicles from ER&R Fleet	18,000	-	18,000
AS - Facilities	To fund ongoing costs for fleet vehicles	3,920	-	3,920
AS - Facilities	To fund Facilities portion of shared bucket truck	57,500	-	57,500
AS - Human Resources/Tort	To fund increase in general liability insurance premiums	200,000	-	200,000
AS- Human Resources	To fund additional professional negotiator services	25,000	-	25,000
AS - Information Technology	To fund Microsoft E-mail Advanced Threat Protection service	20,000	-	20,000
Total Administrative Services Fund		458,982	-	458,982
Affordable & Supportive Housing Fund	To record new housing fund revenue	-	(800,000)	(800,000)
Total Supplemental		18,918,279	(7,190,640)	11,727,639

Exhibit B

Capital Appropriations 2019-2020 Budget

Department		Fund	ASR		Capital Description	Budget	
				Base Budget		Year	Cost
AS Info Services	Sheriff - Corrections	Admin Services Drug Fund			General Government Equipment and Software		
			5745	Enterprise Backup to Disk System	2020	\$ 160,000	
			5894	Mail Screening Machine	2020	\$ 169,625	
Total					\$ 329,625		
Facilities	Facilities	REET I	Base Bgt		General Government Facilities Improvements		
			Base Bgt	Carpet Replacement	2020	\$ 65,000	
			5866	Interior Painting	2020	\$ 50,000	
			2808	Asphalt Patching/Sidewalk Repairs	2020	\$ 50,000	
			2809	Carpet Public Defender Building	2020	\$ 65,000	
				Repaint Public Defender Building	2020	\$ 50,000	
Total					\$ 280,000		
Parks	Parks	REET II	6054	Parks Improvements			
			5977	Semiahmoo Siding and Paint	2020	\$ 57,200	
Parks	Parks	REET II		Parks Site Furnishings	2020	\$ 25,000	
					\$ 82,200		
Public Works	Public Works	ER&R	2831	Equipment Rental and Revolving Fund Facility			
				Improv & Operating Equipment			
				Additional bunkers for salt & sand storage	2020	\$ 90,000	
Total					\$ 90,000		
Non-Departmental	Non-Departmental	REET II	6113	Transfers - Capital Budget Appropriation Ordinances *			
				Transfer In Support of Silver Project Budget	2020	\$ 1,703,700	
			6104	Transfers In Support of Capital Projects	2020	\$ 900,000	
					\$ 2,603,700		

* the following transfers are included in the 2019-2020 budget to provide funding for planned projects . Authority to establish a project fund and budget or amend an existing capital project budget will be requested from the Whatcom County Council in separate capital budget appropriation ordinances.

Exhibit B
Capital Appropriations
2019-2020 Budget

Dept/Div	Fund	Description of Assets to be Purchased	Budget		Assets Being Replaced	Year	Replaced Equip #
			Footnote	Year			
Equipment Rental and Revolving Fund Vehicle & Equip Replacement and Additions							
AS-Facilities	ER&R	Bucket Truck (1 Ton)	1	2019	\$ 115,000 GMC Bucket Truck (1 Ton)	1997	820
AS-Facilities/M&O	ER&R	Bucket Truck (1 Ton) 1/2 Facilities-1/2 PW	1	2020	\$ 115,000 GMC Bucket Truck (1 Ton) (Carryover request)	1997	820
Assessor	ER&R	Passenger Vehicle- Hybrid		2020	\$ 38,000 Toyota Prius - Hybrid	2005	029
Assessor	ER&R	Passenger Vehicle- Hybrid		2020	\$ 38,000 Ford Taurus	2000	052
Health	ER&R	1/4 Ton Pickup		2020	\$ 40,000 Ford Ranger XL 4x4	2000	042
Health	ER&R	1/4 Ton Pickup		2020	\$ 40,000 Chevy Colorado 4x4	2007	063
Health	ER&R	Passenger Vehicle- Hybrid		2020	\$ 34,000 Toyota Prius - Hybrid	2005	075
Health	ER&R	Passenger Vehicle- Hybrid		2020	\$ 34,000 Toyota Prius - Hybrid	2005	096
Health	ER&R	Passenger Vehicle- Hybrid		2020	\$ 34,000 Toyota Prius - Hybrid	2004	098
Health	ER&R	Cargo Van (Medical Outreach)	2	2020	\$ 48,000 Addition to Fleet	ADD	ADD
Parks	ER&R	Mower		2020	\$ 35,000 Befco Cyclone Flex Mower	1997	811
Parks	ER&R	Compact Extra Cab 1/2 Ton Pickup Canopy & Rack (ASR # 5971)		2020	\$ 42,000 Addition to Fleet	ADD	ADD
Parks	ER&R	1 Ton Supercab P/U w/Utility Body	3	2019	\$ 65,000 Ford F-250 15 Passenger Econo XL	2007	887
Parks	ER&R	3/4 ton 4x4 Crew Cab Pickup	3	2020	\$ 55,000 International Single-Axle Dump Truck	1992	805
Parks	ER&R	Six Wheeler Lowboy Hauling Truck	3	2020	\$ 305,000 KW Lowboy T800	1992	805
M&O	ER&R	1 Ton Pickup	4	2020	\$ 54,000 GMC 2WD C3500 Chassis	1993	200
M&O	ER&R	2 Ton 4x4 Ext Cab Truck w/ lift gate and utility box	5	2020	\$ 75,000 GMC 2WD C3500 Chassis	1993	203
M&O	ER&R	Single-Axle Truck with Compressor	5	2020	\$ 130,000 International 1954 Single-Axle Truck	1988	216
M&O	ER&R	Single Axle Truck with Compressor	6	2020	\$ 145,000 International 1954 Single-Axle Truck	1988	216
M&O	ER&R	5 Yard Single Axle Dumptruck	6	2020	\$ 290,000 Freightliner FL70 - 5Yd 4x4	2001	288
M&O	ER&R	Single Axle Basket Truck	7	2020	\$ 300,000 Freightliner Basket Truck	1998	306
M&O	ER&R	Roadside Paint Striper		2020	\$ 600,000 GMC T8500 Paint Striper	2001	309
M&O	ER&R	Rubber Tired Ditch Digging Machine		2020	\$ 385,000 Gradall XL3100	2003	311
M&O	ER&R	Six Wheeler Truck Pup Trailer		2020	\$ 100,000 Brentwood Pup Trailer	2000	315
M&O	ER&R	Six Wheeler Truck Pup Trailer		2020	\$ 100,000 Brentwood Pup Trailer	2000	316
M&O	ER&R	Roadside Mowing Tractor		2020	\$ 132,000 John Deere 6430 Tractor (with #517)	2012	317
M&O	ER&R	Dozer		2020	\$ 205,000 Cat D4C XL III Dozer	1995	334
M&O	ER&R	Roadside Sweeping Broom		2020	\$ 85,000 Broce RJT 350 Broom	2010	341
M&O	ER&R	Roadside Sweeping Broom		2020	\$ 85,000 Broce RJT 350 Broom	2010	342
M&O	ER&R	Snow Plow		2020	\$ 17,000 Monroe Plow MPPJ39R11	2000	425
M&O	ER&R	Trailer		2020	\$ 50,000 Ziemann Tilt Top Trailer	2001	445
M&O	ER&R	Sander		2020	\$ 34,000 Sander Swenson Sander	2000	447
M&O	ER&R	Sander		2020	\$ 30,000 Sander Swenson Sander	2000	455
M&O	ER&R	Road Surface Crack Sealer		2020	\$ 70,000 Cimline Magma 230 Crack Sealer	2001	482
M&O	ER&R	Roadside Mower		2020	\$ 100,000 US Mower Rotary Mid Mount (with #317)	2012	517
M&O	ER&R	Roadside Mower		2020	\$ 100,000 Alamo Rotary MV 24 Arm (with #346)	2012	546
M&O	ER&R	1/2 Ton 4x4 Crew Cab Pickup	8	2020	\$ 45,000 Addition to Fleet	ADD	ADD
M&O	ER&R	1/2 Ton 4x4 Crew Cab Pickup	9	2020	\$ 45,000 Addition to Fleet	ADD	ADD
M&O	ER&R	1/4 Ton 4x4 Crew Cab Pickup	10	2020	\$ 42,000 Addition to Fleet	ADD	ADD
PW-NPDES	ER&R	Passenger Vehicle - Hybrid		2020	\$ 38,000 Toyota Prius - Hybrid	2005	010
Stormwater	ER&R	Patrol Vehicle		2020	\$ 48,000 Ford Crown Vic	2011	6218
Sheriff	ER&R	Patrol Vehicle		2020	\$ 48,000 Ford Crown Vic	2011	6219
Sheriff	ER&R	Patrol Vehicle		2020	\$ 48,000 Ford Crown Vic	2011	6220

Exhibit B
Capital Appropriations
2019-2020 Budget

Dept/Div	Fund	Description of Assets to be Purchased	Footnote	Budget Year	Cost	Assets Being Replaced	Year	Replaced Equip #
Equipment Rental and Revolving Fund Vehicle & Equip Replacement and Additions								
Corrections	ER&R	Passenger Van		2020	\$ 45,000	Ford Van	2004	8024/8025
ER&R	ER&R	Make Ready Intrafund Capital		2020	\$ 250,000			
Total					<u>\$ 4,370,000</u>			
Footnote Status								
Proposed Change								
1 Add		2019 AS Fac/PW's bucket truck #820 carryover to 2020-ASR2020-2967		Supp ID#	Amount			
2 Add		Addition of Health Dept CDE Medical Outreach vehicle		2969/2968	\$ 115,000			
3 Upgrade		Upgrade req for Parks #887 pass van to 3/4 ton 4x4 crew cab pickup (c/over req)		2972	\$ 48,000			
4 Downgrade		Downgrade request for M&O #200 six wheeler to single axle truck		2981	\$ 55,000			
5 Upgrade		Upgrade request for M&O #203 1 ton pickup to 2 ton truck		2821	\$ -	(existing budget authority sufficient for downgrade request)		
6 Upgrade		Upgrade request for M&O #216 truck mounted compressor replacement		2823/2976	\$ 21,000			
7 Upgrade		Upgrade request for M&O basket truck #306 boom length		2824/2977	\$ 15,000			
8 Add		Addition of Road Crew Leader pickup #1		2820	\$ -	(existing budget authority sufficient for upgrade request)		
9 Add		Addition of Road Crew Leader pickup #2		2836/2974	\$ 45,000			
10 Add		Addition of PW-NPDES vehicle		2837/2975	\$ 45,000			
				2848/2973	\$ 42,000			
					<u>\$ 386,000</u>			

Department	Fund	Road Proj #	Project Title	Year	Cost
Road Capital Program					
Public Works	Road Fund	919005	Samish Way/Galbraith Lane	2020	\$ 500,000
Public Works	Road Fund	920001	ADA Barrier Removal	2020	\$ 50,000
Public Works	Road Fund	915009	Lake Whatcom Blvd, Water Quality Improvements	2020	\$ 25,000
Public Works	Road Fund	916002	Horton Road, Northwest Drive to Aldrich Road	2020	\$ 10,000
Public Works	Road Fund	914001	Slater Road & Northwest Drive	2020	\$ 25,000
Public Works	Road Fund	916003	Slater Road, I5 Interchange to 0.10 M E. of Pacific H	2020	\$ 25,000
Public Works	Road Fund	918019	Smith Road & Northwest Drive	2020	\$ 25,000
Public Works	Road Fund	910002	Point Roberts Transportation Improvements	2020	\$ 150,000
Public Works	Road Fund	917002	Slater Road/Haxton Way	2020	\$ 10,000
Public Works	Road Fund	916006	East Smith Road/Everson-Goshen Road	2020	\$ 1,605,000
Public Works	Road Fund	915013	Turkington Road/Jones Creek	2020	\$ 117,000
Public Works	Road Fund	906001	Birch Bay Lynden Rd & Blaine Rd	2020	\$ 100,000
Public Works	Road Fund	916007	East Hemmi Road Flood Mitigation	2020	\$ 150,000
Public Works	Road Fund	915014	Innis Creek Road	2020	\$ 5,000
Public Works	Road Fund	919001	Ferndale Road/Levee Improvements	2020	\$ 150,000
Public Works	Road Fund	919002	Abbott Road/Levee Improvements	2020	\$ 620,000
Public Works	Road Fund	919003	Northwest Drive Overlay	2020	\$ 1,760,000
Public Works	Road Fund	918018	E Smith Rd. Hannegan Rd. to Everson/Goshen	2020	\$ 1,500,000
Public Works	Road Fund	919018	Birch Bay Lynden Rd Enterprise to Rathbone	2020	\$ 25,000
Public Works	Road Fund	919022	Slater Rd. Pacific Hwy to Northwest Dr.	2020	\$ 500,000
Public Works	Road Fund	920002	2020 Small Area Paving	2020	\$ 250,000
Public Works	Road Fund	917004	Jackson Road/Terrell Creek Bridge No. 81	2020	\$ 270,000
Public Works	Road Fund	920003	Goshen Rd/Anderson Crk Bridge No. 248	2020	\$ 170,000
Public Works	Road Fund	919006	Mosquito Lake Road/Hutchinson Creek Tributary	2020	\$ 160,000
Public Works	Road Fund	919007	North Fork Road/Kenney Creek	2020	\$ 320,000
Public Works	Road Fund	920004	Truck Rd/Deal Rd. Fish Passage	2020	\$ 250,000
Public Works	Road Fund	919008	Replacement of Whatcom Chief & Terminal Modific:	2020	\$ 400,000
Public Works	Road Fund	919020	Lummi Island Terminal Preservation Project	2020	\$ 825,000
Public Works	Road Fund	919021	Gooseberry Pt. Terminal Preservation Project	2020	\$ 50,000
Public Works	Road Fund	914015	Lummi Island Breakwater Replacement	2020	\$ 125,000
Public Works	Road Fund	919009	Relocation of Gooseberry Terminal	2020	\$ 50,000
Road Fund Total					\$ 10,222,000

Supplemental Budget Request

Status: Pending

Assessor

Suppl ID # 2914 Fund 1 Cost Center 300 Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: 2020 Wage & Benefit Settlement - Assessor

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	\$117,009
	6210	Retirement	\$12,106
	6230	Social Security	\$8,961
	6245	Medical Insurance	\$22,800
	6255	Other H&W Benefits	\$3,619
	6259	Worker's Comp-Interfund	\$208
	6269	Unemployment-Interfund	(\$3,881)
	Request Total		\$160,822

1a. Description of request:

Transfer of 2020 wage and benefit settlements from Non Departmental reserves to departments. See companion Non Departmental supplemental #2913.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

Assessor

Suppl ID # 2986

Fund 1

Cost Center 300

Originator: Keith Willnauer

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: High Value Appeal Defense - Professional Services

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6630	Professional Services	\$60,000
	Request Total		\$60,000

1a. Description of request:

Funding for the high value property formal Washington State Board of Tax Appeals appeal defense for Petrogas going concern properties at Cherry Point.

1b. Primary customers:

All of the Property Tax revenue funded taxing district entities in Whatcom County and the State of Washington.

2. Problem to be solved:

Petrogas has formally appealed it's 2016 and 2017 assessment year assessed valuations directly to the Washington State Board of Tax Appeals for property taxes in 2017 and 2018. The appeals have put \$ 393,372,445 of assessed value into dispute. \$95,000 was budgeted in 2019 for professional service to address this appeal. The hearing has been delayed until 2020 and additional funding is needed to represent county interests.

3a. Options / Advantages:

The appeal defense involves complicated valuation/appraisal knowledge. Expertise on these matters and their effective litigations are the best option to support successful valuation result and continued valuation stability into the future.

3b. Cost savings:

Every property tax payer will benefit from lower tax bills if valuations in controversy are settled higher than contested amounts. The overall stability and integrity associated with property tax administration will assure dependable revenue generation to answer citizen needs and demands.

4a. Outcomes:

The eventual conclusions to the appeals as decisions, settlement or withdrawal of appeal will determine the outcomes.

4b. Measures:

Review of the above.

5a. Other Departments/Agencies:

The Assessor's Office's assigned Civil Deputy Prosecuting Attorney will be relied on for oversight and review.

5b. Name the person in charge of implementation and what they are responsible for:

George Roche, Assessor's Office assigned Whatcom County Civil Deputy Prosecuting Attorney

6. Funding Source:

The cost of high value appeal defense will be paid by the General Fund.

Supplemental Budget Request

Status: Pending

Auditor

Suppl ID # 2915

Fund 1

Cost Center

Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: 2020 Wage & Benefit Settlement - Auditor

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	\$16,369
	6210	Retirement	\$704
	6230	Social Security	\$1,259
	6245	Medical Insurance	\$8,766
	6255	Other H&W Benefits	\$1,784
	6259	Worker's Comp-Interfund	\$1
	6269	Unemployment-Interfund	(\$1,531)
	Request Total		\$27,352

1a. Description of request:

Transfer of 2020 wage and benefit settlements from Non Departmental reserves to departments. See companion Non Departmental supplemental #2913.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

Council

Suppl ID # 2916 Fund 1 Cost Center 1100 Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: 2020 Wage & Benefit Settlement - Council

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	\$27,925
	6210	Retirement	\$3,150
	6230	Social Security	\$2,144
	6245	Medical Insurance	\$10,920
	6255	Other H&W Benefits	\$1,344
	6259	Worker's Comp-Interfund	(\$208)
	6269	Unemployment-Interfund	(\$1,543)
	Request Total		\$43,732

1a. Description of request:

Transfer of 2020 wage and benefit settlements from Non Departmental reserves to departments. See companion Non Departmental supplemental #2913.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

County Clerk

Suppl ID # 2917 Fund 1 Cost Center Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: 2020 Wage & Benefit Settlement - County Clerk

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	\$96,159
	6210	Retirement	\$10,309
	6230	Social Security	\$7,369
	6245	Medical Insurance	\$33,154
	6255	Other H&W Benefits	\$3,824
	6259	Worker's Comp-Interfund	\$416
	6269	Unemployment-Interfund	(\$2,404)
	Request Total		\$148,827

1a. Description of request:

Transfer of 2020 wage and benefit settlements from Non Departmental reserves to departments. See companion Non Departmental supplemental #2913.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

District Court

Suppl ID # 2918

Fund 1

Cost Center 1300

Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: 2020 Wage & Benefit Settlement - District Court

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	\$119,611
	6210	Retirement	\$14,464
	6230	Social Security	\$6,526
	6245	Medical Insurance	\$14,850
	6255	Other H&W Benefits	\$3,274
	6269	Unemployment-Interfund	(\$2,842)
	Request Total		\$155,883

1a. Description of request:

Transfer of 2020 wage and benefit settlements from Non Departmental reserves to departments. See companion Non Departmental supplemental #2913.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

District Court

Suppl ID # 2843

Fund 1

Cost Center 1300

Originator: Bruce Van Glubt

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Interpreter funding increase

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6655	Interpreter Services	\$15,000
	Request Total		\$15,000

1a. Description of request:

Providing interpreters for all non-English speaking parties to a case, for all case types, is a constitutionally mandated service.

1b. Primary customers:

Non-English speaking parties to cases heard in District Court.

2. Problem to be solved:

Providing interpreters is a constitutionally mandated service. The current budget is \$60,761.00. Through July of this year the department has spent \$41,518.50. This means that at the current rate the department will over spend the budgeted amount by over \$11,000. Because of the unpredictable and uncontrollable nature of this expenses, the Presiding Judge was consulted. He stated that based on the cases that he is seeing in the courtroom, he is not convinced that 2019 is just an off year. He is specifically concerned that the level of expenses incurred this year may more likely be a new standard of expenses. Based on this feedback, this supplemental is being submitted.

3a. Options / Advantages:

None.

3b. Cost savings:

None.

4a. Outcomes:

All non-English speaking parties to a case will be provided with interpreters.

4b. Measures:

When all non-English speaking parties to a case have been provided interpreters.

5a. Other Departments/Agencies:

None, District Court arranges all interpreters for court hearings.

5b. Name the person in charge of implementation and what they are responsible for:

No.

6. Funding Source:

General fund.

Supplemental Budget Request

Status: Pending

District Court

Suppl ID # 2852 Fund 1 Cost Center 1300 Originator: Bruce Van Glubt

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Pro Tem Increase

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6650	Ct Eval/Investigations	\$15,000
	Request Total		\$15,000

1a. Description of request:

Pro Tem Judges are brought in when a Judge or Commissioner is absent from work.

1b. Primary customers:

District Court, member of the public, prosecutor's and public defenders.

2. Problem to be solved:

The Judge and Commissioner positions are the only ones in the department where in-house coverage cannot take place when they are absent. When a Court Clerk or Cashier is absent, others in the department have been cross trained and can fill in during the absence. Combining calendars for judicial absences can take place only on a limited basis due to the length of court hearings and the volume of cases being heard. This results in the need to bring in Pro Tem Judges for coverage. After reviewing the Pro Tem budget with the Presiding Judge, he decided that additional Pro Tem funding is needed. Through July, 2019, \$8222 of the \$10,000 budget has been spent.

3a. Options / Advantages:

All options are currently being utilized, including combining calendars with other Judges when there are absences.

3b. Cost savings:

None.

4a. Outcomes:

The outcome will be delivered at the time of court hearings when a Pro Tem Judge is present.

4b. Measures:

The efficient flow of cases and the smooth operation of the courts on days when there are Judicial absences

5a. Other Departments/Agencies:

None.

5b. Name the person in charge of implementation and what they are responsible for:

None.

6. Funding Source:

General fund.

Supplemental Budget Request

Status: Pending

District Court Probation

Suppl ID # 2920 Fund 1 Cost Center 1310 Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: 2020 Wage & Benefit Settlement - Probation

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	\$68,781
	6210	Retirement	\$10,221
	6230	Social Security	\$5,276
	6245	Medical Insurance	\$11,754
	6255	Other H&W Benefits	\$2,257
	6259	Worker's Comp-Interfund	(\$1)
	6269	Unemployment-Interfund	(\$2,417)
	Request Total		\$95,871

1a. Description of request:

Transfer of 2020 wage and benefit settlements from Non Departmental reserves to departments. See companion Non Departmental supplemental #2913.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

District Court Probation

Suppl ID # 2841 Fund 1 Cost Center 1310 Originator: Bruce Van Glubt

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☒ Add'l Space ☐ Priority 1

Name of Request: Probation Officer Position Increase

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	\$42,759
	6210	Retirement	\$4,883
	6230	Social Security	\$3,270
	6255	Other H&W Benefits	\$76
	6259	Worker's Comp-Interfund	\$364
	6269	Unemployment-Interfund	\$55
	Request Total		\$51,407

1a. Description of request:

A part time Probation Officer II position with full benefits (position ID#1220) is being changed to a full time position at the top step and range. This budget supplemental reflects the increase in wages and payroll taxes. There is also a small (\$76.00) increase in Other Health and Welfare benefits. The other health and welfare benefits were already budgeted while the position was part time.

1b. Primary customers:

District Court Judges.

2. Problem to be solved:

Due to an increase in workload, primarily due to the addition of an electronic monitoring program and a domestic violence treatment program, the department has, and will have, an increase in workload for the Probation Officer positions.

3a. Options / Advantages:

This appears to be the best and only option, other than cutting the electron monitoring and DV programs.

3b. Cost savings:

None. The workload requires the position increase.

4a. Outcomes:

This position will be filled effective on or about 1/1/20.

4b. Measures:

1. Successful hiring of the position, 2. the successful continuation of the electronic monitoring program, and 3. the successful implementation of the domestic violence treatment program.

5a. Other Departments/Agencies:

Not directly. The position will perform all of the tasks associated with a Probation Officer position, including working closely with the judges, prosecutors, defense attorneys, defendants and treatment agencies.

5b. Name the person in charge of implementation and what they are responsible for:

NA

6. Funding Source:

Friday, October 18, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

District Court Probation

Suppl ID # 2841

Fund 1

Cost Center 1310

Originator: Bruce Van Glubt

General fund.

Supplemental Budget Request

Status: Pending

District Court Probation

Suppl ID # 2924 Fund 1 Cost Center 1310 Originator: Bruce Van Glubt

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: DV Perpetrator Program

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6630	Professional Services	\$90,000
	8301	Operating Transfer In	(\$90,000)
	Request Total		\$0

1a. Description of request:

The Executive and County Council approved funding to pay for funding for indigent defendant domestic violence perpetrator assessments and treatment.

1b. Primary customers:

The primary customers will be the indigent domestic violence offenders who will be able to access assessments and treatment. Other customers will be the Judges who sentence the offenders as well as the prosecutor and defense attorneys who will be able to assist defendants in accessing domestic violence treatment services. The ultimate goal will be for a safer community by offenders being able to access treatment who otherwise would not be able to.

2. Problem to be solved:

Indigent defendants have had difficulty accessing domestic violence perpetrator assessments and treatment because of costs. These funds will eliminate the financial barrier.

3a. Options / Advantages:

The only other option is to continue the status quo without funding for indigent defendants.

3b. Cost savings:

This is difficult to measure the savings incurred by a safer community.

4a. Outcomes:

Benchmark measurements may include:

1. Number of defendants receiving assessments.
2. Number of defendants receiving treatment.
3. Number of defendants completing treatment.

4b. Measures:

When indigent defendants are able to access treatment that otherwise would not have been able to, along with the measurements noted above.

5a. Other Departments/Agencies:

Heath Department for funding.

Prosecutors and defence attorneys able to refer defendants to treatment.

5b. Name the person in charge of implementation and what they are responsible for:

None.

6. Funding Source:

Behavioral Health Transfer

Supplemental Budget Request

Status: Pending

Executive

Suppl ID # 2921 Fund 1 Cost Center 1200 Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: 2020 Wage & Benefit Settlement - Executive

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	\$36,201
	6210	Retirement	\$4,460
	6230	Social Security	\$1,807
	6245	Medical Insurance	\$3,510
	6255	Other H&W Benefits	\$1,140
	6269	Unemployment-Interfund	(\$1,022)
	Request Total		\$46,096

1a. Description of request:

Transfer of 2020 wage and benefit settlements from Non Departmental reserves to departments. See companion Non Departmental supplemental #2913.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

Executive

Suppl ID # 2942 Fund 1 Cost Center 1200 Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Dir of Admin Services wage-benefit adjustment

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	(\$79,656)
	6210	Retirement	(\$11,838)
	6230	Social Security	(\$5,397)
	6245	Medical Insurance	(\$8,172)
	6255	Other H&W Benefits	(\$1,031)
	6259	Worker's Comp-Interfund	(\$364)
	6269	Unemployment-Interfund	(\$104)
	Request Total		(\$106,562)

1a. Description of request:

The Deputy Executive title has been changed to Director Administrative Services. While the Director of Administrative still serves the County Executive as a delegate, the focus of the position has shifted to key Administrative Service projects and initiatives.

1b. Primary customers:

2. Problem to be solved:

The position has shifted to Administrative Services to focus on key administrative services projects and initiatives. The funding is now appropriately allocated in the Administrative Services Cost Allocation.

3a. Options / Advantages:

n/a

3b. Cost savings:

n/a

4a. Outcomes:

Work will continue with ongoing priorities.

4b. Measures:

5a. Other Departments/Agencies:

Administrative Service Managers report to the Director of Administrative Services.

5b. Name the person in charge of implementation and what they are responsible for:

Facilities, Finance, Human Resources and Information Technology

6. Funding Source:

Funding moved to the Administrative Services Cost Allocation

Supplemental Budget Request

Status: Pending

Health

Administration

Suppl ID # 2922

Fund 1

Cost Center

Originator: M Caldwell

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: 2020 Wage & Benefit Settlement - Health

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	\$206,472
	6195	Direct Billing Offset	(\$16,137)
	6210	Retirement	\$15,631
	6230	Social Security	\$15,696
	6245	Medical Insurance	\$60,097
	6255	Other H&W Benefits	\$11,024
	6269	Unemployment-Interfund	(\$12,670)
	Request Total		\$280,113

1a. Description of request:

Transfer of 2020 wage and benefit settlements from Non Departmental reserves to departments. See companion Non Departmental supplemental #2913.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

Health

Administration

Suppl ID # 2950 Fund 1 Cost Center 671300 Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Move Mental Health Millage back to GF

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4311.1000	Current Year Collections	(\$310,870)
	4311.1010	Delinquent Tax-1 Yr	(\$3,000)
	4311.1020	Delinquent Tax-2 Yr	(\$1,000)
	4311.1030	Delinquent Tax-3 Yr	(\$1,000)
	4311.1040	Delinq Tax-4 or More Yr	(\$100)
	4317.2000	Leasehold Excise Tax	(\$2,000)
	4317.4000	Forest Excise Tax	(\$2,000)
	4361.4001	Interest on Notes/Accou	(\$20)
	4362.5010	State Forest Board	(\$10)
	6610	Contractual Services	\$268,902
	8110	State Timber Sales	(\$4,000)
	Request Total		(\$55,098)

1a. Description of request:

Move Mental Health millage funds back into General Fund and close Special Revenue Fund 127 Mental Health and Developmental Disability Fund
See companion supplemental #2948
Remaining revenue balance of \$55,098 to cover mental health share of Health Department indirect costs.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

Friday, October 18, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Health

Administration

Suppl ID # 2950

Fund 1

Cost Center 671300

Originator: M Caldwell

6. Funding Source:

Supplemental Budget Request

Status: Pending

Health

Administration

Suppl ID # 2951 Fund 1 Cost Center 673200 Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Move DD millage back to GF

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4311.1000	Current Year Collections	(\$310,870)
	4311.1010	Delinquent Tax-1 Yr	(\$3,000)
	4311.1020	Delinquent Tax-2 Yr	(\$1,000)
	4311.1030	Delinquent Tax-3 Yr	(\$1,000)
	4311.1040	Delinq Tax-4 or More Yr	(\$100)
	4317.2000	Leasehold Excise Tax	(\$2,000)
	4317.4000	Forest Excise Tax	(\$2,000)
	4361.4001	Interest on Notes/Accou	(\$20)
	4362.5010	State Forest Board	(\$10)
	6110	Regular Salaries & Wages	\$62,551
	6190	Direct Billing Rate	\$71,801
	6210	Retirement	\$8,045
	6230	Social Security	\$4,786
	6245	Medical Insurance	\$15,893
	6255	Other H&W Benefits	\$1,466
	6259	Worker's Comp-Interfund	\$728
	6269	Unemployment-Interfund	\$82
	6610	Contractual Services	\$105,083
	6780	Travel-Educ/Training	\$1,000
	6790	Travel-Other	\$500
	7110	Registration/Tuition	\$500
	7140	Meeting Refreshments	\$500
	7190	Other Miscellaneous	\$250
	8110	State Timber Sales	(\$4,000)
	Request Total		(\$50,815)

1a. Description of request:

Move Developmental Disability millage funds back into General Fund and close Special Revenue Fund 127 Mental Health and Developmental Disability Fund.

See companion supplemental #2949

Remaining revenue balance of \$50,815 to cover DD share of Health Department indirect costs. Employee costs adjusted to allow for wage and benefit contract settlement.

Friday, October 18, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Health

Administration

Suppl ID # 2951

Fund 1

Cost Center 673200

Originator: M Caldwell

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

Supplemental Budget Request

Status: Pending

Health

Administration

Suppl ID # 2952 Fund 1 Cost Center 600200 Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Reduce Health Indirect Trf from Fund 127

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	8301	Operating Transfer In	\$105,913
	Request Total		\$105,913

1a. Description of request:

Remove transfer in to General Fund to cover Health Dept indirect costs from Mental Health & Developmental Disabilities Fund that is being closed. Excess revenues from cost centers 673200 (DD Millage) and 671300 (Mental Health Millage) will cover the costs. See companion supplementals #2950 & #2951.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

Supplemental Budget Request

Status: Pending

Health

Human Services

Suppl ID # 2879 Fund 1 Cost Center 675600 Originator: Kathleen Roy

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: 2020 Criminal Justice Treatment Account

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4334.0691	HCA - CJTA	(\$175,000)
	6610	Contractual Services	\$159,090
	Request Total		(\$15,910)

1a. Description of request:

We are requesting additional expenditure authority to use state dedicated funding to support services for individuals who have been charged with non-violent crimes. Services supported will include substance use disorder (SUD) assessments, residential treatment, outpatient treatment, and housing assistance.

1b. Primary customers:

Individuals involved in the criminal justice system who have a pending non-violent criminal charge from a prosecuting attorney in the state of Washington, and who have a SUD which requires treatment. Priority will be given to individuals who are enrolled in a therapeutic court program.

2. Problem to be solved:

Non-violent offenders have limited access to resources to help them initiate and maintain long term recovery. CJTA funding provides a full continuum of therapeutic services for these individuals, especially those enrolled in therapeutic court programs.

3a. Options / Advantages:

A local CJTA panel was convened to consider best options for use of these dedicated funds and made recommendations for those areas of service most needed by the population to be served. Gaps in care included: assessments in the jail, outpatient and residential treatment, and especially housing.

3b. Cost savings:

Providing clean and sober housing assistance and SUD treatment for individuals involved in the criminal justice system are proven strategies for cost saving. Treatment for people with addiction provides a savings of \$3-\$7 for every dollar spent. Housing people who are homeless, especially those challenged with an addiction, can result in \$14,700 per person saved in other costs.

4a. Outcomes:

Outcomes include: Reduction in recidivism, increased stability in recovery from SUD, and increased retention in Therapeutic Court Programs. Outcomes will be tracked throughout an individual's participation in therapeutic court programs.

4b. Measures:

Number of individuals receiving and completing in-jail as well as out-of-jail assessments for SUD, and number admitted to outpatient treatment, and number admitted to residential treatment, and number served with housing assistance.

5a. Other Departments/Agencies:

Assessments will take place in the Whatcom County Jail where people will be released to inpatient treatment. Whatcom County Therapeutic Courts (Drug Court, Mental Health Court, Family Treatment Court) will also be positively impacted by this full services continuum.

Supplemental Budget Request

Status: Pending

Health

Human Services

Suppl ID # 2879

Fund 1

Cost Center 675600

Originator: Kathleen Roy

5b. Name the person in charge of implementation and what they are responsible for:

none

6. Funding Source:

State Health Care Authority, Criminal Justice Treatment Account Funds.

Supplemental Budget Request

Status: Pending

Health

Human Services

Suppl ID # 2882 Fund 1 Cost Center 677410 Originator: Kathleen Roy

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: NSASO Dedicated Marijuana

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4334.0469	Marijuana Prevention	(\$83,438)
	6610	Contractual Services	\$75,852
	Request Total		(\$7,586)

1a. Description of request:

We are requesting authority to expend grant funds from the North Sound Administrative Services Organization (NSASO) to ensure that the tax revenue from the sale of marijuana and marijuana products is utilized for substance use disorder prevention. Funds will be used for the implementation of effective direct service prevention programming for youth and families (i.e., school-based services, case management, etc.), as well as to provide community education about the harms associated with marijuana use.

1b. Primary customers:

Whatcom County youth and adults

2. Problem to be solved:

Youth who misuse or abuse substances early in life have higher rates of addiction as adults. Legalization of marijuana and marijuana products has increased exposure and access to products among youth and adults in the community, elevating risk for experimentation and potential abuse. The 2016 Healthy Youth Survey reflected a declining "perceived risk" of regular marijuana use. Research has demonstrated that when perceived risk decreases, use of that substance increases. In 2016 about one in five 8th graders, one in three 10th graders, and nearly half of 12th graders surveyed perceived 'no/slight risk' to regular use of marijuana. Implementing effective programs and services can increase awareness of the harms, reduce consumption, and also provide other social benefits (better school performance, improved family functioning, etc.).

3a. Options / Advantages:

This funding provides targeted education/information and prevention programming to youth and community members using research-based strategies and interventions. Services will rely on established research to ensure education to youth and the community is done effectively, and that implemented programs have already demonstrated positive outcomes, such as the Student Assistance Programs (SAP). SAP's, for example, can significantly impact attitudes and behaviors related to substance use. One local SAP demonstrated a reduction of marijuana use by 20% among students participating in services. That same program showed a reduction in alcohol use by 28%, and reduction of tobacco use by 80%. Similar school and community-based programs will be implemented.

3b. Cost savings:

Prevention services have shown to save costs. According to the Substance Abuse and Mental Health Services Administration (SAMHSA), school-based prevention services, for example, show an average return of \$18 per dollar invested.

4a. Outcomes:

The reduction of marijuana use is the ultimate outcome of these efforts. This is accomplished by

Supplemental Budget Request

Status: Pending

Health

Human Services

Suppl ID # 2882

Fund 1

Cost Center 677410

Originator: Kathleen Roy

increasing the perception of harm from using marijuana among youth and adults, while providing appropriate skills and interventions. These are measured through local measurement tools, including the Healthy Youth Survey.

4b. Measures:

2018 Healthy Youth Survey will provide comparative data on youth perceptions of harmfulness and use of marijuana.

- a) Increase the percentage of 8th and 10th grade students who perceive harm from using marijuana
- b) Delay the age of initiation of substance use (including marijuana) among 8th and 10th grade students
- c) Reduce the percentage of past month use (last 30 days) of marijuana among 8th and 10th grade students
- d) Increase the percentage of 8th and 10th grade students who perceive harm from vaping and using vape devices

5a. Other Departments/Agencies:

None

5b. Name the person in charge of implementation and what they are responsible for:

n/a

6. Funding Source:

North Sound Administrative Services Organization administers the grant funding from the DSHS/DBHR Designated Marijuana Account.

Supplemental Budget Request

Status: Pending

Health

Human Services

Suppl ID # 2893

Fund 1

Cost Center 677350

Originator: Kathleen Roy

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: DOH Youth Marijuana Prevention

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4334.0493	DOH6 PSAP	(\$50,000)
	6610	Contractual Services	\$41,380
	Request Total		(\$8,620)

1a. Description of request:

We are requesting additional expenditure authority for continued implementation of youth marijuana prevention and education efforts in Whatcom County and the North Sound Region. We received an increase in DOH funding that will support promising and best practices that target the reduction and prevention of youth marijuana use with a primary focus on policy, systems, and environmental change strategies.

1b. Primary customers:

- Youth and Adults in Whatcom County and North Sound Region (Whatcom, Skagit, San Juan, Island, and Snohomish Counties).
- Local Health Jurisdictions, Community Coalitions, and Community Agencies in the North Sound Region.

2. Problem to be solved:

The 2016 Healthy Youth Survey shows that about one in four 12th grade students in Washington reported using marijuana in the past month. About one in five 8th graders, one in three 10th graders, and nearly half of the 12th graders surveyed perceived no/slight risk of regular use of marijuana. Research indicates that youth marijuana use can negatively impact brain health and development. Currently there are currently limited youth education and prevention programs available in our region.

3a. Options / Advantages:

Services will be delivered to educate youth about the harms of marijuana, increase their perceived risk from use, and to decrease their potential use. This funding will be used in the development, implementation, and evaluation of youth marijuana prevention and education activities. The regional approach is being used for marijuana prevention efforts as directed by DOH and with support from regional partners during the strategic planning process. The regional approach aims to align efforts across the region to make a greater collective impact by picking shared priorities, creating and implementing shared and consistent strategies and messages, and supporting strong regional prevention partnerships.

3b. Cost savings:

The Institute of Medicine and National Research Council indicates that every dollar invested in prevention yields \$2 to \$10 in savings in health costs, criminal and juvenile justice costs, educational costs, and lost productivity.

4a. Outcomes:

The North Sound Region Youth Marijuana Prevention and Education Five Year Strategic Plan includes the long term outcome of reducing marijuana use among youth in our region. The overall goal for the program is to create healthier communities for youth and families in the North Sound Region. Short-term outcomes for regional youth include increasing the perception of harm from marijuana use, decreasing favorable

Supplemental Budget Request

Status: Pending

Health

Human Services

Suppl ID # 2893	Fund 1	Cost Center 677350	Originator: Kathleen Roy
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attitudes towards marijuana use, decreasing perception of the ease of access to marijuana, decreasing perceptions of parental and peer approval of marijuana use, and increasing the % of youth who report that their parents have talked to them about marijuana use.

4b. Measures:

Healthy Youth Survey data will provide comparative data on youth use of marijuana, as well as on the additional outcomes listed above.

5a. Other Departments/Agencies:

The Health Department will contract with other Local Health Jurisdictions and community agencies in the region.

5b. Name the person in charge of implementation and what they are responsible for:

Alyssa Pavitt, a program specialist at Whatcom County Health Department coordinates the North Sound Region Youth Marijuana Prevention Program.

6. Funding Source:

Washington State Department of Health, Consolidated Contract.

Supplemental Budget Request

Status: Pending

Health

Human Services

Suppl ID # 2895 Fund 1 Cost Center 674200 Originator: Kathleen Roy

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Severe Weather Shelter

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6610	Contractual Services	\$10,000
	Request Total		\$10,000

1a. Description of request:

We are requesting budget authority to support Severe Winter Weather shelter operations. Volunteer organizations will be providing the shelter services, and this request intends to offer financial assistance to cover food and water, custodial services, and support for trained volunteers.

1b. Primary customers:

Individuals who are homeless and vulnerable to serious consequences of severe winter weather condition if left unsheltered.

2. Problem to be solved:

Some individuals who are homeless have not used the current shelter services at the Lighthouse Mission, or the overflow winter shelter for various reasons. Some individuals may not seek shelter at these locations even during very severe weather. However, during severe and perhaps life-threatening winter weather conditions, all individuals should have access to a safe and secure location to receive shelter from the elements. Serious health consequences and death may occur when people who are unsheltered do not have a safe and warm location to get out of the elements.

3a. Options / Advantages:

The County convened a Severe Weather Shelter task force earlier in the year to research and pursue various options. Many community leaders participated and determined that alternative shelter sites should be provided during life-threatening winter weather conditions. Supporting additional organizations to provide temporary shelter services during severe weather may encourage all individuals experiencing homelessness to seek shelter in order to prevent serious health consequences or even death.

3b. Cost savings:

Uncertain at this time, although it is expected that crisis-response calls will be reduced, and individuals who are homeless will experience fewer health crises.

4a. Outcomes:

At least one, and perhaps as many as four severe winter weather shelters will be operational when the predetermined threshold of weather conditions to open is met.

4b. Measures:

Contracts will be in place with providers of Severe Weather Shelters in advance of the winter months. Utilization data will be collected from the providers in order to plan services for future severe weather events. Success will be measured by the utilization of the Severe Winter Weather Shelters.

5a. Other Departments/Agencies:

The Health Department will work with its community and governmental partners as needed to ensure optimal utilization of these shelters when open.

5b. Name the person in charge of implementation and what they are responsible for:

Supplemental Budget Request

Status: Pending

Health

Human Services

Suppl ID # 2895

Fund 1

Cost Center 674200

Originator: Kathleen Roy

n/a

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

Health

Human Services

Suppl ID # 2900

Fund 1

Cost Center 675500

Originator: Kathleen Roy

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: NSASO Substance Use Block Grant Increase

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4333.9959	DASA Prevention	(\$6,501)
	6610	Contractual Services	\$6,501
	Request Total		\$0

1a. Description of request:

We are requesting increased spending authority for substance use prevention services due to an increase in the 2020 Substance Abuse Block Grant revenue. This funding will provide additional support for substance use disorder (SUD) expertise on the Homeless Outreach Team (HOT) to engage the homeless in SUD treatment.

This professional will provide opiate street outreach, care coordination to get people into assessments and treatment. The professional will provide expertise to HOT and ensure appropriate care, including referrals to syringe exchange, treatment, mental health services, health services, and housing.

1b. Primary customers:

Opiate addicts and people with other substance use disorders that are homeless.

2. Problem to be solved:

The Homeless Outreach Team (HOT) lack clinical support for substance use disorders (SUD), yet, more than 80% of the people they contact have SUD issues.

3a. Options / Advantages:

To ensure professional Substance Use Disorder services on the Homeless Outreach Team and to ensure appropriate interventions for those who need services.

3b. Cost savings:

Services will be contracted with a local provider.

4a. Outcomes:

Ensure access to SUD services for opiate addicted people who are homeless and provide coordinated care to housing.

4b. Measures:

Number of people getting in for SUD assessment Number of people served Number of people getting into other SUD services, such as syringe exchange or Suboxone clinics.

5a. Other Departments/Agencies:

none

5b. Name the person in charge of implementation and what they are responsible for:

n/a

6. Funding Source:

North Sound Administrative Services Organization, Federal Substance Abuse Block Grant

Supplemental Budget Request

Status: Pending

Health

Human Services

Suppl ID # 2985 Fund 1 Cost Center 673200 Originator: Kathleen Roy

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Renovation Projects

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6610	Contractual Services	\$200,000
	Request Total		\$200,000

1a. Description of request:

We are requesting increased expenditure authority from the General Fund to support renovation of facilities which offer social and supportive services for individuals with developmental disabilities. Facility improvements will expand the available space for programming and increase the number of people who can be served.

In addition, we are requesting increased expenditure authority from the General Fund to support construction or remodel costs to individual homes that will be available for shared living. These units are managed as supported housing for individuals with developmental disabilities. This funding will increase the number of available housing units on the market in order to address unmet housing needs.

The Whatcom County Developmental Disabilities Advisory Board has identified investment in community infrastructure serving people with developmental disabilities as a priority for funding in their strategic plan.

1b. Primary customers:

Whatcom County residents who are developmentally disabled.

2. Problem to be solved:

Current social and supportive services for individuals with developmental disabilities are insufficient to meet the needs of Whatcom County residents with developmental disabilities. Hundreds of people remain on wait-lists for services due to limited space. Increased facility space is required in order to increase services. In addition, independent housing opportunities for individuals with developmental disabilities living in Whatcom County are limited and inadequate to meet the demand.

3a. Options / Advantages:

Private non-profits have attempted to meet the needs without assistance from the county funds. Providing county funds is the best option because it provides a partial contribution to enable community partners to accomplish their goal of creating more opportunities for socializing and support, as well as expand independent living options. This is the best option because county dollars can be used to match other sources of funds and promote collaborative projects without the full cost burden falling to the county. Without county funds, it is not certain that the goals will be accomplished.

3b. Cost savings:

Other funding partners have committed funds to these projects and county money would provide partial contribution to larger efforts. Funding partners may include the city of Bellingham and the state's Housing Trust Fund as well as private donations.

4a. Outcomes:

The community will have adequate space to offer social and supportive services, and there will be an increase in the number of permanent independent living opportunities to offer to more residents with

Supplemental Budget Request

Status: Pending

Health

Human Services

Suppl ID # 2985

Fund 1

Cost Center 673200

Originator: Kathleen Roy

developmental disabilities. The units will be constructed or remodeled by agencies that have secured other funding partners.

4b. Measures:

Outcomes will be measured by completion of renovations to a facility offering social and support services, and there will be an increase in housing units.

5a. Other Departments/Agencies:

At this time, no other departments will be impacted.

5b. Name the person in charge of implementation and what they are responsible for:

n/a

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

Hearing Examiner

Suppl ID # 2923 Fund 1 Cost Center 1600 Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: 2020 Wage & Benefit Settlement - Hearing Examiner

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	\$4,020
	6210	Retirement	\$402
	6230	Social Security	\$308
	6245	Medical Insurance	\$756
	6255	Other H&W Benefits	\$122
	6269	Unemployment-Interfund	(\$129)
	Request Total		\$5,479

1a. Description of request:

Transfer of 2020 wage and benefit settlements from Non Departmental reserves to departments. See companion Non Departmental supplemental #2913.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

Juvenile

Administration

Suppl ID # 2925

Fund 1

Cost Center

Originator: M Caldwell

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: 2020 Wage & Benefit Settlement - Juvenile

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	\$98,154
	6210	Retirement	\$13,112
	6230	Social Security	\$7,530
	6245	Medical Insurance	\$28,044
	6255	Other H&W Benefits	\$4,964
	6269	Unemployment-Interfund	(\$5,705)
	Request Total		\$146,099

1a. Description of request:

Transfer of 2020 wage and benefit settlements from Non Departmental reserves to departments. See companion Non Departmental supplemental #2913.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

Juvenile

Administration

Suppl ID # 2957

Fund 1

Cost Center 1936

Originator: Dave Reynolds

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Continue OCVA CASA Grant Program

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4333.1657	Office of Justice Progr	(\$87,369)
	6110	Regular Salaries & Wages	\$56,364
	6210	Retirement	\$7,249
	6230	Social Security	\$4,312
	6245	Medical Insurance	\$15,893
	6255	Other H&W Benefits	\$1,457
	6259	Worker's Comp-Interfund	\$520
	6269	Unemployment-Interfund	\$74
	6780	Travel-Educ/Training	\$1,500
	Request Total		\$0

1a. Description of request:

The Juvenile Division of Superior Court received an Office of Crime Victims Advocacy CASA program grant the beginning of 2019. The grant is expected to be an ongoing funding source used to recruit, train and support additional CASA volunteers. A CASA Volunteer Coordinator has been hired. This request adds the 2020 budget to continue the program.

1b. Primary customers:

Abused and neglected children who are subject to a dependency action.

2. Problem to be solved:

The Court was at capacity for program volunteers given the number of coordinators we had. The additional coordinator is providing us the opportunity to expand the CASA program and have additional volunteers.

3a. Options / Advantages:

This is the best option as it provides us the opportunity to expand a valuable program without increasing costs to the county.

3b. Cost savings:

For the period of grant funding it will save the county from having to hire another coordinator with county funds.

4a. Outcomes:

We anticipate 20 new volunteers to be available to the CASA program when fully recruited and trained.

4b. Measures:

We monitor our volunteer pool on a monthly basis.

5a. Other Departments/Agencies:

Supplemental Budget Request

Status: Pending

Juvenile

Administration

Suppl ID # 2957

Fund 1

Cost Center 1936

Originator: Dave Reynolds

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

OCVA Grant

Supplemental Budget Request

Status: Pending

Non-Departmental

Suppl ID # 2913 Fund 1 Cost Center 4075 Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Distribute 2020 GF wage reserve to departments

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	(\$1,811,197)
	Request Total		(\$1,811,197)

1a. Description of request:

Distribute General Fund wage and benefit reserve to departments to fund contract settlements. See companion supplementals for each General Fund department.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

Non-Departmental

Suppl ID # 2962 Fund 1 Cost Center 4530 Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Trf GF funding for Jail mid-bi requests

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	8351.118	Operating Transfer Out	\$552,856
	Request Total		\$552,856

1a. Description of request:

Transfer General Fund funding in support of Jail Supplementals #2864 - #2867, #2969 & #2870, #2872, #2875, #2876 & #2891 for contract beds, various Jail medical requests, increase in broadband cable charge and add subscription to Lexipol policy management system.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

Non-Departmental

Suppl ID # 2961 Fund 1 Cost Center 4530 Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: GF Trf to Elections

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	8351.10907	Operating Transfer Out	\$82,000
	Request Total		\$82,000

1a. Description of request:

General Fund transfer to Elections Fund in support of 2020 elections costs not covered by non-county revenues. See Auditor - Elections supplemental ID #2874 Mid-year Supplemental

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

Parks & Recreation

Suppl ID # 2926

Fund 1

Cost Center

Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: 2020 Wage & Benefit Settlement - Parks

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	\$56,228
	6210	Retirement	\$4,835
	6230	Social Security	\$4,207
	6245	Medical Insurance	\$19,776
	6255	Other H&W Benefits	\$3,921
	6259	Worker's Comp-Interfund	(\$9,360)
	6269	Unemployment-Interfund	(\$4,447)
	Request Total		\$75,160

1a. Description of request:

Transfer of 2020 wage and benefit settlements from Non Departmental reserves to departments. See companion Non Departmental supplemental #2913.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

Parks & Recreation

Suppl ID # 2959

Fund 1

Cost Center 6003

Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Increase ER&R rate for dump truck

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6869.501	Equip Rental-ER&R	\$3,900
	Request Total		\$3,900

1a. Description of request:

Increase ER&R rental rate for dump truck to be acquired from Public Works. Current vehicle rental rate is \$375 per month, dump truck rate will be \$700 per month. Increase of \$325 per month needed. Current vehicle, which is a 1992 International Harvester dump truck will be auctioned off.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

Parks & Recreation

Suppl ID # 2814 Fund 1 Cost Center 6002 Originator: Shannon Batdorf

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 5

Name of Request: Senior Center Extra Help Additional Hours

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6120	Extra Help	\$1,653
	6230	Social Security	\$126
	6259	Worker's Comp-Interfund	\$215
	6269	Unemployment-Interfund	\$6
	Request Total		\$2,000

1a. Description of request:

Parks is requesting 116 additional extra help hours in senior services for a part time Senior Center Assistant at the three smaller centers (Sumas, Everson and Welcome) to train at each center and then provide backup support to cover vacations and sick as well as assist with the recruitment of new members at each of these centers by looking for ways draw in new members through advertisement as well as organizing additional services within the program to better serve the individual communities.

Parks currently provides programming at these smaller senior centers one to two days a week, focused around a lunchtime meal in conjunction with the Council on Aging's Meals on Wheels program. One Senior Center Assistant works at each center cleaning, serving the meal and doing light prep work.

1b. Primary customers:

The primary customer for this service are the approximately 3700 seniors in the Sumas, Everson and Welcome communities that attend those senior centers annually.

2. Problem to be solved:

The senior services programs at Sumas, Everson and Welcome do not have adequate coverage for vacations and sick calls.

3a. Options / Advantages:

We have previously been shuffling employees around between the centers to cover shortages in staff, however due to some recent retirements in the senior services extra help staff, this is not longer an option. The most viable option is to bring on a extra help employee, train them at each of the centers and have them continue to work one to two shifts per month rotating between all three centers, either covering shifts or providing additional programming support. This enables us to train a backup properly at each facility and keep them engaged and familiar with the procedures at each location with limited hours.

3b. Cost savings:

Being able to properly train a backup assistant for all three centers helps cut down on turnover.

4a. Outcomes:

Senior Services programming at Sumas, Everson and Welcome Senior centers will be better supported.

4b. Measures:

This will be measured through our annual Senior Services surveys

5a. Other Departments/Agencies:

Supplemental Budget Request

Status: Pending

Parks & Recreation

Suppl ID # 2814

Fund 1

Cost Center 6002

Originator: Shannon Batdorf

no

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

Planning & Development Services

Administration

Suppl ID # 2927

Fund 1

Cost Center

Originator: M Caldwell

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: 2020 Wage & Benefit Settlement - PDS

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	\$122,883
	6210	Retirement	\$12,237
	6230	Social Security	\$9,322
	6245	Medical Insurance	\$35,274
	6255	Other H&W Benefits	\$7,073
	6269	Unemployment-Interfund	(\$7,565)
	Request Total		\$179,224

1a. Description of request:

Transfer of 2020 wage and benefit settlements from Non Departmental reserves to departments. See companion Non Departmental supplemental #2913.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

Prosecuting Attorney

Suppl ID # 2928 Fund 1 Cost Center Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: 2020 Wage & Benefit Settlement - Prosecuting Attny

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	\$133,545
	6210	Retirement	\$7,347
	6230	Social Security	\$9,667
	6245	Medical Insurance	\$37,740
	6255	Other H&W Benefits	\$7,151
	6259	Worker's Comp-Interfund	\$291
	6269	Unemployment-Interfund	(\$8,996)
	Request Total		\$186,745

1a. Description of request:

Transfer of 2020 wage and benefit settlements from Non Departmental reserves to departments. See companion Non Departmental supplemental #2913.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

Prosecuting Attorney

Suppl ID # 2885 Fund 1 Cost Center 2600 Originator: Eric Richey

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☒ Add'l Space ☐ Priority 1

Name of Request: Increase .6 FTE Sr Deputy II to full FTE

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	\$51,192
	6210	Retirement	\$7,607
	6230	Social Security	\$3,916
	6255	Other H&W Benefits	\$250
	6269	Unemployment-Interfund	\$67
	Request Total		\$63,032

1a. Description of request:

Kimberly Thulin is a Senior Appellate Deputy who prosecutes criminal appeals at the Court of Appeals and State Supreme Court of Washington, U.S. Court. Additionally, Kimberly manages all criminal appeals arising out of Whatcom County District Court and is involved in supporting all trial deputies with legal and tactical issues that arise in cases and in preparing and conducting trials.

1b. Primary customers:

The primary customer is Whatcom County, State of Washington, and all attorneys in the Prosecutor's Office carrying a criminal caseload.

2. Problem to be solved:

With more cases going to trial in District Court and complex cases being tried in Superior Court, the need for experienced appellate counsel has increased in order to provide support, to educate, train, and handle all levels of appellate advocacy. Additionally, administration determined there are approximately, twenty-six RAL appeals (appeals coming out of District Court) that neither Superior Court or defense counsel were timely prosecuting on appeal. Kimberly is currently working to reduce this backlog to ensure these matters are timely prosecuted on appeal. Kimberly is also managing the preparation, research, filing of response briefs and oral arguments in these cases, in addition to an increasingly complex caseload. The goal is to have the backlog resolved by the end of 2020.

3a. Options / Advantages:

Kimberly has 28 years of experience as a deputy prosecutor. She has been a deputy prosecutor with experience in vertical litigation in District, Juvenile, and Superior Courts. Additionally, Kimberly has been an appellate attorney in Whatcom County for 18 years; litigating complex criminal cases at the trial and appellate levels. This experience is essential to not only handling on-going complex criminal appeals (we anticipate several high profile cases that were tried in 2018-2019 to require an increased RAL appellate caseload) but is essential to providing support to all attorneys in the Whatcom County Prosecutor's Office.

3b. Cost savings:

Training a new appellate attorney would take several years, which is not an efficient solution to the current problem.

4a. Outcomes:

The outcome is an efficient process for handling the caseload over the course of 12 months.

4b. Measures:

Friday, October 18, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Prosecuting Attorney

Suppl ID # 2885

Fund 1

Cost Center 2600

Originator: Eric Richey

We will know the outcomes are successfully being met when the caseload is efficiently being managed.

5a. Other Departments/Agencies:

This request will not impact other departments or agencies.

5b. Name the person in charge of implementation and what they are responsible for:

The Prosecutor's Office is solely responsible for the implementation.

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

Public Defender

Suppl ID # 2929

Fund 1

Cost Center

Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: 2020 Wage & Benefit Settlement - Public Defender

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	\$34,089
	6210	Retirement	\$4,057
	6230	Social Security	\$2,503
	6245	Medical Insurance	\$24,648
	6255	Other H&W Benefits	\$4,273
	6269	Unemployment-Interfund	(\$5,784)
	Request Total		\$63,786

1a. Description of request:

Transfer of 2020 wage and benefit settlements from Non Departmental reserves to departments. See companion Non Departmental supplemental #2913.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

Public Defender

Suppl ID # 2838 Fund 1 Cost Center 2650 Originator: Julie Wiles

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Deputy I Public Defender (Beginning 2020)

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	\$63,036
	6210	Retirement	\$8,226
	6230	Social Security	\$4,822
	6245	Medical Insurance	\$15,564
	6255	Other H&W Benefits	\$1,498
	6259	Worker's Comp-Interfund	\$520
	6269	Unemployment-Interfund	\$139
	6320	Office & Op Supplies	\$300
	6510	Tools & Equip	\$1,500
	7190	Other Miscellaneous	\$483
	Request Total		\$96,088

1a. Description of request:

We propose to add one additional attorney to represent clients charged with misdemeanors in Whatcom County District Court in order to move one of our current District Court attorneys to our felony division. We need to move another attorney into our felony division in order to ensure we meet the Washington State CrR 3.1 "Standards for Indigent Defense."

1b. Primary customers:

Individuals charged with felonies in Whatcom County Superior Court.

2. Problem to be solved:

Currently, we estimate that nearly all of our felony attorneys will be over State Standards for 2019. We have determined that we have not been counting some of our cases appropriately (this includes Civil Commitments, Drug Court cases, Mental Health Court cases, Arraignments, 1st Appearances and Committee Work.

In addition, the Washington Defender Association Standards for Public Defense (endorsed by the Washington State Bar Association) lists a standard for supervision which states that "each agency or firm providing public defense services should provide one full-time supervisor for every ten staff lawyers or one half-time supervisor for every five lawyers. Our current Director and Chief Public Defender both carry full felony case loads and will be over Standards in a matter of weeks.

3a. Options / Advantages:

We have considered other options, and we plan to hire a temp attorney as soon as possible, with salary savings from this past year, in order to complete our civil commitments for the rest of the year. However, this does not address the problem that we are nearly over State Standards and will be again next year. We simply need one more full time attorney.

Supplemental Budget Request

Status: Pending

Public Defender

Suppl ID # 2838

Fund 1

Cost Center 2650

Originator: Julie Wiles

3b. Cost savings:

The Standards for public defense related to the effective assistance of counsel will be met and the caseloads of public defense attorneys for the Whatcom County Public Defender's Office will allow attorneys to give each client the time and effort necessary to ensure effective representation.

4a. Outcomes:

Clientele will have effective representation and office morale for attorneys will be higher.

4b. Measures:

Standards for Indigent Defense will be met according to the definition as set out by CrR 3.1. We keep detailed monthly caseload and case assignment statistics and are able to monitor the stats on a monthly basis.

5a. Other Departments/Agencies:

Granting this ASR, will, on the positive side, help the Superior Court run more smoothly than it would otherwise if there was a variety of private attorneys handling additional caseloads. Not granting this ASR will put our County in peril of losing the Office of Public Defense grant funds we receive each year. Having to handle more cases per year can clog up the court system, increase jail bed usage and possibly increase more cases being overturned on appeal.

5b. Name the person in charge of implementation and what they are responsible for:

N/A

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

Sheriff

Administration

Suppl ID # 2930

Fund 1

Cost Center

Originator: M Caldwell

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: 2020 Wage & Benefit Settlement - Sheriff

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	(\$24,575)
	6210	Retirement	(\$2,912)
	6230	Social Security	(\$1,697)
	6245	Medical Insurance	\$98,963
	6255	Other H&W Benefits	\$21,946
	6259	Worker's Comp-Interfund	(\$208)
	6269	Unemployment-Interfund	(\$22,057)
	Request Total		\$69,460

1a. Description of request:

Transfer of 2020 wage and benefit settlements from Non Departmental reserves to departments. See companion Non Departmental supplemental #2913.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

Sheriff

Administration

Suppl ID # 2827 Fund 1 Cost Center 2922 Originator: Jacque Korn

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Crisis Negotiation Team (CNT) Training 2020

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6780	Travel-Educ/Training	\$7,000
	7110	Registration/Tuition	\$3,000
	Request Total		\$10,000

1a. Description of request:

Members of the Sheriff's Office Crisis Negotiation Team (CNT) will attend the Western States Hostage Negotiators' Association (WSHNA) annual conference as well as other applicable crisis intervention training.

1b. Primary customers:

Whatcom County Sheriff's Office deputies and citizens.

2. Problem to be solved:

The CNT is a component of the Sheriff's Office Special Response Team that responds to incidents where enhanced capabilities are needed to deal with high-risk situations such as barricaded subjects, hostage situations, counter-terrorism response, active shooter incidents, and unusual occurrences within the jurisdiction of the Sheriff's Office.

It is essential that the CNT deputies receive training to keep in compliance with best recommended practices for crisis negotiations in order to safely resolve high risk/crisis situations while minimizing the potential for injury or loss of life.

3a. Options / Advantages:

The Health Department included an operating transfer from the Behavioral Health Fund to the Sheriff's Office in the 2020 budget specifically for CNT to attend this annual training event.

3b. Cost savings:

4a. Outcomes:

Members of the CNT will receive current training and be able to respond to high risk situations.

4b. Measures:

5a. Other Departments/Agencies:

Health Department has provided funds for this training.

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

These training expenses are covered by an operating transfer in from the Behavioral Health Fund already included in the budget.

Supplemental Budget Request

Status: Pending

Sheriff

Administration

Suppl ID # 2828 Fund 1 Cost Center 2910 Originator: Jacque Korn

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Polygraph Operator Training - 2020

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6320	Office & Op Supplies	\$100
	6780	Travel-Educ/Training	\$6,000
	6860	Equipment Rental	\$2,500
	Request Total		\$8,600

1a. Description of request:

This request is to send one deputy to Polygraph School in Annville, Pennsylvania. The Polygraph School is a 12 week (480 hour) course that would train and certify the deputy to be a licensed polygrapher and able to conduct criminal investigation and pre-employment polygraphs.

1b. Primary customers:

The primary customers for this service are the Whatcom County Sheriff's Office, Human Resources, Prosecutor's Office, other local law enforcement agencies, and the citizens of Whatcom County.

2. Problem to be solved:

The Whatcom County Sheriff's Office currently has three polygraph operators to conduct pre-employment polygraphs on personnel applying for jobs as deputies, correction deputies, support staff, temporary employees, reserve deputies, and volunteers with the Sheriff's Office as well as victims, witnesses, and suspects in active criminal investigations.

The three current polygraph operators are very seasoned and experienced deputies who have over 20 years of service. Two are at retirement age and tenure. One has stated his intention to retire in May 2020 and the other will likely retire in the few years. It is essential to get a new operator trained, mentored, and ready to fill the gap.

Additional Service Request (ASR) 2019-5748 was approved for the 2019 budget. However, due to the timing of the course and availability of the deputy to attend, the Sheriff's Office will be unable to send a detective to the training until January 2020. Unused funds from 2019 will be needed in 2020.

3a. Options / Advantages:

One option is not to fill the vacant polygraph position. However, law enforcement and the Prosecutor's Office rely on polygraph tests during many criminal investigations. In addition, the pre-employment test is a prerequisite for employment with the Sheriff's Office. Another option is to contract out polygraph services, but that could be expensive and time consuming.

The best option is to have a trained law enforcement officer, in-house, to conduct both the criminal investigations and pre-employment examinations. Although there is an initial cost, the long-term savings are very beneficial and the flexibility to prioritize polygraphs will be advantageous.

3b. Cost savings:

Supplemental Budget Request

Status: Pending

Sheriff

Administration

Suppl ID # 2828

Fund 1

Cost Center 2910

Originator: Jacque Korn

4a. Outcomes:

The Sheriff's Office will have a trained and mentored polygraph operator by the end of 2020.

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

N/A

6. Funding Source:

General Fund: unspent funds originally appropriated in 2019.

Supplemental Budget Request

Status: Pending

Sheriff

Administration

Suppl ID # 2829

Fund 1

Cost Center 2977

Originator: Jacque Korn

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Community Relations Consultant - 2020

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6610	Contractual Services	\$15,000
	Request Total		\$15,000

1a. Description of request:

The Sheriff's Office seeks to maintain trust, effective communications, and positive relationships with all constituents including communities of color and other historically underrepresented communities served by the Sheriff's Office. In 2017, the Sheriff's Office contracted with a community relations consultant who was instrumental in reaching out to minority communities and facilitating meetings between community leaders and the Sheriff's Office to understand cultural needs and customs, discuss emergent issues, and improve and maintain relations with these communities.

1b. Primary customers:

The Sheriff's Office and the diverse communities we serve.

2. Problem to be solved:

Distrust between law enforcement and minority communities has received nationwide attention. To ensure that existing relationships with minority and underserved groups do not deteriorate, this request is submitted for consulting services that will involve stabilizing relationships, increasing trust and decreasing fear of reporting crime and victimization, and providing associated training to staff. The Sheriff's Office received a "one-time" grant from the Whatcom Community Foundation to fund this program in 2017. It was very successful in generating positive contacts between our various underrepresented populations and the Sheriff's Office, and the Whatcom Community Foundation urged the Sheriff's Office to seek funding to continue the program.

3a. Options / Advantages:

Providing this service in concert with other law enforcement agencies.

3b. Cost savings:

4a. Outcomes:

Continue with proactive efforts that have proven to be effective as the Sheriff's Office continues with our mission to protect and serve all people that reside in our community.

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

General Fund

Friday, October 18, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Sheriff

Administration

Suppl ID # 2888

Fund 1

Cost Center 2900

Originator: Steve Gatterman

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Lexipol Policy Management System - Law Enforcement

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4369.9001	Miscellaneous Revenues	(\$11,722)
	6625	Software Maint Contracts	\$14,652
	6630	Professional Services	\$18,765
	Request Total		\$21,695

1a. Description of request:

The Lexipol system offers a comprehensive set of legally defensible policies that are continually monitored and updated by a staff of public safety professionals, attorneys, and subject matter experts based on legislative changes. The annual subscription cost includes the law enforcement policy manual, daily training bulletins, policy updates, online management system with access for all employees, and a supplemental publication service that we can use to host and distribute other agency documents and training.

1b. Primary customers:

Commissioned law enforcement deputies.

2. Problem to be solved:

The Sheriff's Office has been working on a comprehensive update of our policies for years. This task is resource intensive as policies must be researched, written, reviewed, and then updated frequently to keep up with legislative changes and new industry standards. We have been unable to find sufficient staffing time to complete this project, resulting in operational inefficiencies and increased liability exposure.

3a. Options / Advantages:

The annual subscription rate for the law enforcement manual is \$14,652 which reflects a 25% discount.

The Washington Counties Risk Pool will reimburse 80% of the subscription cost if we implement 80% of the available Lexipol policies, and have our deputies complete 80% of the daily training bulletins.

In order to successfully complete this project, it is vital that we also utilize the Lexipol implementation team. This team will lead the transition by reviewing our current policies and recommending appropriate enhancements to the standard Lexipol policies as needed. This review is done in five stages starting with policies deemed to be "high risk and high frequency". This team also provides training on how to use the online hosting and publication system.

Implementation services are sold in 50-hour blocks. Lexipol has recommended we plan for 200-300 hours of implementation time to install both the law enforcement and corrections manuals. The Sheriff's Office requests funding for three 50-hour blocks for the law enforcement manual at a cost of \$18,765.

3b. Cost savings:

Once fully implemented and operational, the Lexipol system will replace our current online policy and training database (PowerDMS) at a cost savings of approximately \$8,000 annually.

Supplemental Budget Request

Status: Pending

Sheriff

Administration

Suppl ID # 2888

Fund 1

Cost Center 2900

Originator: Steve Gatterman

In addition, we anticipate annual revenue from the Washington Counties Risk Pool for implementing at least 80% of Lexipol law enforcement (LE) policies. The estimated revenue for 2020 is \$11,722, which is 80% of the cost of the LE policy manual..

4a. Outcomes:

Upon approval we will immediately begin the implementation process with Lexipol. It is anticipated that with full implementation support from Lexipol, this project can be completed within 6 months.

4b. Measures:

5a. Other Departments/Agencies:

The Prosecutor's Office, Human Resources, and the Washington Counties Risk Pool support this project. They understand the challenges of keeping policies up to date, and recognize that implementation of the Lexipol system will reduce our liability exposure.

5b. Name the person in charge of implementation and what they are responsible for:

The Lexipol system is currently used by the majority of law enforcement agencies in Whatcom County.

6. Funding Source:

General Fund.

Supplemental Budget Request

Status: Pending

Superior Court

Suppl ID # 2931 Fund 1 Cost Center Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: 2020 Wage & Benefit Settlement - Superior Court

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	\$22,087
	6210	Retirement	\$29,619
	6230	Social Security	\$12,269
	6245	Medical Insurance	\$26,436
	6255	Other H&W Benefits	\$4,601
	6259	Worker's Comp-Interfund	\$936
	6269	Unemployment-Interfund	(\$2,650)
	Request Total		\$93,298

1a. Description of request:

Transfer of 2020 wage and benefit settlements from Non Departmental reserves to departments. See companion Non Departmental supplemental #2913.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

Treasurer

Suppl ID # 2932 Fund 1 Cost Center 3300 Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: 2020 Wage & Benefit Settlement - Treasurer

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	\$11,524
	6210	Retirement	\$328
	6230	Social Security	\$890
	6245	Medical Insurance	\$8,859
	6255	Other H&W Benefits	\$1,991
	6269	Unemployment-Interfund	(\$1,667)
	Request Total		\$21,925

1a. Description of request:

Transfer of 2020 wage and benefit settlements from Non Departmental reserves to departments. See companion Non Departmental supplemental #2913.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

WSU Extension

Suppl ID # 2933 Fund 1 Cost Center Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: 2020 Wage & Benefit Settlement - Extension

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	\$8,352
	6210	Retirement	\$859
	6230	Social Security	\$640
	6245	Medical Insurance	\$1,512
	6255	Other H&W Benefits	\$296
	6269	Unemployment-Interfund	(\$334)
	Request Total		\$11,325

1a. Description of request:

Transfer of 2020 wage and benefit settlements from Non Departmental reserves to departments. See companion Non Departmental supplemental #2913.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

WSU Extension

Suppl ID # 2966 Fund 1 Cost Center 2001 Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Solid Waste program expansion

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6630	Professional Services	\$15,000
	8301.401305	Operating Transfer In	(\$15,000)
	Request Total		\$0

1a. Description of request:

Expand the current Master Composter/Recycler program as recommended by the Solid Waste Advisory Committee and approved by the Solid Waste Executive Committee. See Health Dept - Environmental Health Solid Waste supplemental ID #2892, Waste Reduction and Recycling Program Expansion, request. Current program is supported \$50,000 from Solid Waste, this will increase the program budget to \$65,000.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

Solid Waste Fund transfer in

Supplemental Budget Request

Status: Pending

Public Works

Administration

Suppl ID # 2773 Fund 108 Cost Center 10895 Originator: Randy Rydel

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: CosMos Model Funding - ROAD FUND (2019-6134)

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	8351.169	Operating Transfer Out	\$50,000
	Request Total		\$50,000

1a. Description of request:

Funding for \$125,000 CosMos Model Creation

40%. Road fund

20%. Flood fund (Natural Resources)

10%. BBWARM

30%. General fund (PDS, Parks, Emergency Management).

The expenditure authority for the entire project will remain with Natural Resources. The other contributing funds will transfer funding to Natural Resources.

This is a companion ASR to 2019-6134 which authorizes the full funding for this project. More details can be found with the authorizing ASR.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

Road Fund

Supplemental Budget Request

Status: Pending

Public Works

Administration

Suppl ID # 2946

Fund 108

Cost Center 10895

Originator: Randy Rydel

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Companion to SBR 2020-2944 Ferry Wage Supplement

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	8351.444	Operating Transfer Out	\$27,000
	Request Total		\$27,000

1a. Description of request:

This is a companion to the Ferry Program's request for additional wage budget authority. The Road fund covers 45% of ferry expenses.

Please see SBR -2020-2944 for details

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

Road Fund

Supplemental Budget Request

Status: Pending

Public Works

Engineering Design/Const

Suppl ID # 2984

Fund 108

Cost Center

Originator: Randy Rydel

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: 2020 Annual Road Construction Program

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4333.2026	Federal Aid Other	(\$976,000)
	4334.0371	CRAB Arterial Projects	(\$2,035,000)
	6630.595110	Professional Services	\$2,459,396
	6630.595200	Professional Services	\$237,000
	7380.595810	Other Improvements	\$750,000
	7380.595300	Other Improvements	\$5,965,000
	7380.595510	Other Improvements	\$460,000
	8351.169114	Operating Transfer Out	\$530,000
	Request Total		\$7,390,396

1a. Description of request:

This supplemental is intended to follow council's approval of the 2020 Annual Road Construction Program. The requested funding will provide the expenditure authority to move forward with the approved ACP.

1b. Primary customers:

Users of Whatcom County roads.

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

Road Fund, State and Federal Grants

Jon Hutchings
DIRECTOR



Randy Rydel

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Bellingham, WA 98225-4042
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RRydel@co.whatcom.wa.us

MEMORANDUM

To: The Honorable Jack Louws, Whatcom County Executive and
Honorable Members of the Whatcom County Council

Through: Jon Hutchings, Public Works Director *JH*

From: Joseph P. Rutan, P.E., County Engineer/Assistant Director *JPR*
Randy Rydel, Financial Services Manager *RR*

Date: October 21, 2019

Re: Supplemental Budget Request #2984 for the implementation of the 2020 Annual Construction Program

The enclosed Supplemental Budget Request #2984 grants expenditure authority to implement the approved Annual Construction Program (ACP) for 2020 based on the following schedule:

Total 2020 Annual Construction Program	\$20,922,000
Previously budgeted within project based budgets (PBB)	-9,400,000
Previously budgeted wage and benefits	<u>-1,120,604</u>
Remaining ACP to be budgeted	\$10,401,396
 Current Budget Expenditure Request	
Prelim./Const. Engineering	\$2,459,396
Right of Way Acquisition	267,000
Contract and County Forces Construction	<u>7,675,000</u>
Expenditure Request Total	\$10,401,396
 Federal/State Grant Funding	<u>-3,011,000</u>
Net Request	\$7,390,396

Please contact Randy Rydel at extension 6217 with any questions.

cc: Brad Bennett

Supplemental Budget Request

Status: Pending

Public Works

Maintenance & Operations

Suppl ID # 2825 Fund 108 Cost Center 108100 Originator: Gina Miller

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☒ Add'l Space ☐ Priority 1

Name of Request: Additional FTE Road Maintenance Worker #1 2020

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	\$40,413
	6290	Applied Benefits	\$33,946
	Request Total		\$74,359

1a. Description of request:

Replacement of a position reclassified as an additional Drainage Crew Leader.

1b. Primary customers:

All Road Users, all citizens impacted by storm water facilities.

2. Problem to be solved:

A Road Crew Leader was added by reclassifying a Senior Road Maintenance Worker to manage the increasing workload relating to culverts, ditch cleaning and storm water infrastructure maintenance. This reduced the number of staff working in the field to complete the projects. Additional staff are needed to keep up with aging drainage infrastructure, increased work load demands with fish passage culverts and increasing citizen concerns with water runoff.

3a. Options / Advantages:

We have considered leaving the field position unfilled and sharing resources across current staff. This was done over the summer and resulted in several projects not being completed. In 2019 permits were issues for at least one project that was not able to get started inside the working window.

3b. Cost savings:

There is an additional cost for wages and benefits. The ability to maintain infrastructure earlier results in longer life and less frequent need for expensive replacement.

4a. Outcomes:

The outcomes will be that storm water projects, fish window projects and culvert maintenance will be performed at a higher rate. Return intervals will be shorter and defects will be found sooner.

4b. Measures:

Projects will be completed rather than sitting uncompleted for months or even years.

5a. Other Departments/Agencies:

Maintenance and Operations will have more opportunity to fulfill work requests made by other divisions and departments of Whatcom County, and neighboring small cities.

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

Road Fund

Supplemental Budget Request

Status: Pending

Public Works

Maintenance & Operations

Suppl ID # 2835 Fund 108 Cost Center 108100 Originator: Gina Miller

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☒ Add'l Space ☐ Priority 6

Name of Request: Additional FTE Road Maintenance Worker #2 2020

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	\$40,413
	6290	Applied Benefits	\$33,946
	Request Total		\$74,359

1a. Description of request:

Add a Road Maintenance Worker to staff NPDES and Drainage Crews.

1b. Primary customers:

All Road Users, all citizens impacted by storm water facilities.

2. Problem to be solved:

The number of staff required to work in the field to complete the projects has increased with the increased population and average daily traffic. Jobs that could once be completed with one or two flaggers now need two to four. Additional staff are needed to keep up with aging drainage infrastructure and increasing citizen concerns with water runoff.

3a. Options / Advantages:

We are currently sharing resources across crews. This was done over the summer and resulted in several projects not being completed. In 2019 permits were issues for at least one project that was not able to get started inside the working window. During the summer, we hire temporary help to help with flagging. This helps keep projects moving forward until they return to school or their hours run out.

3b. Cost savings:

There is an additional cost for wages and benefits. The ability to maintain infrastructure earlier results in longer life and less frequent need for expensive replacement. Deferred cost for maintenance can be seen in projects such as the Jordan Creek culvert failure. Having better resources for traffic control also keeps the crews, jobsites and traveling public safe.

4a. Outcomes:

The outcomes will be that storm water projects, fish window projects and culvert maintenance will be performed at a higher rate. Return intervals will be shorter and defects will be found sooner.

4b. Measures:

Projects will be completed rather than sitting uncompleted for months or even years.

5a. Other Departments/Agencies:

Maintenance and Operations will have more opportunity to fulfill work requests made by other divisions and departments of Whatcom County, and neighboring small cities.

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

Road Fund

Friday, October 18, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Public Works

Maintenance & Operations

Suppl ID # 2969

Fund 108

Cost Center 108100

Originator: Eric Schlehuber/rob Ney

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: 1/2 Bucket Truck 2020 - ASR2019-2967

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	8351	Operating Transfer Out	\$57,500
	Request Total		\$57,500

1a. Description of request:

Companion to SBR-2967 from Facilities

This request is to replace a 20 year old Bucket Truck. This vehicle was purchased separate from the ER&R fund and rental payments to ER&R are based on the original purchase price and not the replacement value.

Facilities Management and Public Works-Equipment Services worked very diligently to find a sufficient replacement for the current bucket truck; we believe we have found a cost effective; economical replacement.

There is no equity for this vehicle.

The cost and the use of this truck will be shared 50/50 with Public Works - M&O

1b. Primary customers:

This vehicle is used quite regularly by Facilities staff for aerial maintenance tasks. The vehicle is also loaned out to Parks and Public Works.

2. Problem to be solved:

The existing Facilities Basket Truck is 20 years old and was not properly purchased through the ER&R fund. Therefore, replacement funds have not been collected through ER&R to replace this vehicle.

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

50% of the total cost will come from the Road Fund

Supplemental Budget Request

Status: Pending

Public Works

Maintenance & Operations

Suppl ID # 2978

Fund 108

Cost Center 108100

Originator: M Caldwell

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Trf to fund addl salt & sand storage bunkers

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	8351.501	Operating Transfer Out	\$90,000
	Request Total		\$90,000

1a. Description of request:

Companion supplemental to ER&R #2831 for Additional bunkers for salt & sand storage for Pt Roberts and Abel pit locations

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

Road Fund

Supplemental Budget Request

Status: Pending

Public Works

Maintenance & Operations

Suppl ID # 2823

Fund 108

Cost Center 108100

Originator: Gina Miller

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 4

Name of Request: Upgrade request for #203 1993 GMC 3500 2wd

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	8351	Operating Transfer Out	\$21,000
	Request Total		\$21,000

1a. Description of request:

Upgrade 1993 GMC 3500 2wd to a 2ton 4x4 extended cab with work box, Tommy lift and towing package.

This unit is already budgeted for replacement in the approved 2020 ER&R capital budget for \$54,000.

1b. Primary customers:

All road users benefitting from county road maintenance activities

2. Problem to be solved:

Current truck is not useful in multiple operations. The bed height makes loading very difficult and the capacity doesn't meet current needs for pay load or towing. Smaller cab size requires multiple vehicles to transport crew to the job site. Lack of towing ability requires separate vehicle to tow trailer.

3a. Options / Advantages:

Crew is currently using heavy machinery to load tools on to truck, used multiple trucks to get tools and crew to jobsite and tow trailers.

3b. Cost savings:

Lockable tool boxes will prevent tools from being stolen, Tommy lift will prevent injuries from lifting heavy items into the truck, the ability to tow a trailer will reduce the large vehicles on a jobsite, extending the cab will reduce the need for multiple vehicles to transport the crew to the same site.

4a. Outcomes:

Enhanced equipment will provide immediate ability to tow, reducing the use of small dump trucks as tow vehicles. Value of Tommy-Lift is improved employee safety, versatility and efficiency.

4b. Measures:

Outcomes will be evident when jobsite equipment is smaller, crews have less back strain and tools are stored in secure boxes.

5a. Other Departments/Agencies:

Equipment services will purchase and maintain the equipment.

5b. Name the person in charge of implementation and what they are responsible for:

Eric Schlehuber, purchasing and maintaining equipment

6. Funding Source:

Equipment Services Capital Equipment Replacement Budget plus additional upgrade amount of \$21K.

Supplemental Budget Request

Status: Pending

Public Works

Maintenance & Operations

Suppl ID # 2824

Fund 108

Cost Center 108100

Originator: Gina Miller

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 5

Name of Request: Upgrade request for #216 truck mounted compressor

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	8351	Operating Transfer Out	\$15,000
	Request Total		\$15,000

1a. Description of request:

Replace truck and mounted compressor with stand alone screw compressor of same capabilities of the one currently mounted on 213 AND 2 ton 4x4 truck with flat bed, snow plow, sander and towing package.

This unit is already budgeted for replacement in the approved 2020 ER&R capital budget for \$130,000.

1b. Primary customers:

All Whatcom County road users, employees performing maintenance and outside agencies requesting interlocal work

2. Problem to be solved:

The current truck mounted compressor is limited to use with the compressor. When the compressor is not needed, the truck is not usable for anything else. The 2 stroke diesel compressor engine is loud enough to generate citizen complaints when used in residential areas.

3a. Options / Advantages:

Use truck as is. Rent equipment needed.

3b. Cost savings:

Increased equipment usage frequency from 2x per year to 2x per week

4a. Outcomes:

The compressor would be less decibels, improving employee safety and customer service. It would be mounted on a flat deck that the county already owns and be loaded onto any of the hook lift single axles when needed. The truck would be able to pull trailers, store tools and plow snow in developments during the winter time.

4b. Measures:

Truck will be utilized, mileage will reflect actual usage, snow will be plowed, increasing customer service. Compressor will be utilized in varying capacities.

5a. Other Departments/Agencies:

Equipment Services. They will have the responsibility for maintenance of the equipment, this is also true of existing equipment.

5b. Name the person in charge of implementation and what they are responsible for:

Eric Schlehuber

6. Funding Source:

Equipment Services Capital replacement program and additional upgrade amount of \$15K.

Supplemental Budget Request

Status: Pending

Public Works

Maintenance & Operations

Suppl ID # 2836

Fund 108

Cost Center 108100

Originator: Gina Miller

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 7

Name of Request: Add new 1/2 ton 4x4 extended cab pickup truck #1

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	8351	Operating Transfer Out	\$45,000
	Request Total		\$45,000

1a. Description of request:

Add a new 1/2 ton 4x4 extended cab pickup truck for the new Road Crew leader.

This would be an addition to the ER&R fleet.

1b. Primary customers:

All road users

2. Problem to be solved:

A new crew leader was added in 2019, this crew leader is assigned a vehicle to take home, they are on call 24/7 and participate in a pager rotation. In order to meet their duty obligations, a truck was removed from the field crew.

3a. Options / Advantages:

The current option is to run crews short on vehicles. Purchasing a pickup truck allows crews to leave heavy equipment out in the field and commute back and forth in a pickup. Pickups are needed for smaller tasks such as flagging signs and carrying hand tools.

3b. Cost savings:

Cost savings will be in fuel used commuting in dump trucks and other large diesel equipment.

4a. Outcomes:

The outcomes will be immediate in that the crew is better prepared with hand tools, has easier access to tools in the bed of a pickup rather than dump truck and the jobsites could have one less large vehicle on site.

4b. Measures:

When the crew/driver leaves the shop in the pickup rather than a dump truck.

5a. Other Departments/Agencies:

Equipment services, they will have an additional vehicle to maintain.

5b. Name the person in charge of implementation and what they are responsible for:

Equipment services will be responsible for purchasing and maintaining the vehicle.

6. Funding Source:

Road Fund.

Supplemental Budget Request

Status: Pending

Public Works

Maintenance & Operations

Suppl ID # 2837 Fund 108 Cost Center 108100 Originator: Gina Miller

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 8

Name of Request: Add new 1/2 ton 4x4 extended cab pickup truck #2

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	8351	Operating Transfer Out	\$45,000
	Request Total		\$45,000

1a. Description of request:

Add a new 1/2 ton 4x4 extended cab pickup truck for the new drainage crew.

This would be an addition to the ER&R fleet.

1b. Primary customers:

All Whatcom county road users

2. Problem to be solved:

A new crew was added in 2019. This truck will serve as a tool and flagging gear carrier for the projects that occur under the new drainage program.

3a. Options / Advantages:

The current option is to run crews short on vehicles. This can delay work if the appropriate signs and tools have to be loaded into heavy trucks or onto trailers.

3b. Cost savings:

Purchasing the appropriate equipment for the projects allows them to happen in an orderly, timely and safe manner. This results in better overall customer service.

4a. Outcomes:

The outcomes will be immediate in that the crew is better prepared with hand tools, has easier access to tools in the bed of a pickup rather than dump truck and the jobsites could have one less large vehicle on site.

4b. Measures:

When the crew/driver leaves the shop in the pickup with all the needed tools and signs on board..

5a. Other Departments/Agencies:

Equipment services, they will have an additional vehicle to maintain.

5b. Name the person in charge of implementation and what they are responsible for:

Equipment services will be responsible for purchasing and maintaining the vehicle.

6. Funding Source:

Road Fund.

Supplemental Budget Request

Status: Pending

Public Works

Maintenance & Operations

Suppl ID # 2845 Fund 108 Cost Center 108100 Originator: Gina Miller

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 9

Name of Request: Sign Roller Flatbed

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	7410.594-430	Equipment-Capital Outlay	\$30,000
	Request Total		\$30,000

1a. Description of request:

Replace makeshift, homemade cutting table with sign making flatbed applicator intended to mount printed sign face to the metal blank.

1b. Primary customers:

All road users and departments of Whatcom County requesting signs.

2. Problem to be solved:

The current table does not have lights causing safety concern when cutting, the time spent on making the 48" signs is limiting the availability of field crews to get in the field and maintain existing signs. Manufacturing detour signs in emergency situations is slower than desired resulting in delayed customer service.

3a. Options / Advantages:

Current option is to continue using the existing makeshift table. A new table is the best option; it will reduce worker fatigue with ergonomically friendly table, reduce time to manufacture signs and improve overall customer service and response time to emergency sign requests i.e.. Birch Bay Drive detour.

3b. Cost savings:

Cost savings are in reduced labor, approximately 50% on 48" signs.

4a. Outcomes:

50% time savings making 30"-48" signs, time savings in transfer tape application, staff will be better able to meet changing MUTCD regulations for large signs. The ergonomics of the adjustable table reduce worker fatigue and back strain. The lighted background increases visibility and improves safety when cutting signs and facing material. Ability to apply clear cover to sign faces adds up to 3 years of life to sign.

4b. Measures:

Productivity increase will be evident when crew is able to produce signs in a shorter amount of time and labor cost for manufacturing will be reduced proportionally. Sign replacement frequency will be extended, reducing overall sign costs.

5a. Other Departments/Agencies:

Yes, all divisions requesting signs will have continued levels of service. The sign shop maintains approximately 16,000 signs and these will stay current in addition to supporting the Ferry program, Facilities, Parks Dept., Bridge and Hydraulic group, Engineering services and the Traffic Engineering make numerous requests.

5b. Name the person in charge of implementation and what they are responsible for:

IT & M&O will be jointly responsible for implementation.

6. Funding Source:

Supplemental Budget Request

Status: Pending

Public Works

Maintenance & Operations

Suppl ID # 2845

Fund 108

Cost Center 108100

Originator: Gina Miller

Road Fund

Supplemental Budget Request

Status: Pending

Public Works

Maintenance & Operations

Suppl ID # 2846 Fund 108 Cost Center 108100 Originator: Gina Miller

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 10

Name of Request: Replace Sign Cutter/Printer asset# 0012094

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	7410.594-430	Equipment-Capital Outlay	\$20,000
	Request Total		\$20,000

1a. Description of request:

Replace Existing Sign Cutter/ Printer

1b. Primary customers:

All road users, all divisions of Public Works and other Whatcom County departments

2. Problem to be solved:

The current sign printer is outdated. When it has mechanical issues, there is limited parts availability which can take the sign shop out of being able to make signs until parts can be found. This means no signs can be made including road name, detour, speed limit signs etc. The current printer is limited to 36". Many new signs are 48" or more, including all Bridge SUV postings. This means piecing together multiple cut surfaces.

3a. Options / Advantages:

The only other option is limping the existing printer along until total failure, estimated at under 2 years. Replacement is the best option to keep public safety and customer service at existing levels.

3b. Cost savings:

Less wasted materials result in cost savings.

4a. Outcomes:

Sign service will be continued at existing levels, ability to print and cut larger signs of bridge loading restrictions etc. Timely delivery of detour and other sign requests. Sign shop capability will be increased from 36" to 48".

4b. Measures:

There will be no interruptions in sign replacement and response time, regulatory signs will be maintained at existing levels.

5a. Other Departments/Agencies:

Yes, all divisions requesting signs will have continued levels of service. The sign shop maintains approximately 16,000 signs and these will stay current in addition to supporting the Bridge and Hydraulic group, Engineering services and the Traffic Engineering make numerous requests.

5b. Name the person in charge of implementation and what they are responsible for:

IT & M&O will be jointly responsible for implementation.

6. Funding Source:

Road Fund

Supplemental Budget Request

Status: Pending

Public Works

Stormwater

Suppl ID # 2848

Fund 108

Cost Center 10860

Originator: Kraig Olason

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Request for Small Pick-up or SUV

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	8351.501	Operating Transfer Out	\$42,000
	Request Total		\$42,000

1a. Description of request:

NPDES program includes two field technicians that operate independently and simultaneously throughout their assigned areas within the NPDES Program's geographical areas. The requested vehicle will replace a vehicle that was temporarily on loan to the program, but which now needs to be surpluses. This proposal seeks to remedy this situation by providing a replacement vehicle. Because the vehicle being replaced was not included originally with the Stormwater Programs listed equipment, the replacement of this vehicle constitutes the addition of a new vehicle to Stormwater's equipment list.

The vehicle provides transportation of the engineering technician and their required gear to facilitate the inspection requirements of their position. Field work takes a significant proportion of the technicians time and to allow all of the required work to be done and done efficiently, the technicians each require their own vehicle.

1b. Primary customers:

The NPDES technicians are the users directly benefiting from this vehicle request. The public and the County are also benefiting from the increased inspections of the infrastructure which leads to better maintenance and repair of that infrastructure as well as compliance with the NPDES permit requirements which emphasize regular inspections throughout the permit area.

2. Problem to be solved:

Stormwater has increased both full time and part-time staff and currently has one pickup and one small sedan. The addition of a dedicated field vehicle (which will replace a loaned vehicle) will allow the division to continue to have both engineering technicians work independently in the field which will greatly improve productivity and aid in compliance with NPDES permit requirements.

3a. Options / Advantages:

One option would be for both technicians to share a vehicle. This option greatly limits the efficiency and flexibility needed to ensure all of the work can get done within the timelines available.

Another option would be to include a seasonal lease, where the vehicle would be available only during a portion of the year. This is not practical since much of the work is done year round and at times both technicians are inspecting concurrent construction projects.

3b. Cost savings:

While difficult to quantify, having both technicians working in their assigned areas independently and simultaneously the second vehicle provides the opportunity to double their efficiency. While there are times that the technicians work together, such as when mapping new drainage systems, the majority of the year they are working separately. Two dedicated vehicles provides much more predictability that there will be adequate vehicle availability for them to carry out their work which is primarily field oriented.

Supplemental Budget Request

Status: Pending

Public Works

Stormwater

Suppl ID # 2848

Fund 108

Cost Center 10860

Originator: Kraig Olason

4a. Outcomes:

Since the new vehicle is a replacement of an existing vehicle the division has had access to, the addition will allow the same level of production to continue.

4b. Measures:

The primary measure is that the technicians are able to keep up with their inspection duties without the downtime inherent with limited vehicle availability.

5a. Other Departments/Agencies:

This should not impact any other departments or agencies.

5b. Name the person in charge of implementation and what they are responsible for:

Eric Schlehuber, Equipment Services Manager, Public Works will be assisting by arranging for the purchase and delivery of the new vehicle.

6. Funding Source:

The source will be funded through the NPDES Program which is part of the Road Fund (10860).

Supplemental Budget Request

Status: Pending

Public Works

Stormwater

Suppl ID # 2850

Fund 108

Cost Center 10860

Originator: Kraig Olason

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Small Pickup/SUV Rental

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:

Object	Object Description	Amount Requested
6869.544410	Equip Rental-Interfund	\$3,000
Request Total		\$3,000

1a. Description of request:

The Stormwater Division is requesting a new vehicle to replace a vehicle being surpluses. This vehicle requires an annual cost (rental rate) of \$3,000 to cover maintenance and associated costs of operation.

1b. Primary customers:

The Stormwater Divisions/ NPDES inspectors.

2. Problem to be solved:

As stated in companion Supplemental Budget Request, a new vehicle is needed to replace a vehicle scheduled for surplus. This request is for the annual maintenance and operations cost of the vehicle.

3a. Options / Advantages:

As described in the companion Supplemental Budget Request, the options include, have both technicians share one vehicle, not deemed efficient due to the amount of inspection work that is required for compliance with the NPDES Permit.

Another option is to rent a vehicle, which would prove more costly in the long run.

3b. Cost savings:

Greater efficiency and utilization of available staff time, since the majority of the technicians work is in the field.

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

This request should not impact any other agency or departments.

5b. Name the person in charge of implementation and what they are responsible for:

Eric Schlehuber, Equipment Services Manager, Public Works will be assisting by arranging for the purchase and delivery of the new vehicle.

6. Funding Source:

The source will be funded through the NPDES Program (10860.6869).

Supplemental Budget Request

Status: Pending

Auditor

Suppl ID # 2874

Fund 109

Cost Center

Originator: Diana Bradrick

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Mid-year Supplemental

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4341.4510	Elections	(\$125,326)
	6140	Overtime	\$2,000
	6320	Office & Op Supplies	\$1,000
	6330	Printing	\$54,326
	6610	Contractual Services	\$45,000
	6680	Office Equip Maintenance	\$23,000
	6710	Postage/Shipping/Freight	\$82,000
	8301.4530	Operating Transfer In	(\$82,000)
	Request Total		\$0

1a. Description of request:

A Presidential Primary will be held in March of 2020. This budget adjustment covers the cost of that election. The state pays 100% of the Presidential Primary so these costs will be offset by revenue. This adjustment also covers maintenance for the Clear Ballot election system, and additional funds for increased elections and registration postage costs.

1b. Primary customers:

Voters of Whatcom County

2. Problem to be solved:

When the budget was prepared, the status of the Presidential Primary was unknown. There was some chance the Primary would not be held. As a result this election was not budgeted for. The Elections Division is requesting \$125,326 more budget authority to cover costs for that election. This increase will be covered by revenue as the State pays 100% of the Presidential Primary costs.

The Clear Ballot election system maintenance was not budgeted as the first year the maintenance was covered in the contract and second year costs were unknown. Elections is requesting \$23,000 more budget authority to cover these maintenance costs.

Printing and mailing services costs have risen significantly in 2019 through a variety of factors. Increased numbers of registered voters, same day voter registration, and an increase in the cost of postage. With a rise in the number of mailed ballots, confirmation cards, voter id cards, local voters pamphlets and the return of undeliverable ballots, coupled with the increase in postage rates the postage budget is insufficient. The Election Division is requesting an increase of \$82,000. \$23,000 of that is for the Presidential Primary which will be paid for by the state.

3a. Options / Advantages:

There are no other options

Supplemental Budget Request

Status: Pending

Auditor

Suppl ID # 2874

Fund 109

Cost Center

Originator: Diana Bradrick

3b. Cost savings:

There are no cost savings.

4a. Outcomes:

The efforts and costs will be covered by the completion of the general election

4b. Measures:

Costs incurred will be paid

5a. Other Departments/Agencies:

None

5b. Name the person in charge of implementation and what they are responsible for:

None

6. Funding Source:

Elections revenue for the costs of the Presidential Primary.

General Fund for the balance.

Supplemental Budget Request

Status: Pending

Health

Administration

Suppl ID # 2982 Fund 114 Cost Center 114 Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: 2020 wage & benefit settlement - Vet's Relief

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6190	Direct Billing Rate	\$3,906
	Request Total		\$3,906

1a. Description of request:

Increase wage and benefit line item for wages charged out from the General Fund labor pool as a result of 2020 contract settlements.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

Vet's Relief fund balance

Supplemental Budget Request

Status: Pending

Jail

Suppl ID # 2864

Fund 118

Cost Center 118000

Originator: Wendy Jones

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Contract Beds

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	7210	Intergov Prof Svcs	\$150,000
	Request Total		\$150,000

1a. Description of request:

This Additional Service Request is to continue the funding that was approved in Additional Service Request 2019-5851 for the funding of jail services at the Yakima County Jail. In addition to the funding that was approved in the ASR, we may be needing to utilize the SCORE facility. SCORE has higher per diems thus the increase funding request.

1b. Primary customers:

Offenders housed in either Whatcom County Corrections Facilities.

2. Problem to be solved:

We are in the process of preparing for a major repair project at the Downtown Jail. This will involve replacing all security doors and locks in the facility and necessitate the closing of entire housing units. We will be using techniques that have been effective for us during past renovations and repairs, but the scope of this project is larger and more complicated than we have experienced in the past. We anticipate that we may need to move some offenders to either/or the Yakima County Jail or the SCORE facility for housing. We had originally anticipated we would be starting this project by mid-year 2018; however the planning stage of the project took longer than originally anticipated. We are now seeking to make sure funding will be in place if it is needed in 2020. Given the volatility of the jail's daily population, coupled with the vagaries of construction project, we may need to relocate the offenders with very little warning, and want to make sure we have the resources to do so.

3a. Options / Advantages:

- 1) Relocate offenders from the Downtown Jail to the Work Center. We will be doing this to some extent and were approved for additional staff during the 2019-2020 budget cycle. to make sure we have sufficient staffing to increase our minimum staffing level at the Work Center Facility. There will be offenders however who are too high security to be placed in a minimum security facility.
- 2) Contract with another jail closer to Whatcom County. We have investigated this option. The jail closest to us, Skagit County, is trying to catch up on a huge backlog of warrants that could not be acted upon due to overcrowding in their old facility. As a result, they are not accepting contract offenders. The other jail we had contacted had a per diem cost that is over twice that charge by Yakima. Despite this cost differential, we will also be contracting with the SCORE facility in SeaTac in order to have beds available for offenders who need a higher level of health care than is available at Yakima, or in the event that Yakima makes a final decision not to renew our jail bed contract for 2020.
- 3) Use the Yakima beds for our sentenced offenders, leaving some beds available for our Municipal partners. Between 80 and 90% of our sentenced offenders are on one of the jail alternatives, are working as Inmate Workers in the two facilities or will only remain here for approximately 5 days prior to be sent to prison. This leaves very few sentenced Whatcom County offenders to transfer to Yakima. Additionally, since approximately 56% of the jail beds are currently being used by Whatcom County Court offenders, it is more likely that making additional beds available would result in more Whatcom County offenders vs.

Supplemental Budget Request

Status: Pending

Jail

Suppl ID # 2864

Fund 118

Cost Center 118000

Originator: Wendy Jones

offenders from one of our Municipal or Tribal partners.

3b. Cost savings:

We are hoping to be able to renew our contract with Yakima for 2020 and will be meeting with their director the week of Sept. 30th. If an agreement is reached, we will be using Yakima as our primary overflow facility. This will be less costly than SCORE. If we are unable to come to an agreement, SCORE will move to being our primary overflow facility.

4a. Outcomes:

Beds will be available when we need them .

4b. Measures:

We will be tracking overall jail bed day use in addition to daily population counts and jail population configuration.

5a. Other Departments/Agencies:

Yakima County. We currently have a contract with Yakima County for jail beds on an "as needed" basis and hope to continue that contract for 2020. The original contract was approved by the County Council on 09/12/2017.

5b. Name the person in charge of implementation and what they are responsible for:

Administrator Ed Campbell. Director Campbell oversees the running of jail services in Yakima County.

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

Jail

Suppl ID # 2865

Fund 118

Cost Center 118100

Originator: Wendy Jones

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Black Rock Differential

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6760	Miscellaneous Communicat	\$9,000
	Request Total		\$9,000

1a. Description of request:

This Supplemental will cover the costs of an increase in the monthly costs for fiber services to the Work Center. During the original budget process, a price of \$505.98 per month had been quoted. The actual 2019 costs wound up being \$1,331, a difference of \$825.15 a month. The 2020 approved budget for this service is insufficient to cover the annual differential of approximately \$9,000.00. This Supplemental would bring the 2020 budget in alignment with the actual 2020 costs.

1b. Primary customers:

Offenders who are incarcerated/supervised in either of the two Corrections facilities.

2. Problem to be solved:

At the time of last year's budget preparation, County IT relayed the prices would remain roughly the same as they had been for the previous years. In the new year, we discovered that they had increased significantly, due, we understand, to a merger with the Blackrock provider. This resulted in a shortage in our 2020 budget of approximately \$9000.00. We are now seeking the additional funds to cover these costs.

3a. Options / Advantages:

We have reviewed our existing budget to determine if there were enough anticipated funds to cover this cost and have determined we do not. The fiber connection to the Work Center is critical to the operations of both the Work Center and the Downtown Jail.

3b. Cost savings:

N/A

4a. Outcomes:

Sufficient funds will be allocated to the Corrections Budget to cover this cost increase.

4b. Measures:

The funds will be approved and added to the 118100 cost center which will be evident in the monthly budget review.

5a. Other Departments/Agencies:

Indirectly it will impact the County IT Department as there will be sufficient funds and budge authority to cover the monthly interfund transfer we receive for fiber services.

5b. Name the person in charge of implementation and what they are responsible for:

N/A

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

Jail

Suppl ID # 2866

Fund 118

Cost Center 118160

Originator: Wendy Jones

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Jail Health Care Services

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6635	Health Care Services	\$50,000
	Request Total		\$50,000

\$ 20,000

1a. Description of request:

This supplemental request is for an increase in funding and budget authority for the general health services for the Corrections Bureau. This account covers the cost of medical care provided by specialists in the community.

1b. Primary customers:

Offenders in the Whatcom County Jail/Work Center.

2. Problem to be solved:

We have had a very high acuity level of offenders in custody. They have required services from a variety of specialists for issues such as cardiac disease, outpatient surgery, physical therapy, cancer, significant dental issues, etc. The majority of these issues pre-dated the offender's incarcerations. Under state and federal law, once an offender comes into custody, most types of Medicaid or Medicare coverage is suspended, leaving the county to cover the costs of health care. Estimates of the amount needed to cover this needed health care were made at the time of the 2019 budget preparation, however, we did not anticipate the volume of acutely ill individuals we are experiencing.

3a. Options / Advantages:

In 1976 there was a Supreme Court legal decision that established the right of offenders in jails or prisons to medical treatment. (Estelle v Gamble). This requires Corrections facilities to either directly address health issues, or make sure outside providers are utilized to provided needed care.

We have, over the years, sought to negotiate discount rates with local providers, and have been fairly successful. Additionally we will seek medical T/Rs (temporary releases) when appropriate. An additional help has been a change in the State Medicaid rules, which provides that an offender who is admitted to the hospital for at least 24 hours will be eligible for Medicaid coverage, starting at the 25 hour of being in the hospital. These help hold down costs.

3b. Cost savings:

N/A

4a. Outcomes:

We will have sufficient funds to pay the practitioner invoices as they come in.

4b. Measures:

All invoices are checked as part of the County A/P process and we review budget status monthly.

5a. Other Departments/Agencies:

N/A

5b. Name the person in charge of implementation and what they are responsible for:

N/A

Supplemental Budget Request

Status: Pending

Jail

Suppl ID # 2866

Fund 118

Cost Center 118160

Originator: Wendy Jones

6. Funding Source:

General Funds

Supplemental Budget Request

Status: Pending

Jail

Suppl ID # 2867

Fund 118

Cost Center 118164

Originator: Wendy Jones

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: MAT Funding

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6320.001	Office & Op Supplies	\$25,000
	6370	Medical Supplies	\$5,000
	Request Total		\$30,000

1a. Description of request:

This supplemental request is for funding and budget authority for medications and medical supplies for the Jail's MAT (Medication Assisted Treatment) program that has been in place since September of 2018.

1b. Primary customers:

Offenders experiencing Opioid addiction.

2. Problem to be solved:

The jail started identifying an increasing number of offenders who were experiencing Opioid addiction approximately 5 years ago. As a result, we began investigating new medications that were starting to come on the market to be used in the treatment of Opioid addiction. By late 2016 we had developed a protocol for Opioid addicted pregnant women that would provide them with a medication which would substitute for the Opioids they had been using in the community, and avoid having the mother and unborn child go through withdrawal. We also began the process of developing policies and capacity to assist other medically qualified offender with a similar medication.

While we were in this process, the ACLU filed a lawsuit against the County on the basis of the American with Disability Act. As a result, the development and implementation of 3 additional programs was accelerated. Currently the jail provides access to medication assisted withdrawal (MAW), medication assisted maintenance (MAT) and medication assisted induction (MAI) to medically qualified offenders for the treatment of Opioid addiction. Due to the expedited implementation of these programs, funding and budget authority had not be established in the Corrections budget. This supplemental seeks to obtain the funding/spending authority to provide the medication and medical supplies needed for the programs. We have worked with the Health Department to access unused CJTA (Criminal Justice Treatment Account) funding to help off-set this new expenditure. We may have access to additional unused CJTA funds in the future, but that will depend on their availability.

3a. Options / Advantages:

- 1) Not provide the medications to offenders experiencing Opioid addiction. This would result in our being non-compliant with the settlement agreement between the County and the ACLU, and would be denying medications that will assist in someone becoming more medically stable. This would also increase attempts by offenders to smuggle Opioids into the jail, including high potency drugs such as fentanyl increasing the possibility of overdose.
- 2) Fund the medication and supplies out of the already allocated budget. Due to a high census of complex and acutely ill offenders this year, we are requesting additional funding in Supplementals 2868 and 2872 for general and psychiatric medications in addition to this request to fund the MAT programs.

Supplemental Budget Request

Status: Pending

Jail

Suppl ID # 2867

Fund 118

Cost Center 118164

Originator: Wendy Jones

3b. Cost savings:

Potential costs savings are:

Reduction in the use of Narcan for overdoses.

Avoidance of trips to the Emergency Department.

Additional legal challenges by the ACLU for non-compliance with the settlement agreement.

4a. Outcomes:

There will be sufficient funds to provide appropriate medications to offenders who have been diagnosed with OUD (Opioid Use Disorder) and are medically qualified to be on one of the Opioid substitution medications. Since the beginning of the programs (September of 2018) through the end of July of 2019, 568 offenders have been contacted and screened for program participation.

4b. Measures:

The Corrections budget sheets are reviewed every month as are the number of offenders who have been involved in the MAT programs Success will be measured by the reduction in the use of Narcan for overdose and increase in the number of offenders participating in the program.

5a. Other Departments/Agencies:

This may involve the Health Department, depending on the rate of use of the allocated CJTA funds.

5b. Name the person in charge of implementation and what they are responsible for:

We are working with Program Specialist Jackie Mitchell and Human Services Manager Anne Deacon.

They work to track the use of the CJTA funds and assist us in getting permission from the State to utilize unused funds to offset the County's costs for these programs.

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

Jail

Suppl ID # 2869

Fund 118

Cost Center 118160

Originator: Wendy Jones

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Hospital

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6635.001	St. Joseph Hospital	\$85,000
	Request Total		\$85,000

1a. Description of request:

This supplemental seeks additional funding/budget authority for hospital care for offenders housed in the County Jail/Work Center. This covers primarily care in the Emergency Department.

1b. Primary customers:

Offenders who are in custody.

2. Problem to be solved:

This account is used to cover hospital costs for care provided to offenders from the jail/work center and Fit for Jail examination costs generated by the Patrol Division of the Sheriff's office. While admissions to the hospital have reduced in 2019, visits to the ED (Emergency Department) from both Corrections and Patrol have increased approximately 16% over 2018. In addition to the number of ED visits, the level of care being provided at each visit has also increased. These 2 factors have resulted in a higher than anticipated cost over the first 7 months of 2019. We anticipate this will continue into 2020.

3a. Options / Advantages:

St. Josephs is the sole hospital in Whatcom County, which limits options as far as Emergency Care. We are currently paying at the State's Medicaid rate, due to an agreement we have with the hospital. All attempts are made to treat offenders with injuries/illnesses in-house, but the complexities of the offender's medical issues and the lack of an in-house X-ray, or the availability to do emergency lab work limits what can be provided in the jail.

We do seek reimbursement via the legal system for offenders who appear to have the financial ability to cover their hospital care, however, a significant majority of the offenders do not have the resources to pay for this service.

3b. Cost savings:

There are no quantifiable cost savings. There are, however, some savings in liability costs by having offenders checked at the ED.

4a. Outcomes:

There will be sufficient resources to pay the invoices for this service.

4b. Measures:

Review of all invoices submitted for payment and the monthly review of budget status.

5a. Other Departments/Agencies:

N/A

5b. Name the person in charge of implementation and what they are responsible for:

N/A

6. Funding Source:

Friday, October 18, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Jail

Suppl ID # 2869

Fund 118

Cost Center 118160

Originator: Wendy Jones

General Fund

Supplemental Budget Request

Status: Pending

Jail

Suppl ID # 2870 Fund 118 Cost Center 118160 Originator: Wendy Jones

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Medic 1

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6635.002	Medic One	\$15,000
	Request Total		\$15,000

1a. Description of request:

This supplemental will supply adequate funds to cover Medic 1 transport from both the jail/work center and from the community for arrests made by the Sheriff's Office, Patrol Division.

1b. Primary customers:

Offenders and/or arrestees.

2. Problem to be solved:

The use of Medic 1 has turned out to be significantly higher than estimated during the budget preparation in 2018. As of July 2019, we have exceeded the amount estimated for all of 2019. This is primarily due to trips from the Corrections Facilities, with some expense generated from the Patrol Division when there is an emergency situation in the field and Aid is required. While all Deputies, Corrections and Patrol, are trained to provide emergency first aid, there are times when an ALS (Advanced Life Support) level of assistance is needed. Those incidents have risen over this past year.

3a. Options / Advantages:

We have already entered into an informal agreement with Cascade Ambulance for non-emergency, BLS level transports to the ED and will use our transport Deputies to transport to the ED when the offender is physically stable enough. These all help to reduce the calls to Medic 1, but a significant number of individuals still need to go via ALS level response, which means Medic 1.

3b. Cost savings:

There are some small savings as outlined above.

4a. Outcomes:

There will be sufficient funds to cover Medic 1 services for the 2020 year.

4b. Measures:

Invoices will be tracked via the County A/P system and Corrections Bureau will continue to monitor expenditures on a monthly basis.

5a. Other Departments/Agencies:

N/A

5b. Name the person in charge of implementation and what they are responsible for:

N/A

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

Jail

Suppl ID # 2871 Fund 118 Cost Center 118160 Originator: Wendy Jones

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: NWRC Contract Increase

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6635.003	Visiting Nurse Personal	\$175,851
	Request Total		\$175,851

1a. Description of request:

This Supplemental Budget is to provide funding for the Jail's portion of the Nursing/Medical Administration services for the Corrections Bureau. This request includes increases to bring the Corrections Nurses' wages closer to what a Registered Nurse is making in our community and to provide some additional RN nursing hours for the staged implementation of a Medication Assisted Treatment program for medically appropriate offenders who have been using Opioids. Additionally, it builds in a 3% COLA in 2020.

1b. Primary customers:

Offenders in the Corrections system.

2. Problem to be solved:

We currently contract with Northwest Regional Council to supply Nursing and Medical Administrative Services to the Downtown Jail and the Work Center. This includes the full scope of nursing services in a harsh and challenging environment. In addition to the Nursing services, NWRC worked closely with us to develop policies, procedures and medical protocols, coordination of care with both other contract providers and providers in the community, maintaining compliance with NCCHC (National Commission on Correctional Health Care) standards, and overseeing the general administration/HR functions of running the nursing program.

Over the past several years, they had been having issues with filling nursing positions in the jail. The jail; the assumption was it was mainly an issue of working in the jail, with patients who had a wide variety of medical and behavioral issues. As part of the evaluation as to why they were having issues with hiring and retention, NWRC did a market survey, to determine where they fell as far as pay levels in the area. Results indicated their pay scale placed their RN salaries about 15% below average market rates, which, when coupled with the environment at the jail, makes it very difficult to find qualified nurses. At that time, an adjustment was made to the contract and wages were increased.

This contract went out to bid earlier this summer. Based on the review of the bids, we are in negotiations with NWRC for a new contract starting in 2020. The contract costs include COLA's for staff and an additional nursing position. Since the last contract, workload has increased significantly with the surge of ill offenders and the growth of the Medication Assisted Treatment program. Our Nurses do an outstanding job in a very difficult environment and the requested wage rates are in line with other nursing positions for RN's who doing working shift work.

3a. Options / Advantages:

We are legally required to provide health care for incarcerated individuals and the level of care is required to meet community standards. Failure to do so opens us up to a significant amount of liability. Our NCCHC accreditation has proven to be a powerful tool in reducing that liability and NWRC has been instrumental in maintaining that accreditation.

Friday, October 18, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Jail

Suppl ID # 2871

Fund 118

Cost Center 118160

Originator: Wendy Jones

This contract was put out to bid and NWRC was awarded the contract as the most responsive bidder. The one other agency that put in a bid was not responsive to our specific requirements and a general search of on-line information showed a pattern of poor medical outcomes for offenders in jail's who were using them as their provider.

In the past we have looked at moving the nursing program to an FTE based program, but determined that it would be significantly more expensive than contracting this service out.

3b. Cost savings:

There are no specific cost savings in this Supplemental Budget: the savings are more long-term. Since it appears a major factor in turn over in the nursing staff is salary, increasing wages should reduce turn over and increase the ability of NWRC to retain experienced Nurses. Nurses with experience tend to make fewer errors, thus reducing the probability of mistakes that can lead to negative consequences.

4a. Outcomes:

- 1) There will be funds available to raise the average wages of the nurses in the nursing program to market average. This would happen as of January 1, 2020.
- 2) NWRC will track both the number of applicants for positions and the retention of nurses already holding a position to determine the effect the salary increases are having on both hiring and retention. That information will be shared as part of the Quarterly Medical Meeting.

4b. Measures:

Please see above.

5a. Other Departments/Agencies:

N/A

5b. Name the person in charge of implementation and what they are responsible for:

N/A

6. Funding Source:

Jail Sales Tax Fund. And General Fund.

Supplemental Budget Request

Status: Pending

Jail

Suppl ID # 2872 Fund 118 Cost Center 118161 Originator: Wendy Jones

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Psychiatric Medications

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6320.001	Office & Op Supplies	\$150,000
	Request Total		\$150,000

1a. Description of request:

Provide funding and budget authority for medications used to treat offenders with serious mental illnesses and who are housed in the jail and work center.

1b. Primary customers:

Offenders ill with Mental Illness.

2. Problem to be solved:

There were insufficient funds allocated to provide medications for offender with mental illness. While we have identified a slow growth in the number of offenders with mental illness being booked into jail, that number has experienced a significant leap in the past 12-15 months. These people tend to be at acute stages of their illness, usually not on prescription medication but using Heroin and/or Methamphetamine to self-medicate and have additional underlying medical issues. A large number of this group are reluctant to take psychotropic medications, so our practitioners will resort to injectable medications, at least in the beginning, to try and break the psychosis and, hopefully, get them back on oral medications. The injectable medications are only needed once every 4-5 weeks, however they range in cost from \$1,770.00 to \$2,100 per shot. Currently we are spending approximately \$32,600 a month on Psychiatric medications.

3a. Options / Advantages:

Individuals who are mentally ill and in need of medication are included in the Estelle v Gamble decision, which means it is our responsibility to provide them with treatment. While our practitioners do their best to utilize the most cost effective, medically appropriate medication, if the offender will not take them, we are left with the more expensive alternatives.

3b. Cost savings:

There are no cost savings with this supplemental request.

4a. Outcomes:

There will be sufficient funds available for the purchase of appropriate mental health medications.

4b. Measures:

Via the monthly expenditures review.

5a. Other Departments/Agencies:

N/A

5b. Name the person in charge of implementation and what they are responsible for:

N/A

6. Funding Source:

General Fund. In the past years there have been sufficient funds within the Behavioral Health Sales Tax fund to cover the mental health medications. While the Behavioral Health fund was able to allocate

Supplemental Budget Request

Status: Pending

Jail

Suppl ID # 2872

Fund 118

Cost Center 118161

Originator: Wendy Jones

\$125,000 for this purpose, it is my understanding that the fund does not have any additional funds to contribute to this increase.

Supplemental Budget Request

Status: Pending

Jail

Suppl ID # 2875 Fund 118 Cost Center 118160 Originator: Wendy Jones

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: ARNP Hours Increase

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6635.006	Contract Medical Provide	\$21,888
	Request Total		\$21,888

\$10,000

1a. Description of request:

This supplemental budget request is to provide funding to increase the number of Advanced Register Nurse Practitioner (ARNP) hours from 119 to 144 in 2020.

1b. Primary customers:

Offenders in the Whatcom County Jail and Work Center.

2. Problem to be solved:

As part of our Medical Quality Assurance program, we have become aware that there is a need for additional practitioner hours at the jail. Currently the demand is such that we have to delay inmates being seen by a Doctor or ARNP for 1-3 weeks. These offenders have already been assessed by nursing and are in need of treatment by a practitioner who is able to prescribe medications, or be examined to better determine their health issue(s) or as a follow up to a chronic condition. In evaluating this need, we determined that increasing the ARNP annual hours would be more cost effective than increasing our physician hours to reduce the wait time. Our ARNP is qualified to evaluate and treat routine illnesses, follow up with offenders who have chronic health issue, read and sign off records and reports, and has the added benefit of being the primary provider of woman's health in the jail. She is very experienced in Correctional Health care and, in addition to her regular clinics, currently covers hours for our Doctor when he is ill or on vacation.

3a. Options / Advantages:

We considered simply continuing on with the delays in inmates being seen or contracting with our physician. We determined that continuing on as we have been, especially with some of our more complex patients, could be considered medical negligence, especially if the delay resulted in a bad outcome. When we looked at the availability and cost of the physicians time versus the ARNP time, and included the additional benefit of being able to utilize the ARNP for women's health issue, increasing the ARNP hours was the better choice.

3b. Cost savings:

It is more cost effective to increase the maximum hours for the ARNP since the contract is flexible and depends on need, versus the set number of hours in the doctor's contract. In years past, when demand has been less, funds from this contract have reverted back to the Jail sales tax fund balance because they were not needed. Since we have no way of predicting whether to not the need will continue to increase, decline, or stay relatively the same, we are unable to definitively determine a set saving.

4a. Outcomes:

The wait time for an ill offender to see a practitioner will reduce. This should happen as soon of January 1, 2020 when the new amendment is effective.

4b. Measures:

The wait time for an offender to be seen is one of the standard tracking items in our medical Quality

Supplemental Budget Request

Status: Pending

Jail

Suppl ID # 2875

Fund 118

Cost Center 118160

Originator: Wendy Jones

Assurance reviews. If those wait times reduce as we anticipate, it will become obvious in the quarterly audit.

We monitor the number of hours being used as part of our Accounts Payable process and will be able to easily track the number of hours being used.

5a. Other Departments/Agencies:

N/A

5b. Name the person in charge of implementation and what they are responsible for:

N/A

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

Jail

Suppl ID # 2876 Fund 118 Cost Center 118160 Originator: Wendy Jones

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Emergency Room Doctors

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6635.007	NW Emergency Physicians	\$5,000
	Request Total		\$5,000

1a. Description of request:

This supplemental budget request is to increase available funding for Emergency Physician services at the local hospital.

1b. Primary customers:

Offenders at the Whatcom County Jail who are in need of emergency medical care.

2. Problem to be solved:

This account is used to pay the contract doctors who treat the patients seen in the Emergency Department (ED) at our local hospital. We have seen a significant increase (16%) in the number of offenders who have had to be seen in the Emergency Department during 2019. We are anticipating that this trend will continue into next year. While we were able to cover the increased costs in 2019 by re-allocating some funds within our approved budget, it does not appear that we will be able to do so in 2020.

3a. Options / Advantages:

In another of our Supplemental requests, we have requested increasing the hours for our ARNP. It may be that these additional hours will help reduce trips to the hospital Emergency Department, which would result in fewer expenditures for both the hospital and ED physicians. We do not, however, know that this will be the result.

3b. Cost savings:

There will be no specific cost savings connected to this Supplemental.

4a. Outcomes:

There will be sufficient funds available to cover the costs of the ED physicians.

4b. Measures:

Jail expenditures are monitored on a monthly basis. This includes the account balance of this account.

5a. Other Departments/Agencies:

N/A

5b. Name the person in charge of implementation and what they are responsible for:

N/A

6. Funding Source:

General Fund.

Supplemental Budget Request

Status: Pending

Jail

Suppl ID # 2891

Fund 118

Cost Center 118115

Originator: Wendy Jones

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Lexipol Policy Management System - Corrections

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4369.9001	Miscellaneous Revenues	(\$8,341)
	6625	Software Maint Contracts	\$10,426
	6630	Professional Services	\$18,765
	Request Total		\$20,850

1a. Description of request:

The Lexipol system offers a comprehensive set of legally defensible policies that are continually monitored and updated by a staff of public safety professionals, attorneys, and subject matter experts based on legislative changes. The annual subscription cost includes the corrections policy manual, daily training bulletins, policy updates, online management system with access for all employees, and a supplemental publication service that we can use to host and distribute other agency documents and training.

1b. Primary customers:

Corrections deputies.

2. Problem to be solved:

The Sheriff's Office has been working on a comprehensive update of our policies for years. This task is resource intensive as policies must be researched, written, reviewed, and then updated frequently to keep up with legislative changes and new industry standards. We have been unable to find sufficient staffing time to complete this project, resulting in operational inefficiencies and increased liability exposure.

3a. Options / Advantages:

The annual subscription rate for the corrections manual is \$10,426 which reflects a 25% discount.

The Washington Counties Risk Pool will reimburse 80% of the subscription cost if we implement 80% of the available Lexipol policies, and have our deputies complete 80% of the daily training bulletins.

In order to successfully complete this project it is vital that we also utilize the Lexipol implementation team. This team will lead the transition by reviewing our current policies and recommending appropriate enhancements to the standard Lexipol policies as needed. This review is done in five stages starting with policies deemed to be "high risk and high frequency". This team also provides training on how to use the online hosting and publication system.

Implementation services are sold in 50-hour blocks. Lexipol has recommended we plan for 200-300 hours of implementation time to install both the law enforcement and corrections manuals. We are asking for three 50-hour blocks for the corrections manual at a cost of \$18,765.

3b. Cost savings:

Once fully implemented and operational, the Lexipol system will replace our current online policy and training database, PowerDMS, at a cost savings of approximately \$8000 annually.

We also anticipate being reimbursed \$8,341 annually by the Washington Counties Risk Pool for

Supplemental Budget Request

Status: Pending

Jail

Suppl ID # 2891

Fund 118

Cost Center 118115

Originator: Wendy Jones

implementing at least 80% of the Lexipol corrections policies.

4a. Outcomes:

Upon approval we will immediately begin the implementation process with Lexipol. It is anticipated that with full implementation support from Lexipol, this project can be completed within 6 months.

4b. Measures:

5a. Other Departments/Agencies:

The Prosecutor's Office and the Washington Counties Risk Pool are in support of this project. They understand the challenges of keeping policies up to date, and recognize that implementation of the Lexipol system will reduce our liability exposure.

5b. Name the person in charge of implementation and what they are responsible for:

The Lexipol system is currently used by several other correctional facilities in Washington State, including Island County, Spokane County, and Lewis County.

6. Funding Source:

General Fund.

Supplemental Budget Request

Status: Pending

Jail

Suppl ID # 2963 Fund 118 Cost Center 118000 Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Receive transfer in from GF

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	8301.001	Operating Transfer In	(\$552,856)
	Request Total		(\$552,856)

1a. Description of request:

Companion supplemental to #2962, General Fund Transfer Out to Jail Fund in support of various Jail medical requests, contract beds, increase in broadband cable charge and subscription to Lexipol policy management system. It also covers cost of living increase and changeover from LPN to RN for the MAT program. This is the receipt side of the transaction.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

Supplemental Budget Request

Status: Pending

Health

Administration

Suppl ID # 2983 Fund 122 Cost Center 122200 Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: 2020 wage & benefit settlement - Homeless Hsg

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6190	Direct Billing Rate	\$3,054
	Request Total		\$3,054

1a. Description of request:

Increase wage and benefit line item for wages charged out from the General Fund labor pool as a result of 2020 contract settlements.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

Homeless Housing Fund Balance

Supplemental Budget Request

Status: Pending

Health

Human Services

Suppl ID # 2907

Fund 122

Cost Center 122200

Originator: Kathleen Roy

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Housing Support Services

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4341.2700	Auditor Filing-Homeless	\$390,000
	6610	Contractual Services	(\$390,000)
	Request Total		\$0

1a. Description of request:

We are decreasing anticipated revenue in the Homeless Housing fund due to decreased document recording fee revenue. We are also decreasing contractual services expenditures to offset the reduced revenue. These funds pay for housing support services, including rental assistance and case management, for individuals and families experiencing or at risk of homelessness. Services are provided by community agencies.

1b. Primary customers:

The primary customers are individuals and families who are homeless or at risk of being homeless.

2. Problem to be solved:

Whatcom County's document recording fee revenue was lower than anticipated in 2019. It is anticipated that this trend will continue into 2020. The anticipated document recording fee revenue for 2020 is not enough to cover the previously budgeted expenses for 2020.

3a. Options / Advantages:

We considered using fund balance to offset reduced revenue but there will be insufficient fund balance to make that a viable option. We anticipate being able to use some Behavioral Health fund revenue to mitigate some of the impact on housing services. Additionally some of the new SHB 1406 sales tax rebate revenue may be used to fill the funding gap created by the decrease in recording fee revenue.

3b. Cost savings:

Homeless housing fund will spend \$200,000 less in 2020 than originally planned.

4a. Outcomes:

While we will try to minimize the impact to services by utilizing other funds when available and appropriate, there will be some reduction in housing services in 2020.

4b. Measures:

Subcontracts and monthly financial reports will demonstrate spending aligned with adjusted budget.

5a. Other Departments/Agencies:

There will be reduction in contracts with community housing service providers such as Opportunity Council resulting in reduced services in the community.

5b. Name the person in charge of implementation and what they are responsible for:

n/a

6. Funding Source:

Document recording fees are the funding source.

Supplemental Budget Request

Status: Pending

Public Works

Stormwater

Suppl ID # 2858

Fund 123

Cost Center 123201

Originator: Kraig Olason

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Lake Whatcom On-site septic system impact assmnt

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	7210	Intergov Prof Svcs	\$40,000
	8301.169	Operating Transfer In	(\$40,000)
	Request Total		\$0

1a. Description of request:

Whatcom County Stormwater Division is working jointly with Lake Whatcom Water and Sewer District to conduct an on-site septic system assessment for selected areas within the Lake Whatcom Watershed that are not currently connected to secondary sewer treatment systems. This is a follow up study to one done previously (2017) by Lake Whatcom Water and Sewer District which appeared to show that on-site septic systems could be impacting water quality in Lake Whatcom.

This follow-up study is being conducted to verify, to the extent possible, whether on-site septic systems are impacting water quality in Lake Whatcom. The overall scope in this proposed study has been broadened to include evaluating areas which on-site systems as well as areas that are sewer to see if there is any significant difference between those areas.

It is the goal of this monitoring study to clarify if impacts to the lake are clearly identified, can it distinguish if there is a more pronounced impact in on-site septic areas verses sewer areas.

1b. Primary customers:

Whatcom County residents that receive drinking water from Lake Whatcom, Whatcom County Stormwater Division, specifically the NPDES permit compliance, and the Lake Whatcom Water and Sewer District who would gain insight into the relative need to pursue additional secondary sewer service into areas not currently served.

2. Problem to be solved:

Lake Whatcom is the primary drinking water source for over 100,000 people in Whatcom County. Lake Whatcom is also subject to a TMDL which requires Whatcom County to develop measures and programs to reduce phosphorus and fecal coliform from entering the lake.

This study will provide sampling data which can be used to analyze any on-site impacts suspected of originating from existing on-site septic systems within the areas outlined in the study. It will further provide sample data from sewer areas which will allow for a comparison between sewer and septic treatment areas.

3a. Options / Advantages:

The other option would be to simply not do a follow up study. However, the initial study did draw conclusions that upon further review seemed to be speculative and not clearly supported by the data collected. This study is designed to clarify those areas of disputed conclusions.

3b. Cost savings:

Depending on the outcome of this study, if it is determined that the existing on-site septic systems are not contributing in any significant or even minor way, the installation of costly sewer extensions could be avoided.

Supplemental Budget Request

Status: Pending

Public Works

Stormwater

Suppl ID # 2858

Fund 123

Cost Center 123201

Originator: Kraig Olason

4a. Outcomes:

- Characterize fecal bacteria, phosphorus, and bacteriodes DNA concentrations at shoreline sites during critical conditions for septic system leaching and sewer inflow and infiltration (wet season storm events.)
- Compare fecal bacteria, phosphorus, and bacteriodes DNA concentrations between septic, sewer, and undeveloped shorelines during critical conditions.
- Compare fecal bacteria concentrations to state water quality standards.
- Compare phosphorus concentrations to Lake Whatcom TMDL goals.

4b. Measures:

Conducting the sampling during the wet weather season provides the basis for the analysis.

An analysis that provides conclusive evidence that septic systems are or are not impacting water quality to the lake is the measure of success for this project.

5a. Other Departments/Agencies:

This project is being proposed jointly between Whatcom County and the Lake Whatcom Water and Sewer District. An inter-local agreement will be developed to spell out the conditions of this collaborative project. Both Natural Resource and Stormwater Divisions of Whatcom County Public Works will be involved in the review of all project activities and outcomes.

5b. Name the person in charge of implementation and what they are responsible for:

Justin Clary, Manager Lake Whatcom Water and Sewer District
Gary Stoyka and Erika Douglas, Natural Resources Division of WC Public Works
Kraig Olason and Cathy Craver, Stormwater Division of WC Public Works

6. Funding Source:

Countywide Flood Fund - 169

Supplemental Budget Request

Status: Pending

Health

Human Services

Suppl ID # 2878 Fund 124 Cost Center 124120 Originator: Kathleen Roy

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: City of Bellingham - GRACE Services

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4337.1001	City of Bham Support	(\$140,000)
	6610	Contractual Services	\$110,838
	8351	Operating Transfer Out	\$29,162
	Request Total		\$0

1a. Description of request:

We are requesting expenditure authority to support the continued operation of the GRACE (Ground-level Response and Coordinated Engagement) program. The county recently entered into a cost-sharing agreement with the City of Bellingham to support contractual services for the GRACE program currently being provided by SeaMar Community Health Center. This request allows us to expend city revenue to cover the city's share of the program expenses. GRACE provides intensive outreach and engagement services to individuals with complex challenges who frequently utilize crisis response systems.

1b. Primary customers:

Primary customers are Whatcom county residents who are GRACE members. GRACE members are individuals who utilize at a high frequency the crisis response systems (both law enforcement and Emergency Medical Services (EMS) as well as the hospital emergency department in ineffective ways.

2. Problem to be solved:

Individuals who demonstrate a high utilization of crisis response systems rarely use these systems appropriately or effectively. Their complex health care needs, including behavioral health needs, are not addressed in a comprehensive, proactive manner. These individuals typically require a team of professionals that can provide intensive services in a pre-planned and coordinated fashion, focused on reducing inappropriate use of crisis services (including the jail), while promoting their health and well-being. The GRACE program will serve these individuals.

3a. Options / Advantages:

The Whatcom GRACE program will provide intensive services to identified individuals in a team-based approach. Team members will provide outreach, engagement, and comprehensive services to meet the complex needs of individuals who are high utilizers of crisis response systems. "Community Support Plans" will be followed to ensure coordinated services and ongoing support to these individuals are delivered, which will reduce the cost and burden to the community's crisis response systems while improving the health and well-being of the GRACE members.

3b. Cost savings:

The county will realize savings by reducing the frequency of inappropriate use of the crisis system by GRACE members. Additionally, the county will utilize funding from various community partners to support the costs of the GRACE program.

4a. Outcomes:

The GRACE program has been operational formally since September 2018. Current program capacity can serve 80 members at any given time. To date, 120 members have received services through GRACE and 31 of them have already "graduated" from the program as a result of significant reduction or

Supplemental Budget Request

Status: Pending

Health

Human Services

Suppl ID # 2878

Fund 124

Cost Center 124120

Originator: Kathleen Roy

elimination of 9-1-1 calls and responses. These individuals have been connected to ongoing services and supports that meet their needs in a comprehensive manner.

4b. Measures:

Measures include a reduction in crisis response calls, Emergency Department visits, law enforcement responses, and jail bookings by GRACE members. Measures also include increased connections between GRACE members and ongoing support services.

5a. Other Departments/Agencies:

EMS, Jail, Law Enforcement agencies, and the hospital. Multiple treatment and social service agencies are providing coordinated services.

5b. Name the person in charge of implementation and what they are responsible for:

n/a

6. Funding Source:

Funding for this request is provided by the City of Bellingham, a key partner in the GRACE program.

Supplemental Budget Request

Status: Pending

Health

Human Services

Suppl ID # 2883

Fund 124

Cost Center 124115

Originator: Kathleen Roy

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Peace Health – GRACE Services

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4367,1000	Donations	(\$50,000)
	6610	Contractual Services	\$41,380
	8351	Operating Transfer Out	\$8,620
	Request Total		\$0

1a. Description of request:

We are requesting expenditure authority to use funds received anticipated from Peace Health to support the Whatcom GRACE (Ground-level Response and Coordinated Engagement) program, which will provide intensive outreach services to individuals with complex health conditions.

1b. Primary customers:

Whatcom county residents who are GRACE participants. GRACE participants are individuals who utilize at a high frequency the crisis response systems (both law enforcement and EMS) as well as the hospital emergency department.

2. Problem to be solved:

Individuals who demonstrate a high utilization of crisis response systems rarely use these systems appropriately or effectively. Their complex health care needs, including behavioral health needs, are not addressed in a comprehensive manner. These individuals typically require a team of professionals that can provide intensive services in a pre-planned and coordinated manner, focused on reducing inappropriate use of crisis services (including the jail), while promoting their health and well-being. The GRACE program will serve these individuals.

3a. Options / Advantages:

The Whatcom GRACE program will provide intensive services to identified individuals in a team-based approach. Team members will provide outreach, engagement, and comprehensive services to meet the complex needs of individuals who are high utilizers of crisis response systems. Shared care plans will be followed to ensure coordinated services and ongoing support to these individuals are delivered, which will reduce the cost and burden to the community's crisis response systems.

3b. Cost savings:

The county will realize savings by reducing the frequency of use of the crisis system by GRACE participants.

4a. Outcomes:

GRACE participants will reduce their frequency of use of crisis response systems.

4b. Measures:

Reduction in Emergency Department and EMS utilization and jail bookings by GRACE participants.

5a. Other Departments/Agencies:

none

5b. Name the person in charge of implementation and what they are responsible for:

Friday, October 18, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Health

Human Services

Suppl ID # 2883

Fund 124

Cost Center 124115

Originator: Kathleen Roy

n/a

6. Funding Source:

Peace Health St. Joseph Medical Center Community Grant

Supplemental Budget Request

Status: Pending

Health

Human Services

Suppl ID # 2894 Fund 124 Cost Center 124116 Originator: Kathleen Roy

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Vehicle Purchase-CDE Medical Outreach

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	8351	Operating Transfer Out	\$48,000
	Request Total		\$48,000

1a. Description of request:

We are requesting approval to purchase a vehicle to support the Mobile Syringe Services Program in rural Whatcom County. The vehicle would also be used for other types of mobile medical response (immunizations, testing, mobile clinics). The purpose of the syringe services program is to engage injection drug users in prevention services including needle exchange, infectious disease testing, immunizations, wound screening, naloxone distribution and referrals for substance use disorder treatment. There are currently three county locations where residents receive mobile syringe services with the plan to expand to a 4th site in early 2020. See ASR #2020-2897 corresponding on-going costs for this vehicle.

1b. Primary customers:

Whatcom County residents.

2. Problem to be solved:

The Syringe Exchange program has exceeded the capacity to appropriately and safely serve clients at the State St Clinic location. Additionally, it is difficult for rural county residents to access services located in Bellingham. We are currently piloting a mobile exchange using a rented vehicle. Results of the pilot demonstrate the continued and expanded need for this service in rural Whatcom County. We need a specialized van to adequately provide an array of medical and prevention services in the field.

3a. Options / Advantages:

We explored the option of using/sharing an existing fleet vehicle but all vehicles are fully used at this time and this van will have customization work to allow for the delivery of medical services. Since this is a vehicle that residents approach and enter for services, it is not a practical solution to have the staff use a personal vehicle. Continued use of a rental vehicle is expensive and rental vehicles are not equipped to allow us to effectively deliver medical services. We considered contracting with a partner agency to provide the service, but we were unable to find a partner willing to contract.

3b. Cost savings:

We are preventing long range health care expenses for infections related to injection drug use and chronic Hepatitis C and HIV.

- An extended hospital stay for common serious health conditions associated with injection drug use costs approximately \$200,000.

- Treating one case of Hepatitis C ranges from \$26,000 to \$84,000 depending on the type of the Hepatitis C infection.

We are engaging in outreach and health promotion activities, and referral to substance use disorder treatment as well as other resources to improve social determinants of health.

4a. Outcomes:

Increase the number of client visits by 20% by the end of 2020.

Supplemental Budget Request

Status: Pending

Health

Human Services

Suppl ID # 2894

Fund 124

Cost Center 124116

Originator: Kathleen Roy

Increase the number of needles exchanged by 20% by the end of 2020.

4b. Measures:

The mobile exchange could have an impact on law enforcement should they need to respond to issues with clients at the exchange. There have been very few incidents at the existing exchange over the years. We have been in contact with law enforcement agencies and they are in support of the expansion. We are also in contact with EMS and the community paramedics (one of the parking locations is a fire station). The program could potentially decrease hospitalizations for infections related to injection drug use. Since the program distributes naloxone, expansion of services could also reduce the number of 911 calls for overdoses.

5a. Other Departments/Agencies:

none

5b. Name the person in charge of implementation and what they are responsible for:

n/a

6. Funding Source:

This request will be funded from the Behavioral Health Program Fund.

Supplemental Budget Request

Status: Pending

Health

Human Services

Suppl ID # 2896 Fund 124 Cost Center 124100 Originator: Kathleen Roy

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Behavioral Health Services

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4313.1400	Chem Dpdcy/Mental Hlth T	(\$500,000)
	6610	Contractual Services	\$1,090,000
	8351	Operating Transfer Out	\$227,047
	Request Total		\$817,047

1a. Description of request:

In 2019 we received an increase in expenditure authority to provide expanded programs and services including supportive housing, community-based treatment, intensive outreach and engagement services for individuals who are homeless. Approval of this request will allow us to continue those services in 2020. We anticipate approximately \$500,000 in increased revenue due to new 2020 sales tax revenue projections. The remaining funds will come from fund 124 fund balance.

1b. Primary customers:

Children and adults living with behavioral health challenges/housing challenges.

2. Problem to be solved:

The need for behavioral health services and housing are increasing in our community. In order to maintain prioritized services we will need increased expenditure authority for 2020. Individuals and families who are facing a housing crisis or who are homeless often experience unstable mental health due to the increased stressors of their living conditions. These more complicated issues require additional case management to insure positive outcomes. Even with this increase, due to reductions in funding from other sources some services will be reduced in the community in order to maintain a stable Behavioral Health Fund balance into the future.

3a. Options / Advantages:

We considered further reductions to important behavioral services in the community but feel it is prudent to minimize service reductions to the greatest extent possible.

3b. Cost savings:

Behavioral health services and support reduce cost burden on the county because they result in increased employability, healthy family life, and improved mental health.

4a. Outcomes:

Expected outcomes include increased engagement in treatment services, increased housing stability for persons with behavioral health disorders, decreased utilization of costly emergency services, decreased law enforcement contacts, decreased jail bookings and days spent in jail.

4b. Measures:

Performance measures vary depending upon the contracted services. Performance measures will include number of contacts with identified clients, client caseload ratios, connection to treatment services, access to housing, stability in housing programs, and decreased contacts with emergency services and criminal justice systems.

Supplemental Budget Request

Status: Pending

Health

Human Services

Suppl ID # 2896

Fund 124

Cost Center 124100

Originator: Kathleen Roy

5a. Other Departments/Agencies:

none

5b. Name the person in charge of implementation and what they are responsible for:

n/a

6. Funding Source:

This request will be funded using the Behavioral Health Program Fund balance.

Supplemental Budget Request

Status: Pending

Health

Human Services

Suppl ID # 2899

Fund 124

Cost Center 124118

Originator: Kathleen Roy

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: NorthSound ACH – GRACE Services

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4332.9330	Medicaid Transformation	(\$20,000)
	6610	Contractual Services	\$16,552
	8351	Operating Transfer Out	\$3,448
	Request Total		\$0

1a. Description of request:

This request seeks to utilize funds from the North Sound Accountable Community of Health (NS ACH) to support the Whatcom GRACE (Ground-level Response and Coordinated Engagement) program, which will provide intensive outreach services to individuals with complex health conditions. Emergency Medical Services (EMS) will receive \$100,000 for GRACE-related operations.

1b. Primary customers:

Primary customers are Whatcom county residents who are GRACE participants. GRACE participants are individuals who utilize at a high frequency the crisis response systems (both law enforcement and EMS) as well as the hospital emergency department

2. Problem to be solved:

Individuals who demonstrate a high utilization of crisis response systems rarely use these systems appropriately or effectively. Their complex health care needs, including behavioral health needs, are not addressed in a comprehensive manner. These individuals typically require a team of professionals that can provide intensive services in a pre-planned and coordinated manner, focused on reducing inappropriate use of crisis services (including the jail), while promoting their health and well-being. The GRACE program will serve these individuals.

3a. Options / Advantages:

The Whatcom GRACE program will provide intensive services to identified individuals in a team-based approach. Team members will provide outreach, engagement, and comprehensive services to meet the complex needs of individuals who are high utilizers of crisis response systems. Shared care plans will be followed to ensure coordinated services and ongoing support to these individuals are delivered, which will reduce the cost and burden to the community's crisis response systems.

3b. Cost savings:

The county will realize savings by reducing the frequency of use of the crisis system by GRACE participants

4a. Outcomes:

The GRACE program will be fully operational.

4b. Measures:

Reduction in ED and EMS utilization and jail bookings by GRACE participants.

5a. Other Departments/Agencies:

none

Supplemental Budget Request

Status: Pending

Health

Human Services

Suppl ID # 2899

Fund 124

Cost Center 124118

Originator: Kathleen Roy

5b. Name the person in charge of implementation and what they are responsible for:

n/a

6. Funding Source:

North Sound Accountable Community of Health

Supplemental Budget Request

Status: Pending

Superior Court

Suppl ID # 2954

Fund 124

Cost Center 124200

Originator: M Caldwell

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: 2020 Wage & Benefit Settlement - Drug Court

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	\$3,340
	Request Total		\$3,340

1a. Description of request:

2020 Wage & Benefit Settlement for Drug Court employees
\$16,700 was reserved for 2020 wage and benefit settlements in Drug Court and Family Treatment Court.
Actual settlements came in \$3,340 higher.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

Behavioral Health Fund

Supplemental Budget Request

Status: Pending

Health

Administration

Suppl ID # 2948

Fund 127

Cost Center 127100

Originator: M Caldwell

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Move MH Millage budget

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4311.1000	Current Year Collections	\$310,870
	4311.1010	Delinquent Tax-1 Yr	\$3,000
	4311.1020	Delinquent Tax-2 Yr	\$1,000
	4311.1030	Delinquent Tax-3 Yr	\$1,000
	4311.1040	Delinq Tax-4 or More Yr	\$100
	4317.2000	Leasehold Excise Tax	\$2,000
	4317.4000	Forest Excise Tax	\$2,000
	4361.4001	Interest on Notes/Accou	\$20
	4362.5010	State Forest Board	\$10
	6610	Contractual Services	(\$268,902)
	8110	State Timber Sales	\$4,000
	8351	Operating Transfer Out	(\$55,098)
	Request Total		\$0

1a. Description of request:

Move Mental Health millage budget back to the General Fund. Separate special revenue fund is no longer needed.

1b. Primary customers:

2. Problem to be solved:

It was thought there were surplus mental health millage funds being carried over every year so a separate fund was created to track the excess levy funds. Upon further investigation, it was found that not all expenses that could be charged to this restricted funding source were being charged. Once accounted for we realized there was no need for a separate fund as there are more expenses than revenues.

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

Supplemental Budget Request

Status: Pending

Health

Administration

Suppl ID # 2948

Fund 127

Cost Center 127100

Originator: M Caldwell

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

Supplemental Budget Request

Status: Pending

Health

Administration

Suppl ID # 2949 Fund 127 Cost Center 127200 Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Move DD millage budget

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4311.1000	Current Year Collections	\$310,870
	4311.1010	Delinquent Tax-1 Yr	\$3,000
	4311.1020	Delinquent Tax-2 Yr	\$1,000
	4311.1030	Delinquent Tax-3 Yr	\$1,000
	4311.1040	Delinq Tax-4 or More Yr	\$100
	4317.2000	Leasehold Excise Tax	\$2,000
	4317.4000	Forest Excise Tax	\$2,000
	4361.4001	Interest on Notes/Accou	\$20
	4362.5010	State Forest Board	\$10
	6110	Regular Salaries & Wages	(\$59,525)
	6190	Direct Billing Rate	(\$71,801)
	6210	Retirement	(\$7,768)
	6230	Social Security	(\$4,554)
	6245	Medical Insurance	(\$15,137)
	6255	Other H&W Benefits	(\$1,348)
	6259	Worker's Comp-Interfund	(\$728)
	6269	Unemployment-Interfund	(\$208)
	6610	Contractual Services	(\$105,083)
	6780	Travel-Educ/Training	(\$1,000)
	6790	Travel-Other	(\$500)
	7110	Registration/Tuition	(\$500)
	7140	Meeting Refreshments	(\$500)
	7190	Other Miscellaneous	(\$250)
	8110	State Timber Sales	\$4,000
	8351	Operating Transfer Out	(\$55,098)
	Request Total		\$0

1a. Description of request:

Move Developmental Disability millage budget back to the General Fund. Separate special revenue fund is no longer needed.

1b. Primary customers:

Friday, October 18, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Health

Administration

Suppl ID # 2949

Fund 127

Cost Center 127200

Originator: M Caldwell

2. Problem to be solved:

It was thought there were surplus developmental disability millage funds for operations so a separate fund was created to track the excess levy funds. Upon further investigation, it was found that not all expenses that could be charged to this restricted funding source were being charged. Once accounted for we realized there was no need for a separate fund as there are generally more expenses than revenues.

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

Supplemental Budget Request

Status: Pending

Public Works

Engineering Design/Const

Suppl ID # 2987

Fund 128

Cost Center

Originator: Randy Rydel

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Swift Creek Fund 2020

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4334.0311	CZM-FCCAP Grant	(\$365,000)
	6610	Contractual Services	\$10,000
	6630	Professional Services	\$265,000
	6699.108	Other Services-Interfund	\$250,000
	6699	Other Services-Interfund	\$140,000
	8301.108	Operating Transfer In	(\$150,000)
	8301.169	Operating Transfer In	(\$150,000)
	Request Total		\$0

1a. Description of request:

The Swift Creek fund, tasked with implementing the Swift Creek Sediment Management Plan, is jointly funded through county dollars and State grant fund. This project has been appropriated \$6.4 million dollars from the state which is being allocated as the funds are used. In addition to the state funds the county has committed to providing \$300K of annual funding.

A 2020 budget was not created for this fund during the biennium budgeting process as the funding had not been entirely secured at that time. This supplement provides basic funding for county staff project management, as well as continued maintenance/dredging work as needed.

Additional supplements will be requested as dictated by project needs when the grant dollars are allocated through grant amendments.

This grant is just the first phase of a multi-year response the Swift Creek sediment flows.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

Friday, October 18, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Public Works

Engineering Design/Const

Suppl ID # 2987

Fund 128

Cost Center

Originator: Randy Rydel

Road Fund employees are managing this project.

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

Department of Ecology, Flood Control Zone District, and Road Fund

Supplemental Budget Request

Status: Pending

Health

Administration

Suppl ID # 2953

Fund 140

Cost Center 140000

Originator: M Caldwell

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: 2020 Wage & Benefit Settlement - Solid Waste

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	\$19,309
	6210	Retirement	\$2,656
	6230	Social Security	\$1,784
	6245	Medical Insurance	\$1,560
	6255	Other H&W Benefits	\$148
	6269	Unemployment-Interfund	(\$148)
	Request Total		\$25,309

1a. Description of request:

Add 2020 wage and benefit settlements to budget, as well as additional wage budget for employee hired in at higher than budgeted step.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

Solid waste fund balance

Supplemental Budget Request

Status: Pending

Health

Environmental Health

Suppl ID # 2880

Fund 140

Cost Center 140202

Originator: Kathleen Roy

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Disposal of Toxics Facility Maintenance

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6699	Other Services-Interfund	\$5,000
	7060	Repairs & Maintenance	\$20,000
	Request Total		\$25,000

1a. Description of request:

We are requesting expenditure authority to conduct repair and maintenance on the county-owned Disposal of Toxics facility. In particular, cleaning and re-encapsulation of secondary containment structures and flooring with renewed chemical resistant coatings is necessary to allow for continued operations.

1b. Primary customers:

All Whatcom County residents who generate household hazardous wastes and qualified business hazardous wastes.

2. Problem to be solved:

The Disposal of Toxics facility requires routine repair and maintenance to allow for continued operations to protect human health and the environment.

3a. Options / Advantages:

Maintenance of the facility could be delayed but it is more cost effective to maintain the facility on routine basis. It is best to ensure adequate secondary containment to prevent environmental impact should a spill occur.

3b. Cost savings:

Better management of our solid waste infrastructure will result in cost savings for the county. Several of our facilities are in significant need of maintenance or replacement because they have not been given proper attention in years past. Having sufficient capacity to ensure upkeep of the facilities will ultimately save costs.

4a. Outcomes:

Re-encapsulation of secondary containment structures and routine maintenance will be conducted in 2020.

4b. Measures:

Outcomes will be measured by completed repair and maintenance specifications.

5a. Other Departments/Agencies:

None

5b. Name the person in charge of implementation and what they are responsible for:

n/a

6. Funding Source:

The funding source of this request is the Whatcom County Solid Waste Excise Privilege Tax. The fund balance at the end of 2018 was \$3,211,147.

Supplemental Budget Request

Status: Pending

Health

Environmental Health

Suppl ID # 2884

Fund 140

Cost Center 140100

Originator: Kathleen Roy

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Solid Waste Comprehensive Plan Update

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6630	Professional Services	\$100,000
	8351	Operating Transfer Out	\$33,445
	Request Total		\$133,445

1a. Description of request:

We are requesting expenditure authority to contract for professional services needed to update the Whatcom County Comprehensive Solid and Hazardous Waste Management Plan.

1b. Primary customers:

All Whatcom County residents who generate solid wastes.

2. Problem to be solved:

The Whatcom County Comprehensive Solid and Hazardous Waste Management Plan is required to be updated every five years, in order to properly manage solid and hazardous wastes. The current 2016 plan must be updated by 2021.

3a. Options / Advantages:

We considered using existing county staff to update the plan but we do not have staffing capacity to accomplish this major update. Additional expertise will also be available from the contractor resulting in a better planning process and plan.

3b. Cost savings:

The plan will identify and evaluate opportunities for solid and hazardous waste system improvements and provide an implementation schedule for selected improvements. Improved efficiencies and effectiveness in Whatcom County's solid waste management will result in cost savings for the county.

4a. Outcomes:

The planning will begin in 2020 with the goal to have the plan completed and approved by the Department of Ecology in early 2021.

4b. Measures:

As required by law, the required outcome constituting success will be approval of the plan by the Department of Ecology.

5a. Other Departments/Agencies:

none

5b. Name the person in charge of implementation and what they are responsible for:

n/a

6. Funding Source:

This request will be funded using the Whatcom County Solid Waste Excise Privilege Tax balance. The fund balance at the end of 2018 was \$3,211,147.

Supplemental Budget Request

Status: Pending

Health

Environmental Health

Suppl ID # 2890

Fund 140

Cost Center 140101

Originator: Kathleen Roy

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Solid Waste Collection Services

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4343.7010	Garbage Collection Fee	(\$475,000)
	6610	Contractual Services	\$475,000
	Request Total		\$0

1a. Description of request:

We are requesting expenditure authority to pay the Point Roberts solid waste contractor for solid waste curbside collection services in Point Roberts. The Point Roberts solid waste curbside collection fee is included on the annual County property tax statement. The County then provides payment to the contractor.

1b. Primary customers:

Point Roberts residents.

2. Problem to be solved:

Point Roberts' solid waste collection system has high operating costs and low economy of scale due to small population and high seasonal occupancy. This has resulted in difficulty maintaining a viable service provider in the area. Established in 2019, this collection service supported by tax fees provides reliable and affordable solid waste collection services for citizens. This service, required by WCC 8.10.040(D), protects the human health and environment of Whatcom County.

3a. Options / Advantages:

Requested activity is required as per WCC 8.10.040(D).

3b. Cost savings:

The activity is revenue neutral.

4a. Outcomes:

Protection of human health and the environment through provision of high levels of cost effective service in an area that has high operating costs and low economy of scale.

4b. Measures:

Property tax bill process reporting and business office invoice payment tracking. Success is measured by service provision results, collection of fee for service on property tax bills, and accurate processing of service provider invoices.

5a. Other Departments/Agencies:

none

5b. Name the person in charge of implementation and what they are responsible for:

n/a

6. Funding Source:

The funding source of this request is the fee for solid waste services as collected on Point Roberts residential property tax bills.

Supplemental Budget Request

Status: Pending

Health

Environmental Health

Suppl ID # 2892

Fund 140

Cost Center 140203

Originator: Kathleen Roy

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Waste Reduction and Recycling Program Expansion

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6610	Contractual Services	\$80,000
	8351	Operating Transfer Out	\$15,000
	8351	Operating Transfer Out	\$31,775
	Request Total		\$126,775

1a. Description of request:

We are requesting expenditure authority to increase funding for waste reduction and recycling programs. This request is consistent with RCW 70.95.010(8) and follows recommendations 3.3.1.(A-G) and 5.3.2.B of the 2016 Whatcom County Comprehensive Solid and Hazardous Waste Management Plan. This request is also recommended by the Whatcom County Solid Waste Advisory Committee and approved by the Solid Waste Executive Committee.

1b. Primary customers:

All Whatcom County residents who generate solid wastes.

2. Problem to be solved:

This request addresses the prioritization of waste reduction and recycling in RCW 70.95 and in the 2016 Whatcom County Comprehensive Solid and Hazardous Waste Management Plan to protect human health and the environment.

3a. Options / Advantages:

Options considered include expanding our successful recycling programs and initiating new programs. Our current recycling programs in schools, the Master Composter/ Recycler programs and Towards Zero Waste commercial sector recycling programs have been very successful. Modest expansion of these programs is the best option that will bring us closer to our recycling goals. We also plan to fund a new Food Recovery Initiative to divert food wastes from restaurants and grocery stores to homeless populations rather than landfills.

3b. Cost savings:

Waste reduction and recycling programs reduce costs of solid and hazardous waste management associated with collection, transportation, processing, treatment, landfilling and disposal, cleanup, and impacts to human health and the environment.

4a. Outcomes:

Outcomes in terms of pounds of waste recycled or reduced for each existing waste reduction and recycling program will be increased proportionate to the increase in funding. The new food recovery initiative outcomes target is 50,000 pounds of food waste diverted from landfills resulting in 25,000 meals.

4b. Measures:

Outcomes will be measured in pounds of recyclables recovered and meals provided. Success will be measured by comparison with estimates and goals.

5a. Other Departments/Agencies:

none

Supplemental Budget Request

Status: Pending

Health

Environmental Health

Suppl ID # 2892

Fund 140

Cost Center 140203

Originator: Kathleen Roy

5b. Name the person in charge of implementation and what they are responsible for:

n/a

6. Funding Source:

This request will be funded using the Whatcom County Solid Waste Excise Privilege Tax balance. The fund balance at the end of 2018 was \$3,211,147.

Supplemental Budget Request

Status: Pending

Health

Environmental Health

Suppl ID # 2902

Fund 140

Cost Center 140100

Originator: Kathleen Roy

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: EnviroStars Program Annual Dues

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	7115	Membership & Assoc Dues	\$5,950
	Request Total		\$5,950

1a. Description of request:

We are requesting spending authority to cover the Health Department's annual membership dues for the WA State EnviroStars program. The Whatcom County EnviroStars program has provided environmental management technical assistance to the commercial sector for over 20 years.

1b. Primary customers:

All Whatcom County licensed businesses, non-profit companies and government agencies.

2. Problem to be solved:

This request addresses the prioritization of waste reduction and recycling in RCW 70.95, and in the 2016 Whatcom County Comprehensive Solid and Hazardous Waste Management Plan, to protect human health and the environment.

3a. Options / Advantages:

This is the best option due to the proven success of the established EnviroStars program in provision of technical assistance to the commercial sector.

3b. Cost savings:

Waste reduction decreases costs of solid and hazardous waste management associated with collection, transportation, processing, treatment, landfilling and disposal, cleanup, and impacts to human health and the environment.

4a. Outcomes:

175 technical assistance site visits to businesses and agencies annually.

4b. Measures:

As a local initiative in the Ecology Local Source Control Program, outcomes are measured and reported on a quarterly basis.

5a. Other Departments/Agencies:

none

5b. Name the person in charge of implementation and what they are responsible for:

n/a

6. Funding Source:

The funding source of this request is the Whatcom County Solid Waste Excise Privilege Tax.

Supplemental Budget Request

Status: Pending

Non-Departmental

Suppl ID # 2965 Fund 141 Cost Center 14100 Originator: Tawni Helms

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Wayfinding Project

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	7210	Intergov Prof Svcs	\$565,775
	Request Total		\$565,775

1a. Description of request:

in 2015 Bellingham Whatcom County Tourism used County and City Lodging Tax Funds to contract with Roger Brooks International to perform an Opportunity Assessment of our region. The Roger Brooks Assessment was presented to the County and Cities and provided a detailed study that identified several challenges and deficiencies in the county's existing wayfinding system as well as several opportunities that could be capitalized on for the greater benefit of the region. il 2017 Bellingham Whatcom County Tourism contracted with a project management firm, MERJE, to identify methods for developing a countywide wayfinding program,. This work resulted in the participation from each of the Cities and County in developing a comprehensive program that includes sign design, locations, and messages for primary and secondary travel routes in the region.

At their 2020 funding allocation meeting, the Lodging Tax Advisory Committee made the recommendation to fund the implementation of this shared multi-jurisdictional project.

1b. Primary customers:

Whatcom County citizens and the tourism industry.

2. Problem to be solved:

The Roger Brooks report identified countywide wayfinding as the top priority for Whatcom County. By way of definition, wayfinding includes signage at gateways and entries into the communities; attractions and activities; amenities including parking, restrooms and visitor informaiton centers; trail markers and access points; visitor information kiosks; pedestrian wayfinding specifically in downtowns.

Developing a consistent identity throughout the county provides visitors and residents a seamless journey and experience and provides a larger coverage radius to promote the depth of destinations which encourages repeat visits and overnight stays and minimizes hard and soft costs of developing a countywide wayfinding system.

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

Through a coordinated wayfinding program, we can drive visitors from heavily visited areas to other attractions and less frequented cities, towns, and attractions in Whatcom County. Enhances awareness can potentially increase not only tourism, but business relocation and economic development.

4b. Measures:

New wayfinding signs will be implemented throughout the county.

Friday, October 18, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Non-Departmental

Suppl ID # 2965

Fund 141

Cost Center 14100

Originator: Tawni Helms

5a. Other Departments/Agencies:

This multi-jurisdictional project will involve the cities and county public works departments.

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

Lodging Tax Fund

Supplemental Budget Request

Status: Pending

Health

Environmental Health

Suppl ID # 2901

Fund 151

Cost Center 151

Originator: Kathleen Roy

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: On-Site Septic System (OSS) Rebate Expansion

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	8351	Operating Transfer Out	\$6,000
	Request Total		\$6,000

1a. Description of request:

We are requesting additional expenditure authority to support On-Site Septic System (OSS) and Operations and Maintenance (O&M) rebate and incentive program. Rebates would be available for system evaluation or equipment installation (\$100 max) or septic tank pumping (\$200 max). Funds available for this project are from Fund 151 OSS loan repayments and can only be used for O&M related projects.

1b. Primary customers:

Whatcom County landowners with septic systems who have not submitted a current Report of System Status (ROSS) as required under WCC 24.05.160. The required ROSS captures the best information about the operational status of an On-site Septic System.

2. Problem to be solved:

Failing On-site Septic systems pose a threat to public health and the environment. Hazards include the threat of human exposure to untreated sewage, contamination of drinking water supplies, degradation of surface and groundwater resources and contamination of shellfish resources. Human consumption of shellfish contaminated by failing OSS can lead to sickness and even death.

3a. Options / Advantages:

Program will assist in encouraging landowners throughout the county to engage in required routine evaluations and maintenance of their septic systems. This program also encourages landowners to seek more information about septic systems and connect with Health Department staff as technical resources.

3b. Cost savings:

Properly operating on-site septic systems save homeowners from expensive repairs and taxpayers from the costs of enforcement of failing systems and shellfish bed closures.

4a. Outcomes:

Similar to rebate programs in other counties, the goals of this program are to 1) provide an incentive for landowners to attend a Health Department septic workshop and build their knowledge about septic systems, 2) encourage landowners to complete routine evaluations and maintenance to support properly functioning septic systems, and 3) improve and protect water quality through maintenance or repairs as needed and replacement of failing septic systems. Surface water and downstream shellfish beds are community resources. Incentives for this program help improve and protect these community resources so public health risks are reduced.

4b. Measures:

- (1) Increased number of OSS failures discovered.
- (2) Increased number of ROSS documents received.
- (3) Identify the location and operational status of previously unknown OSS systems.
- (4) Increase O&M compliance rate to include those citizens unable to pay for septic inspection.

5a. Other Departments/Agencies:

Friday, October 18, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Health

Environmental Health

Suppl ID # 2901

Fund 151

Cost Center 151

Originator: Kathleen Roy

Health Department and Public Works Pollution Identification and Control (PIC) program coordinate to provide the rebates to homeowners.

5b. Name the person in charge of implementation and what they are responsible for:

Darin Klein, Environmental Health Supervisor

6. Funding Source:

Fund balance from OSS Loan repayments located in 151 Fund (Community Development Fund).

Supplemental Budget Request

Status: Pending

Sheriff

Emergency Management

Suppl ID # 2955

Fund 167

Cost Center 16700

Originator: M Caldwell

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: 2020 Wage & Benefit Settlement - DEM

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	\$10,693
	Request Total		\$10,693

1a. Description of request:

2020 Wage and benefit settlement

2020 reserve for wage and benefit settlements is \$18,500, additional amount needed is \$10,693 for a total increase of \$29,193.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

Emergency Management fund balance

Supplemental Budget Request

Status: Pending

Non-Departmental

Suppl ID # 2960 Fund 324 Cost Center 32400 Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Trf funding to support Lake Whatcom Park projects

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	8351.106	Operating Transfer Out	\$100,000
	8351.106	Operating Transfer Out	\$325,025
	Request Total		\$425,025

1a. Description of request:

Transfer REET II funding in support of two Lake Whatcom Park project budget requests:
\$100,000 in support of Suppl ID #2844 for Lake Whatcom Trail Development
\$352,025 in support of Suppl ID #2794 for Lake Whatcom Park Trailhead Improvements

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

REET II

Supplemental Budget Request

Status: Pending

Administrative Services

Facilities Management

Suppl ID # 2808

Fund 326

Cost Center 326051502

Originator: Rob Ney

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Carpet Public Defender Building

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	7060	Repairs & Maintenance	\$65,000
	Request Total		\$65,000

1a. Description of request:

Carpet in the Public Defenders Central Plaza building is in need of replacing. Replacing carpet in a fully occupied building is a costly endeavor, specifically because re-carpeting a fully occupied building requires all furniture to be moved. This is a costly effort and would take the majority of our annual carpet replacement budget. Staff is requesting adequate budget to re-carpet Central Plaza.

If approved, the carpet will be replaced with carpet squares, allowing quick and easy replacement of stained squares. This should extend the life of the carpet and keep the building looking fresh and clean.

1b. Primary customers:

Employees of the Central Plaza building and patrons of this facility.

2. Problem to be solved:

Re-carpeting of fully occupied buildings is costly. Staff desires to update and refresh the Central Plaza building, and additional budget capacity is needed for this effort.

3a. Options / Advantages:

The only other method is to not perform these needed maintenance tasks.

On-going maintenance is required on existing buildings. It is desired that we limit disruption of County staff and get both painting and carpeting completed in a single effort.

3b. Cost savings:

Competitive bids will be solicited for this effort. The County will select the most competitive bid that falls within the budget.

4a. Outcomes:

Competitive bids will be solicited for this effort. The County will select the most competitive bid that falls within the budget.

4b. Measures:

The work will be completed in 2020.

When the project is in place, and within budget.

5a. Other Departments/Agencies:

It will positively affect the Public Defenders employees and patrons.

5b. Name the person in charge of implementation and what they are responsible for:

Public Defender

Rob Ney

6. Funding Source:

REET I

Supplemental Budget Request

Status: Pending

Administrative Services

Facilities Management

Suppl ID # 2809

Fund 326

Cost Center 326051301

Originator: Rob Ney

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Repaint Public Defender Building

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	7060	Repairs & Maintenance	\$50,000
	Request Total		\$50,000

1a. Description of request:

Painting in the Public Defenders Central Plaza building is in need. Painting in a fully occupied building is a costly endeavor, specifically because re-painting a fully occupied building requires significant amount furniture to be moved. This is a costly effort and would take the majority of our annual paint replacement budget. Staff is requesting adequate budget to re-painting Central Plaza.

1b. Primary customers:

Employees of the Central Plaza building and patrons of this facility.

2. Problem to be solved:

Painting of fully occupied buildings is costly. Staff desires to update and refresh the Central Plaza building, and additional budget capacity is needed for this effort.

3a. Options / Advantages:

The only other method is to not perform this needed maintenance tasks.

On-going maintenance is required on existing buildings. It is desired that we limit disruption of County staff and get painting completed in a single effort.

3b. Cost savings:

Competitive bids will be solicited for this effort. The County will select the most competitive bid that falls within the budget.

4a. Outcomes:

The Central Plaza building will get a much needed refresh.

4b. Measures:

The work will be completed in 2020.

When the project is in place, and within budget.

5a. Other Departments/Agencies:

It will positively affect the Public Defenders employees and patrons.

5b. Name the person in charge of implementation and what they are responsible for:

Public Defender

Rob Ney

6. Funding Source:

REET I

Supplemental Budget Request

Status: Pending

Non-Departmental

Suppl ID # 2941 Fund 332 Cost Center 332219 Originator: T. Helms

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Tri-Funder Agreement for Economic Development

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	7210	Intergov Prof Svcs	\$113,824
	Request Total		\$113,824

1a. Description of request:

In 2011, the Whatcom County, the Port of Bellingham and City of Bellingham joined their funding resources on a multi-year basis to increase efficiency in coordination of countywide economic development services and fund the Western University Small Business Development Center. In 2017, the Council increased funding to further support economic development programs and personnel through the Port of Bellingham to facilitate the creation, retention and promotion of economic development purposes within the County. Additionally, increased funding also allows for more targeted services utilizing the existing collaboration including the implementation of a countywide strategic plan and a vision for economic development for the entire region.

1b. Primary customers:

Whatcom County Citizens, business owners and the community as a whole.

2. Problem to be solved:

The agreement was extended through December 31, 2021. This budget supplemental adds the budget necessary to fulfill the contractual obligation for 2020. A 2021 budget supplemental will be introduced for the 2021-2022 budget.

3a. Options / Advantages:

None.

3b. Cost savings:

n/a

4a. Outcomes:

Economic development services will be provided for Whatcom County businesses; business retention, expansion, recruitment and start-up in support of economic development for the entire region.

4b. Measures:

Contractual obligations will be fulfilled.

5a. Other Departments/Agencies:

n/a

5b. Name the person in charge of implementation and what they are responsible for:

n/a

6. Funding Source:

Public Utility Improvement Fund via the Economic Development Investment (EDI) Program.

Supplemental Budget Request

Status: Pending

Non-Departmental

Suppl ID # 2964

Fund 332

Cost Center 33219

Originator: T. Helms

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Housing Affordable Impact Fee Loan Program

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	7220	Intergov Subsidies	\$500,000
	Request Total		\$500,000

1a. Description of request:

\$500k was committed as an additional investment in the Housing Affordable through the Workforce Program as recommended by the EDI Board on November 7, 2019.

1b. Primary customers:

2. Problem to be solved:

The loan program will exhaust all of their program funds at the end of the 2019 year. Additional funding is needed to support additional housing projects in 2020 and beyond.

3a. Options / Advantages:

The Housing Affordable through the Workforce loan program allows for impact fee loans for eligible projects. If the funding is not continued the program will no longer be available for eligible housing projects.

3b. Cost savings:

n/a

4a. Outcomes:

Additional impact fee loans will be made available for eligible affordable housing for the workforce projects.

4b. Measures:

Loans will be funded and repaid.

5a. Other Departments/Agencies:

n/a

5b. Name the person in charge of implementation and what they are responsible for:

n/a

6. Funding Source:

Public Utility Improvement Fund via the Economic Development Investment (EDI) Program.

Supplemental Budget Request

Status: Pending

Public Works

Ferry & Docks

Suppl ID # 2944 Fund 444 Cost Center 444100 Originator: Randy Rydel

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: 2020 Ferry Wage Supplement

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	\$60,000
	8301.108	Operating Transfer In	(\$27,000)
	Request Total		\$33,000

1a. Description of request:

In 2018, with the departure of the Ferry Manager, the role of Senior Master of the Whatcom Chief began to morph from that of a purely boat oriented position to a combined boat and ferry program position. This change, bringing the Senior Master out of the boat and into the office for approximately 50% of his time, has succeeded bringing the operational knowledge of the boat into the planning for an efficient, forward looking ferry program. This could not have come at a better time considering the detailed review of the program through the Level of Service review and continued discussions about the near future plans for the ferry and terminal. This shift has resulted in less time for the Senior Master to pilot the Whatcom Chief and required back filling of this position to keep the boat fully staffed to Coast Guard regulations.

1b. Primary customers:

Residents and businesses on Lummi Island.

2. Problem to be solved:

The Senior Master position has been more frequently utilized, in an off boat capacity, to manage ferry operations. Time spend in the office must to back filled with a Master on board the vessel. The additional cost of back filling the position, to allow the Senior Master time to cover additional duties of managing the Ferry Program is approximately \$60k given the expanding needs of the program.

3a. Options / Advantages:

Previously we had a part time Ferry Manager within Public Works to cover ferry program planning and operational needs. It was not a full time position and was previously split with another division. Due to reorganization of other departments after the Ferry Manager left, this arrangement is no longer feasible. Additionally, the hands on operational knowledge of the boat and operations has added value in addressing the program's needs.

3b. Cost savings:

There was a cost savings in 2018, but the program needs have grown and more office time has been necessary in 2019. It is expected that 2020 time requirements may continue to grow, but will remain similar to what would be expected of a part time ferry manager.

4a. Outcomes:

The Senior Master will continue to balance the need for office management time with the needs of the boat. This will be a flexible arrangement that can adapt to the changing needs of the program.

4b. Measures:

5a. Other Departments/Agencies:

No

Supplemental Budget Request

Status: Pending

Public Works

Ferry & Docks

Suppl ID # 2944

Fund 444

Cost Center 444100

Originator: Randy Rydel

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

Ferry Fund Balance (which is 45% funded by Road funds)

Supplemental Budget Request

Status: Pending

Public Works

Equipment Services

Suppl ID # 2831

Fund 501

Cost Center 501600

Originator: Eric Schlehuber

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Additional bunkers for salt and sand storage

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	7380	Other Improvements	\$90,000
	8301.108	Operating Transfer In	(\$90,000)
	Request Total		\$0

1a. Description of request:

Due to lack of adequate covered storage space at the Central Shop, this request is to add additional salt and sand covered storage at the Road Maintenance Pt. Roberts shop and at Abel pit.

The Pt Roberts location would be approx. 30' x 36' with 2 high ecology blocks (existing), concrete pad (\$8K) and cover (\$27K) = \$35K

Abel Pit location would be approx. 36' x 72' with 2 high ecology blocks (\$4K), concrete pad (\$16K) and cover (\$35K) = \$55K

1b. Primary customers:

Citizens of Whatcom County.

2. Problem to be solved:

Last years winter season we experienced a salt shortage and were unable to order additional salt quantities during the February 2019 snow and ice event. We have since registered with WA State DES under their 80/120 salt procurement program where we will be guaranteed at least a minimum quantity for the upcoming 2019-2020 winter season. If we experience a non-snow and ice winter season we will be required to accept this minimum quantity (approx. 320-480 tons) and will need additional covered storage space for the salt.

3a. Options / Advantages:

Other options include paying a higher price for salt, if available during the emergency, non-covered storage could result in leaching of salt, or reducing our sanding level of service.

3b. Cost savings:

Cost savings result from pre-ordering a specified quantity of salt at a pre-determined rate.

4a. Outcomes:

Adequate salt supply to meet M&O's sanding level of service.

4b. Measures:

When the motoring public is able to safely navigate Whatcom County roads during snow and ice events.

5a. Other Departments/Agencies:

No.

5b. Name the person in charge of implementation and what they are responsible for:

M&O- Michael Koenen.

6. Funding Source:

Road fund.

Friday, October 18, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Public Works

Equipment Services

Suppl ID # 2968 Fund 501 Cost Center 501100 Originator: Eric Schlehuber/Rob Ney

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: AS Fac/Public Works Bucket Truck- ASR2019-2967

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	7410	Equipment-Capital Outlay	\$115,000
	8301.507	Operating Transfer In	(\$57,500)
	8301.108	Operating Transfer In	(\$57,500)
	Request Total		\$0

1a. Description of request:

To carry over budget authority from 2019 into 2020 due to state contract issues in 2019, which will replace Facilities bucket truck #820 (ASR2019-2967) and be funded in half (50%) by AS-Facilities and half (50%) funded by Road Fund which give Road 1/2 interest in this piece of equipment.

1b. Primary customers:

Facilities & Road.

2. Problem to be solved:

Carryover of approved 2019-2020 budget for ASR2019-5869/ASR2019-6109 bucket truck replacement.

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

AS-Facilities & Road-M&O.

5b. Name the person in charge of implementation and what they are responsible for:

Eric Schlehuber/Equipment Services Manager for the purchase of the replacement bucket truck.

6. Funding Source:

AS-Facilities & Road Fund.

Supplemental Budget Request

Status: Pending

Public Works

Equipment Services

Suppl ID # 2972 Fund 501 Cost Center 501100 Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Addition of CDE Medical Outreach Vehicle

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	7410	Equipment-Capital Outlay	\$48,000
	8301	Operating Transfer In	(\$48,000)
	Request Total		\$0

1a. Description of request:

Companion supplemental to Health Suppl #2894 to acquire a CDE Medical Outreach vehicle.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

Behavioral Health Fund

Supplemental Budget Request

Status: Pending

Public Works

Equipment Services

Suppl ID # 2973 Fund 501 Cost Center 501100 Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Addition of NPDES Vehicle

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	7410	Equipment-Capital Outlay	\$42,000
	8301,108	Operating Transfer In	(\$42,000)
	Request Total		\$0

1a. Description of request:

Companion supplemental to Road NPDES #2848 for addition of a small pickup or SUV

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

Road Fund

Supplemental Budget Request

Status: Pending

Public Works

Equipment Services

Suppl ID # 2974 Fund 501 Cost Center 501100 Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Addition of Road Crew Leader Pickup #1

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	7410	Equipment-Capital Outlay	\$45,000
	8301.108	Operating Transfer In	(\$45,000)
	Request Total		\$0

1a. Description of request:

Companion supplemental to M&O #2836 Add new 1/2 ton 4X4 extended cab pickup #1

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

Road Fund

Supplemental Budget Request

Status: Pending

Public Works

Equipment Services

Suppl ID # 2975

Fund 501

Cost Center 501100

Originator: M Caldwell

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Addition of Road Crew Leader Pickup #2

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	7410	Equipment-Capital Outlay	\$45,000
	8301.108	Operating Transfer In	(\$45,000)
	Request Total		\$0

1a. Description of request:

Companion supplemental to M&O #2837 Add new 1/2 ton 4X4 extended cab pickup #2

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

Road Fund

Supplemental Budget Request

Status: Pending

Public Works

Equipment Services

Suppl ID # 2976 Fund 501 Cost Center 501100 Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Upgrade Vehicle #203 replacement

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	7410	Equipment-Capital Outlay	\$21,000
	8301.108	Operating Transfer In	(\$21,000)
	Request Total		\$0

1a. Description of request:

Companion supplemental to M&O #2823 Upgrade request for #203 1993 GMC 3500 2wd
This will provide enough funding to upgrad to a 2 ton 4X4 extended cab pickup with work box, Tommy lift
and tow package
\$54,000 existing budget plus \$21,000 supplemental for a total of \$75,000

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

Road Fund

Supplemental Budget Request

Status: Pending

Public Works

Equipment Services

Suppl ID # 2977

Fund 501

Cost Center 501100

Originator: M Caldwell

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Upgrade #216 truck mounted compressor replacement

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	7410	Equipment-Capital Outlay	\$15,000
	8301.108	Operating Transfer In	(\$15,000)
	Request Total		\$0

1a. Description of request:

Companion supplemental to M&O #2824 Upgrade request for #216 truck mounted compressor. Instead of truck with permanently mounted compressor replacement, replacement will be truck with stand-alone screw compressor so truck can be used for various duties.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

Road Fund

Supplemental Budget Request

Status: Pending

Public Works

Equipment Services

Suppl ID # 2979 Fund 501 Cost Center 501400 Originator: Randy Rydel

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Shop Rate Increase - Intrafund

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4348.3010	Intrafund Labor provided	(\$250,000)
	Request Total		(\$250,000)

1a. Description of request:

The ER&R shop rate was reevaluated and increased 20% to account for rising costs. This increase has brought in more revenue to this internal service fund. The primary user of the ER&R equipment shop is ER&R equipment rental which has seen a corresponding rise in their expenses. The increase in revenue to 501400 - ER&R Mechanical Shop is offset by an equal and opposite expense in 501100 - ER&R Equipment Shop. The recording this offsetting entry is necessary to determine Rental Rates that fully cover this Internal Fund's expenses.

1b. Primary customers:

2. Problem to be solved:

Accounting between the function of Equipment Shop and Equipment Rental leads to increased expenses with offsetting revenues. Budget expense authorization is not net of revenue therefore the expense budget authorization needs to account for these entries the same as it would for expenditures that are actually paid out of the ER&R fund.

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

There is no fund impact due to this request.

Supplemental Budget Request

Status: Pending

Public Works

Equipment Services

Suppl ID # 2980

Fund 501

Cost Center 501100

Originator: Randy Rydel

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Shop Rate Increase - Intrafund#2

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6105.001	Intrafund Labor	\$250,000
	Request Total		\$250,000

1a. Description of request:

The ER&R shop rate was reevaluated and increased 20% to account for rising costs. This increase has brought in more revenue to this internal service fund. The primary user of the ER&R equipment shop is ER&R equipment rental which has seen a corresponding rise in their expenses.

The increase in revenue to 501400 - ER&R Mechanical Shop is offset by an equal and opposite expense in 501100 - ER&R Equipment Shop. The recording this offsetting entry is necessary to determine Rental Rates that fully cover this Internal Fund's expenses.

1b. Primary customers:

2. Problem to be solved:

Accounting between the function of Equipment Shop and Equipment Rental leads to increased expenses with offsetting revenues. Budget expense authorization is not net of revenue therefore the expense budget authorization needs to account for these entries the same as it would for expenditures that are actually paid out of the ER&R fund.

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

There is no fund impact due to this request.

Supplemental Budget Request

Status: Pending

Public Works

Equipment Services

Suppl ID # 2981 Fund 501 Cost Center 501100 Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Upgrade Parks vehicle #887

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	7410	Equipment-Capital Outlay	\$55,000
	Request Total		\$55,000

1a. Description of request:

Parks proposes to replace their 2007 15 Passenger Ford Econoline van with a 3/4 ton, 4 wd, super cab pick up with canopy and heavy duty tow package. Parks will have enough equity from the Econoline plus surplus from their 1992 International Harvester single axle, rear wheel drive dump truck to accomplish this without additional funding needed.

1b. Primary customers:

2. Problem to be solved:

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

Existing vehicle equities

Supplemental Budget Request

Status: Pending

Administrative Services

Administration

Suppl ID # 2943 Fund 507 Cost Center 507100 Originator: M Caldwell

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Director of Admin Services wage & benefit adjust

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6110	Regular Salaries & Wages	\$79,656
	6210	Retirement	\$11,838
	6230	Social Security	\$5,397
	6245	Medical Insurance	\$8,172
	6255	Other H&W Benefits	\$1,031
	6259	Worker's Comp-Interfund	\$364
	6269	Unemployment-Interfund	\$104
	Request Total		\$106,562

1a. Description of request:

The Deputy Executive Title has been changed to Director of Administrative Services. This change follows the shift of focus for the position to key Administrative Service projects and initiatives while continuing on-going Executive priorities.

1b. Primary customers:

Whatcom County employees

2. Problem to be solved:

The position formerly paid from the Executive Cost center will now be charged to the Administrative Services Cost Allocation.

3a. Options / Advantages:

n/a

3b. Cost savings:

n/a

4a. Outcomes:

Work will continue with on going priorities.

4b. Measures:

5a. Other Departments/Agencies:

The Director of Administrative Services will supervise the Administrative Services Managers; Finance, Human Resources, Information Technology and Facilities.

5b. Name the person in charge of implementation and what they are responsible for:

n/a

6. Funding Source:

Administrative Services Fund

Supplemental Budget Request

Status: Pending

Administrative Services

Facilities Management

Suppl ID # 2810

Fund 507

Cost Center 50791

Originator: Rob Ney

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Snow and Ice Removal Equipment

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	7410	Equipment-Capital Outlay	\$28,000
	Request Total		\$28,000

1a. Description of request:

The last several winters have been more severe than in years past. Facilities is charged with snow and ice removal for County Buildings and parking lots. It is becoming increasingly more difficult for a quick and expeditious effort of snow and ice removal. Current equipment for snow and ice removal includes one plow truck with a bed mounted sander, and hand held snow shovels.

Facilities is requesting a no-emissions electric UTV similar to a Gator or a Polaris, with a plow, which could be used in small parking lots and sidewalks. Our larger plows do not have the turning radius to get into small parking lots like the Public Defender's office and the Health Department. These smaller vehicles would expedite our snow and ice efforts and make our facilities safer and easier for our employees and the general public. It is estimated that this new vehicle would cost approximately \$28,000.

1b. Primary customers:

Employees that work for Whatcom County and Citizens that travel to our many buildings for County services.

2. Problem to be solved:

Quick, efficient and cost effective snow and ice removal in County Parking lots and sidewalks surrounding County buildings.

3a. Options / Advantages:

Continue to use hand held equipment to remove snow and ice. This process is considerably slower and cannot be done quickly or efficiently.

3b. Cost savings:

This is by far the most cost effective method for snow and ice removal. Other options would be to contract out for these services, which could prove to be very costly.

4a. Outcomes:

The UTV would be purchased as soon as funds were available.

4b. Measures:

Quick, efficient and safe snow removal can occur with these additional resources.

When snow and ice are removed considerably closer to opening of County facilities on snow days.

5a. Other Departments/Agencies:

It will positively affect all departments that have snow and ice removed in parking lots and sidewalks.

5b. Name the person in charge of implementation and what they are responsible for:

All

Rob Ney

Friday, October 18, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Administrative Services**Facilities Management**

Suppl ID # 2810

Fund 507**Cost Center 50791****Originator: Rob Ney**

6. Funding Source:

Admin Services Fund Balance

Supplemental Budget Request

Status: Pending

Administrative Services

Facilities Management

Suppl ID # 2811 Fund 507 Cost Center 50791 Originator: Rob Ney

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: 3 new "used"/surplus vehicles from ER&R Fleet

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	8351	Operating Transfer Out	\$18,000
	Request Total		\$18,000

1a. Description of request:

Four additional staff members have been added to Facilities over the past two years. With the move to our new location on Williamson Way, there is a greater need for vehicles to respond to maintenance needs. Staff can no longer respond on foot. Staff has been exploring cost effective means to grow the Facilities fleet, but not burden the General Fund with new vehicle purchases.

Facilities and ER&R have come up with a cost effective plan to expand the fleet by three vehicles. Facilities will "buy out" the equity investment of vehicles that are being replaced. Once a vehicle is supplused, ER&R has an equity amount from the auctioning of the surplus vehicles, that is paid back to the department that had the original outlay of funds to purchase the vehicle new. Facilities can purchase these vehicles to expand the fleet for a fraction of the cost of a new vehicle. It is estimated that each vehicle will have an approximate value of up to \$6,000 each, for a total \$18,000 for three vehicles. This is less than the cost of one new vehicle. The vehicles are yet to be determined, but will be the purposefully replacement vehicles within the fleet that have room for Facilities tools, have the lowest miles, and are considered the best fit for this endeavor.

1b. Primary customers:

Employees that work for Whatcom County Facilities and the Departments that receive services from our staff.

2. Problem to be solved:

Additional fleet vehicles are needed at Facilities. New vehicles are quite costly and it is believed that the Administration and Council would not support a new vehicle purchase. This is a cost effective method to grow the fleet, pushing out the need for replacement vehicles into the future. Utilizing surplus vehicles will not provide for future replacement through the rental rate. A capital contribution from Facilities will be needed for the future replacements.

3a. Options / Advantages:

Purchasing three new vehicles is estimated to cost approximately \$90,000.
Utilizing a used vehicle for this effort is a cost effective method to solve this problem.

3b. Cost savings:

This is by far the most cost effective method for additional vehicles for Facilities. This request is for \$18,000, and the cost of new vehicles would be approximately \$90,000.

4a. Outcomes:

Three "best fit" vehicles will be added to the Facilities fleet once available in 2020.

4b. Measures:

When new vehicles are delivered.
Facilities can respond to service calls.

Friday, October 18, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Administrative Services

Facilities Management

Suppl ID # 2811

Fund 507

Cost Center 50791

Originator: Rob Ney

5a. Other Departments/Agencies:

It will positively affect all departments that request prompt service from Facilities.

5b. Name the person in charge of implementation and what they are responsible for:

All

Rob Ney

6. Funding Source:

Admin Services Fund Balance

Supplemental Budget Request

Status: Pending

Administrative Services

Facilities Management

Suppl ID # 2812

Fund 507

Cost Center 50791

Originator: Rob Ney

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Ongoing Costs for Fleet Vehicles

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6429	Fuel-Interfund	\$3,820
	6869.501	Equip Rental-ER&R	\$100
	Request Total		\$3,920

1a. Description of request:

Facilities has requested three additional fleet vehicles in 2020 to be purchased from the ER&R pool of surplus vehicles. In addition, Facilities will be obtaining one other vehicle in 2019. These vehicles require an ongoing monthly cost to maintain the vehicles. This request will provide the ongoing monthly ER&R rental fees for these new vehicles. Expected ongoing costs for these used vehicles will be fuel and maintenance. No replacement cost will be factored in as these are already vehicles which qualify to be surplus.

Expected costs:

Fuel at \$90/month or \$1,080 per year X 4 vehicles = \$4,320 per year

ER&R rate for maintenance at \$75/month or \$900 per year X 4 vehicles = \$3,600 per year

less ongoing costs for a staff rental vehicle approved in the 2019-2020 biennial budget of \$500 fuel and \$3,500 ER&R rate.

Net amount will be \$3,820 for fuel and \$100 for ER&R rate.

1b. Primary customers:

Facilities staff members.

2. Problem to be solved:

Additional fleet vehicles are needed at Facilities. New vehicles are quite costly and it is believed that the Administration and Council would not support a new vehicle purchase. This is a cost effective method to grow the fleet, pushing out the need for replacement vehicles into the future.

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

Supplemental Budget Request

Status: Pending

Administrative Services

Facilities Management

Suppl ID # 2812

Fund 507

Cost Center 50791

Originator: Rob Ney

Admin Services Fund Balance

.

Supplemental Budget Request

Status: Pending

Administrative Services

Facilities Management

Suppl ID # 2967

Fund 507

Cost Center 50791

Originator: Rob Ney

Expenditure Type: One-Time Year 2 2020 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Shared Bucket Truck

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	8351	Operating Transfer Out	\$57,500
	Request Total		\$57,500

1a. Description of request:

This request is to replace a 20 year old Bucket Truck. This vehicle was purchased separate from the ER&R fund and rental payments to ER&R are based on the original purchase price and not the replacement value.

Facilities Management and Public Works-Equipment Services worked very diligently to find a sufficient replacement for the current bucket truck; we believe we have found a cost effective; economical replacement.

There is no equity for this vehicle.

This cost and use of this truck will be shared 50/50 with Public Works - Road M&O

1b. Primary customers:

This vehicle is used quite regularly by Facilities staff for aerial maintenance tasks. The vehicle is also loaned out to Parks and Public Works.

2. Problem to be solved:

The existing Facilities Bucket Truck is 20 years old and was not properly purchased through the ER&R fund. Therefore, there has not been replacement payments paid to the fund to replace the vehicle.

3a. Options / Advantages:

The only other option is to rent a truck, however there is no guarantee the truck will be available during the time of need and there may need to be a serious repair necessary.

This vehicle is used by many departments and is the only small bucket truck in the fleet, allowing it to maneuver into much smaller areas. This is a very valuable part of our fleet.

3b. Cost savings:

There are no specific cost savings; however the ER&R manager found a very economical model that will fit the County's and our needs.

4a. Outcomes:

Repairs and maintenance to facilities

4b. Measures:

Upon completion of repairs that require the use of the bucket truck.

Timely response to repair and maintenance requests.

5a. Other Departments/Agencies:

This project will have little to no impacts to other departments, with the exception of delayed repairs by not having a bucket truck.

5b. Name the person in charge of implementation and what they are responsible for:

Rob Ney

Friday, October 18, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Administrative Services

Facilities Management

Suppl ID # 2967

Fund 507

Cost Center 50791

Originator: Rob Ney

6. Funding Source:

AS Fund Balance - Facilities

Supplemental Budget Request

Status: Pending

Administrative Services

Human Resources

Suppl ID # 2855

Fund 507

Cost Center

Originator: Karen S Goens

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Increase AS General Liability

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6910	Insurance Premiums	\$200,000
	Request Total		\$200,000

1a. Description of request:

The AS General Liability Fund could run low on reserves.

1b. Primary customers:

All county departments and operations.

2. Problem to be solved:

Coverage costs went up more during this current budget cycle than anticipated and the reserves need to be stabilized. This fund provides the County's protection for exclusions from insurance and uninsured losses.

The County participates with 26 other counties in the Washington Counties Risk Pool (WCRP) for liability, property, cyber, and terrorism coverage. Because the WCRP's fiscal year runs from October through September, it was difficult to project coverage costs during budget preparation. The budget was adopted with a small shortfall to the reserves and so the unanticipated increases in coverage costs in recent years could leave reserve levels below where they need to be.

In 2019, coverage costs will exceed the budgeted numbers by \$72,000 and in 2020 by around \$200,000.

The liability coverage costs rose 14.6% in 2019. We won't know next year's costs until August. Over a three year period, the Pool's primary reinsurer kept premiums low and took significant losses. This created unfavorable conditions for purchasing reinsurance, in essence, causing "catch-up" pricing for Pool members.

Changes in Pool leadership, claims handling, and financial practices indicate more positive trends for the future. The actual new costs for the 2019-20 policy year are mild. Most of the 14.6% increase comes from the WCRP Board softening last year's rate increase by collecting \$1 million less than required. This year, the WCRP Board voted to restore this deficit and to also build capital for greater fiscal protection of Pool members.

The cost for property insurance rose 21.7% due to the significant increase in the appraised value of insured County properties and the impacts of weather events and wildfires on the insurance market. The previous few years have seen very favorable property rates and we enjoyed those. In the future, the Pool plans to take advantage of lower cost years by keeping rates consistent and using any savings to offset higher cost years.

3a. Options / Advantages:

The County could take a "wait and see" approach, however public entities continue to face claims and lawsuits and to operate programs which present significant risk.

Friday, October 18, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Administrative Services

Human Resources

Suppl ID # 2855

Fund 507

Cost Center

Originator: Karen S Goens

3b. Cost savings:

4a. Outcomes:

Favorable reserves levels to support this cost center at year end..

4b. Measures:

5a. Other Departments/Agencies:

The Prosecutor's Office handles claims, lawsuits, and civil legal support to departments. AS-Human Resources handles risk management, training, and safety programs.

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

AS Fund Balance

Supplemental Budget Request

Status: Pending

Administrative Services

Human Resources

Suppl ID # 2854

Fund 507

Cost Center 507140

Originator: Karen Goens

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 2

Name of Request: Additional Professional Negotiator Services

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6630.903	Professional Services	\$25,000
	Request Total		\$25,000

1a. Description of request:

The County could be bargaining with up to seven groups in 2020 and costs for professional negotiator services (Whatcom County Code 2.08) will exceed current budget authority.

1b. Primary customers:

Executive, Council, Department Heads, Elected Officials, and other leaders; represented employees.

2. Problem to be solved:

The County has a statutory obligation to negotiate with labor representatives for bargaining units recognized by the Public Employment Relations Commission:

1. Deputy Sheriff's Guild contract expires 12/31/2019 and negotiations may not be complete by year end.
2. Ferry (Inland Boatmen & Masters, Mates, & Pilots) contract expires 12/31/2019 and negotiations may not be complete by year end.
3. A new bargaining unit, Fraternal Order of Police, comprised of Lieutenants, Chief Deputies, and Inspectors in the Sheriff's patrol division will require bargaining for a new agreement.
4. Teamsters Corrections open contract may settle through mediation (10/24/2019) or may be certified for arbitration.
5. Teamsters Master contract expires 12/31/2020 and negotiations will commence in the Fall of 2020.
6. WA State Nurses Association contract expires 12/31/2020 and negotiations will commence in the Fall of 2020.
7. Prof & Technical Employees/Local 17 contract expires 12/31/2020 and negotiations will commence in the Fall of 2020.

3a. Options / Advantages:

We bargained contracts of differing durations to try and stagger the negotiations workload. This option was ineffective because changes in state law and a supreme court decision created new topics for bargaining which caused additional sessions at the table for all groups.

The addition of a newly formed bargaining unit was unanticipated when the 2019-2020 budget request was prepared.

3b. Cost savings:

4a. Outcomes:

The outcomes are settled labor agreements.

4b. Measures:

The County Council will approve the bargained agreements.

5a. Other Departments/Agencies:

Friday, October 18, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Administrative Services

Human Resources

Suppl ID # 2854

Fund 507

Cost Center 507140

Originator: Karen Goens

This ASR impacts all departments with represented employees and particularly the Sheriff's Office which has represented groups subject to binding interest arbitration.

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

AS Fund Balance

Supplemental Budget Request

Status: Pending

Administrative Services

Information Technology

Suppl ID # 2935

Fund 507

Cost Center 507111

Originator: Perry Rice

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: Microsoft E-Mail Advanced Threat Protection (ATP)

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6625	Software Maint Contracts	\$20,000
	Request Total		\$20,000

1a. Description of request:

Continue the use of the Microsoft E-Mail Advanced Threat Protection (ATP) Service

1b. Primary customers:

All County employees

2. Problem to be solved:

Whatcom County experienced a significant increase in malspam e-mail in late 2018 and early 2019. These campaigns flooded users with well crafted e-mails with malicious links and attachments. Significant time was lost by departments and Information Technology (IT) staff responding to security incidents.

In April 2019, IT made an emergency purchase of the Microsoft Office 365 Advanced Threat Protection (ATP). Microsoft ATP provides additional threat protection for our Microsoft Exchange Online e-mail system. The threat protection includes ATP Safe Attachments which is a service that checks e-mail attachments for malicious content. Also included is ATP Safe Links which is a service that provides time-of-click verification of URL's which blocks the user from browsing to known malicious links. Following this emergency implementation, Whatcom County has experienced a significant decrease in malspam campaigns improving our overall cyber security posture.

Whatcom County IT needs ongoing funding to continue this important cyber security service.

3a. Options / Advantages:

The primary alternative is to discontinue the Microsoft E-Mail Advanced Threat Protection (ATP) service. This is not a good alternative because it would inundate employees with malicious e-mail which would most likely result in a significant cyber security event interrupting government operations and potentially resulting in a costly breach of protected information.

3b. Cost savings:

Avoidance of over 1,000 hours of department and Information Technology staff time lost during "routine" cyber security events on an annual basis. Lower risk of a major cyber security event.

4a. Outcomes:

Decreased malspam being delivered to employee e-mail boxes.

4b. Measures:

Malicious e-mail detected by the Microsoft Office 365 Advanced Threat Protection is redirected to mailboxes only accessible by IT staff. IT staff will monitor these e-mail boxes to confirm that the service is active and effectively working.

5a. Other Departments/Agencies:

Friday, October 18, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Administrative Services

Information Technology

Suppl ID # 2935

Fund 507

Cost Center 507111

Originator: Perry Rice

All county departments will benefit from receiving less malicious e-mail.

5b. Name the person in charge of implementation and what they are responsible for:

N/A

6. Funding Source:

Administrative Services Fund

Supplemental Budget Request

Status: Pending

Health

Human Services

Suppl ID # 2898

Fund

Cost Center

Originator: Kathleen Roy

Expenditure Type: One-Time

Year 2 2020

Add'l FTE ☐

Add'l Space ☐

Priority 1

Name of Request: New Housing Fund for HB1406

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4313.1000	Sales & Use Tax Collecte	(\$800,000)
	Request Total		(\$800,000)

1a. Description of request:

We are requesting inclusion of this new revenue in the 2020 budget. The Affordable and Supportive Housing Fund, supported by State House Bill 1406 legislation and codified in RCW 82.14.540, will support acquisition, rehabilitation, or construction of affordable housing as well as rental assistance. This new funding source comes from an additional tax distribution of a portion of the state's sales and use tax, resulting in no increase to taxpayers. Allocating this money to the community for intended purposes is a high priority for the county as well as the seven city partners.

1b. Primary customers:

Funding can only be used to assist people who are at or below 60% of the Area Median Income.

2. Problem to be solved:

Whatcom County has a low vacancy rate for tenants as well as a general housing shortage. Low-income individuals and families are especially challenged to find suitable and affordable housing as a result. Research into the causes of homelessness has found that lack of affordable housing is a reason that some people experience homelessness.

3a. Options / Advantages:

The state passed legislation in its 2019 session that allows counties to take this tax distribution. Discussions with the seven cities has resulted in a mutual decision to take the tax distribution and use it for its intended purposes.

3b. Cost savings:

Actual cost savings will vary depending on how the monies are allocated. Cost savings occur now when rental assistance can prevent evictions and homelessness, and it is expected this will remain the case with these additional funds.

4a. Outcomes:

Whatcom County will facilitate a countywide housing plan with its partner cities that will include goals to reduce homelessness, improve tenant stability, and promote health and wellness of the residents who receive housing support. An annual report to the community on the uses, activities, and accomplishments of the new funding will be presented.

4b. Measures:

Data will be collected through the Homeless Management Information System (HMIS) to include number of people receiving housing assistance, housing retention percentage, and length of stay in housing.

5a. Other Departments/Agencies:

The county will work closely with its city partners and housing providers on an ongoing basis which will require regular coordination.

5b. Name the person in charge of implementation and what they are responsible for:

Friday, October 18, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Health

Human Services

Suppl ID # 2898

Fund

Cost Center

Originator: Kathleen Roy

n/a

6. Funding Source:

State sales and use tax revenue.



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-542

File ID:	AB2019-542	Version:	1	Status:	Introduced for Public Hearing
File Created:	10/21/2019	Entered by:	THelms@co.whatcom.wa.us		
Department:	County Executive's Office	File Type:	Ordinance Requiring a Public Hearing		
Assigned to:	Council	Final Action:			
Agenda Date:	11/19/2019	Enactment #:			

Primary Contact Email: Brad Bennett, Finance Manager X5325

TITLE FOR AGENDA ITEM:

Ordinance authorizing the levy of taxes for countywide emergency medical purposes for 2020

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

The proposed ordinance adopts the Whatcom County 2020 tax levy for Countywide Emergency Medical Purposes

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
11/06/2019	Council	INTRODUCED FOR PUBLIC HEARING	Council

PROPOSED BY: Executive
INTRODUCTION DATE: November 6, 2019

ORDINANCE NO. _____
ORDINANCE AUTHORIZING THE LEVY OF TAXES
FOR COUNTYWIDE EMERGENCY MEDICAL PURPOSES FOR 2020

WHEREAS, pursuant to Home Rule Charter Section 6.10 the County Executive is required to submit for Council consideration a budget and proposed tax and revenue ordinances necessary to raise sufficient revenues to balance the budget; and,

WHEREAS, the voters of Whatcom County approved a countywide emergency medical property tax levy for collection beginning in 2017; and

WHEREAS, the County Council has approved a budget for the 2019–2020 biennium, including all sources of revenues and anticipated expenditures on November 20, 2018; and,

WHEREAS, the County Council, in the course of considering the mid-biennium review and modification has reviewed all sources of revenue and examined all anticipated expenses and obligations; and,

WHEREAS, the County Council has determined it is not necessary to increase the Countywide Emergency Medical Fund property tax levy for 2020,

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Whatcom County Council that amounts collected through the Countywide Emergency Medical levy shall be limited to the amount of 2019 taxes, increased for the addition of new construction and improvements to property and any increase in the value of state assessed property. A property tax increase, in addition to the amount resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, is hereby authorized for the 2020 levy in the amount of \$0, which is a percentage increase of 0% from the previous year.

ADOPTED this ____ day of _____, 2019

ATTEST:

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

Dana Brown-Davis, Council Clerk

Rud Browne, Council Chair

APPROVED AS TO FORM:

() APPROVED () NOT APPROVED



Civil Deputy Prosecutor

Jack Louws, Executive
Date:



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-543

File ID:	AB2019-543	Version:	1	Status:	Introduced for Public Hearing
File Created:	10/21/2019	Entered by:	THelms@co.whatcom.wa.us		
Department:	County Executive's Office	File Type:	Ordinance Requiring a Public Hearing		
Assigned to:	Council	Final Action:			
Agenda Date:	11/19/2019	Enactment #:			

Primary Contact Email: Brad Bennett, Finance Manager X5325

TITLE FOR AGENDA ITEM:

Ordinance authorizing the levy of taxes for Conservation Futures purposes for 2020

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

The proposed ordinance adopts the Whatcom County 2020 tax levy for Conservation Futures

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
11/06/2019	Council	INTRODUCED FOR PUBLIC HEARING	Council

PROPOSED BY: Executive
INTRODUCTION DATE: November 6, 2019

ORDINANCE NO. _____
ORDINANCE AUTHORIZING THE LEVY OF TAXES
FOR CONSERVATION FUTURES PURPOSES FOR 2020

WHEREAS, pursuant to Home Rule Charter Section 6.10 the County Executive is required to submit for Council consideration a budget and proposed tax and revenue ordinances necessary to raise sufficient revenues to balance the budget; and,

WHEREAS, the County Council has approved a budget for the 2019–2020 biennium, including all sources of revenues and anticipated expenditures on November 20, 2018; and,

WHEREAS, the County Council, in the course of considering the mid-biennium review and modification has reviewed all sources of revenue and examined all anticipated expenses and obligations; and,

WHEREAS, the County Council has determined it is not necessary to increase the Conservation Futures Fund property tax levy for 2020,

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Whatcom County Council that amounts collected through the County Conservation Futures levy shall be limited to the amount of 2019 taxes, increased for the addition of new construction and improvements to property and any increase in the value of state assessed property. A property tax increase, in addition to the amount resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, is hereby authorized for the 2020 levy in the amount of \$0, which is a percentage increase of 0% from the previous year.

ADOPTED this ____ day of _____, 2019

ATTEST:


WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

Dana Brown-Davis, Council Clerk

Rud Browne, Council Chair

APPROVED AS TO FORM:

() APPROVED () NOT APPROVED



Civil Deputy Prosecutor

Jack Louws, Executive

Date:



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-544

File ID:	AB2019-544	Version:	1	Status:	Introduced for Public Hearing
File Created:	10/21/2019	Entered by:	THelms@co.whatcom.wa.us		
Department:	County Executive's Office	File Type:	Ordinance Requiring a Public Hearing		
Assigned to:	Council	Final Action:			
Agenda Date:	11/19/2019	Enactment #:			

Primary Contact Email: Brad Bennett, Finance Manager X5325

TITLE FOR AGENDA ITEM:

Ordinance authorizing the 2020 property tax levy for county road purposes

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

The proposed ordinance adopts the 2020 property tax levy for county road purposes

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
11/06/2019	Council	INTRODUCED FOR PUBLIC HEARING	Council

PROPOSED BY: Executive
INTRODUCTION DATE: November 6, 2019

ORDINANCE NO. _____
ORDINANCE AUTHORIZING THE LEVY OF 2020
PROPERTY TAXES FOR COUNTY ROAD PURPOSES

WHEREAS, pursuant to Home Rule Charter Section 6.10 the County Executive is required to submit for Council consideration proposed tax and revenue ordinances necessary to raise sufficient revenues to balance the budget; and,

WHEREAS, the County Council has approved a budget for the 2019 –2020 biennium, including all sources of revenues and anticipated expenditures on November 20, 2018; and,

WHEREAS, the County Council, in the course of considering the mid-biennium review and modification has reviewed all sources of revenue and examined all anticipated expenses and obligations; and,

WHEREAS, the County Council has determined it is not necessary to increase the Road Fund property tax levy for 2020,

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Whatcom County Council that the amounts collected through the County Road levy shall be limited to the amount of 2019 taxes, increased for the addition of new construction and improvements to property and any increase in the value of state assessed property. A property tax increase in addition to the amount resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property is hereby authorized for the 2020 levy in the amount of \$0, which is a percentage increase of 0% from the previous year.

BE IT FURTHER ORDAINED AND ESTABLISHED, that the Whatcom County Council does hereby authorize diverting \$806,530 of the County Road District levy for the budget year 2020 to the General Fund. Diverted County Road Taxes are to be used for traffic law enforcement in the unincorporated areas of Whatcom County.

ADOPTED this ____ day of _____, 2019.

ATTEST:

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

Dana Brown-Davis, Council Clerk

Rud Browne, Council Chair

APPROVED AS TO FORM:

() APPROVED () NOT APPROVED



Civil Deputy Prosecutor

Jack Louws, Executive

Date: _____



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-545

File ID:	AB2019-545	Version:	1	Status:	Introduced for Public Hearing
File Created:	10/21/2019	Entered by:	THelms@co.whatcom.wa.us		
Department:	County Executive's Office	File Type:	Resolution (FCZDBS) Requiring a Public Hearing		
Assigned to:	Council	Final Action:			
Agenda Date:	11/19/2019	Enactment #:			

Primary Contact Email: Brad Bennett, Finance Manager X5325

TITLE FOR AGENDA ITEM:

Resolution authorizing the Board of Supervisors of the Whatcom County Flood Control Zone District (WCFCZD) to impose an ad valorem property tax levy of up to fifty cents per thousand dollars of assessed value upon real property within the district in 2020

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

The proposed resolution adopts the ad valorem property tax levy for flood control and stormwater management in 2020

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
11/06/2019	Council	INTRODUCED FOR PUBLIC HEARING	Council

PROPOSED BY: Executive
INTRODUCTION DATE: November 6, 2019

RESOLUTION NO. _____
RESOLUTION AUTHORIZING THE LEVY OF TAXES
FOR THE WHATCOM COUNTY FLOOD CONTROL ZONE DISTRICT FOR 2020

WHEREAS, RCW 86.15.160(3) authorizes the Board of Supervisors of the Whatcom County Flood Control Zone District (WCFCZD) to impose an ad valorem property tax levy of up to fifty cents per thousand dollars of assessed value upon real property within the district; and,

WHEREAS, RCW 86.15 and RCW 39.34.190 authorize expenditures to pay for flood control, stormwater management and other water resource work consistent with the powers of the district; and,

WHEREAS, the Board of Supervisors of the WCFCZD has reviewed the proposed annual budget, including all sources of revenues and anticipated expenditures; and,

WHEREAS, the annual budget provides detailed listings of various revenues including property taxes; and,

WHEREAS, the WCFCZD Board of Supervisors has held a public hearing concerning the annual budget, the property tax rates, and revenues included therein.

NOW, THEREFORE, BE IT RESOLVED by the **WCFCZD Board of Supervisors** that amounts collected through the WCFCZD levy shall be limited to the amount of 2019 taxes plus, increased for the addition of new construction and improvements to property and any increase in the value of state assessed property. A property tax increase, in addition to the amount resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, is hereby authorized for the 2020 levy in the amount of \$0, which is a percentage increase of 0% from the previous year.

ADOPTED this ____ day of _____, 2019.

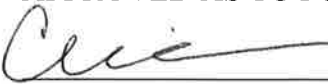
ATTEST:

WHATCOM COUNTY FLOOD CONTROL
ZONE DISTRICT BOARD OF SUPERVISORS
WHATCOM COUNTY, WASHINGTON

Dana Brown-Davis, Council Clerk

Rud Browne, District Chair

APPROVED AS TO FORM:



Civil Deputy Prosecutor



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-546

File ID:	AB2019-546	Version:	1	Status:	Introduced for Public Hearing
File Created:	10/21/2019	Entered by:	THelms@co.whatcom.wa.us		
Department:	County Executive's Office	File Type:	Ordinance Requiring a Public Hearing		
Assigned to:	Council	Final Action:			
Agenda Date:	11/19/2019	Enactment #:			

Primary Contact Email: Brad Bennett, Finance Manager X5325

TITLE FOR AGENDA ITEM:

Ordinance limiting the 2020 General Fund property tax levy

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

The proposed ordinance limits the 2020 General Fund property tax levy and establishes a new maximum allowable property tax levy

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
11/06/2019	Council	INTRODUCED FOR PUBLIC HEARING	Council

PROPOSED BY: Executive
INTRODUCTION DATE: November 6, 2019

ORDINANCE NO. _____

**ORDINANCE LIMITING THE 2020
GENERAL FUND PROPERTY TAX LEVY**

WHEREAS, the County Council has approved a budget for the 2019–2020 biennium, including all sources of revenues and anticipated expenditures on November 20, 2018; and

WHEREAS, the County Council, in the course of considering the mid-biennium review and modification has reviewed all sources of revenue and examined all anticipated expenses and obligations; and,

WHEREAS, the County Council has determined it is not necessary to increase the General Fund property tax levy for 2020,

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Whatcom County Council that amounts collected through the County general levy shall be limited to the amount of 2019 taxes, increased for the addition of new construction and improvements to property and any increase in the value of state assessed property. A property tax increase in addition to the amount resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property is hereby authorized for the 2020 levy in the amount of \$0, which is a percentage increase of 0% from the previous year.

ADOPTED this ____ day of _____, 2019

ATTEST:


WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

Dana Brown-Davis, Council Clerk

Rud Brown, Council Chair

APPROVED AS TO FORM:

() APPROVED () NOT APPROVED



Civil Deputy Prosecutor

Jack Louws, Executive

Date: _____



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-547

File ID:	AB2019-547	Version:	1	Status:	Introduced for Public Hearing
File Created:	10/21/2019	Entered by:	THelms@co.whatcom.wa.us		
Department:	County Executive's Office	File Type:	Ordinance Requiring a Public Hearing		
Assigned to:	Council	Final Action:			
Agenda Date:	11/19/2019	Enactment #:			

Primary Contact Email: Brad Bennett, Finance Manager X5325

TITLE FOR AGENDA ITEM:

Ordinance authorizing the levy of taxes for County and State purposes in Whatcom County Washington for the year of 2020

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

The proposed ordinance adopts the Whatcom County 2020 property tax levy.

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
11/06/2019	Council	INTRODUCED FOR PUBLIC HEARING	Council

PROPOSED BY: Executive
INTRODUCTION DATE: November 6, 2019

ORDINANCE NO. _____

**ORDINANCE AUTHORIZING THE LEVY OF TAXES
FOR COUNTY AND STATE PURPOSES
IN WHATCOM COUNTY, WASHINGTON,
FOR THE YEAR OF 2020**

WHEREAS, pursuant to Home Rule Charter Section 6.10 the County Executive is required to submit for Council consideration a budget and proposed tax and revenue ordinances necessary to raise sufficient revenues to balance the budget; and,

WHEREAS, the County Council has approved a budget for the 2019–2020 biennium, including all sources of revenues and anticipated expenditures on November 20, 2018; and,

WHEREAS, the County Council, in the course of considering the mid-biennium review and modification has reviewed all sources of revenue and examined all anticipated expenses and obligations; and,

WHEREAS, the County Council has determined it is not necessary to increase the General Fund property tax levy for 2020 to fund essential county services, and,

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Whatcom County Council:

- (A) The property taxes for Whatcom County are hereby levied and are to be charged to the assessment and tax rolls of Whatcom County; and,
- (B) Property taxes are levied in 2019 for collection in 2020; and,
- (C) The amounts collected through the County general levy shall be limited to the amount of 2019 taxes increased for the addition of new construction and improvements to property and any increase in the value of state assessed property; and,

(D) Because the State of Washington is currently unable to provide the figures and documentation necessary to establish fixed levy rates, as these figures do become available from the state, levies shall be fixed per "Exhibit A" which shall be prepared by the County Assessor, and attached and incorporated herein by reference.

BE IT FURTHER ORDAINED, that the taxes to be levied against parcels of property within the Diking Districts, Drainage Districts, and Drainage Improvement Districts are to be credited to the individual maintenance funds for the year 2020, and the amounts to be apportioned to the original assessments for construction in said districts are as follows per "Exhibit B" attached hereto and incorporated herein by reference.

BE IT FURTHER ORDAINED, that if the Washington State Legislature changes any laws affecting levies contained herein, and the Prosecuting Attorney's Office concurs, the Whatcom County administration will change such levies accordingly.

ADOPTED this ____ day of _____, 2019.

ATTEST:


WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

Dana Brown-Davis, Council Clerk

Rud Browne, Council Chair

APPROVED AS TO FORM:

() APPROVED () NOT APPROVED



Civil Deputy Prosecutor

Jack Louws, Executive

Date: _____

**EXHIBIT "A" WILL BE
AVAILABLE AFTER THE
FIRST OF THE YEAR 2020**

RESOLUTION NO. 01-2019

2020 APPROVED BUDGET AND SETTING THE
SPECIAL ASSESSMENT

WHEREAS, the Supervisors of Butler Ditch District held their annual meeting and have approved the attached budget for the succeeding year, and

WHEREAS, Section 18 of Chapter 396, Laws of 1985, states "*Budgets for each special district shall be adopted, and special assessments imposed annually for the succeeding calendar year.*"

NOW, THEREFORE, BE IT RESOLVED, that the governing body of this special district direct a special assessment for 2020 in the amount of

\$ 5,200 (Five thousand two hundred), and said

assessment shall be imposed pursuant to the system of assessment established by the County.

ADOPTED this 29 day of October, 2019.

James L. Foss
Supervisor

Kim Schott
Supervisor

Supervisor

ATTEST:

Lonni Cummings
Lonni J. Cummings

BUDGET FOR 2020
Butler Ditch District/622

As of December 31, 2018

Cash in Account	\$10,954	
WCIP Investments	\$70	
Uncollected Assessments (including 2019 and past years)	\$2,299	\$13,324
Actual 2019 expenditures	\$250	
Less any Estimated 2019 Expenditures (any outstanding invoices)	\$300	\$550
Projected 2020 beginning balance		\$12,774

2020 Budget

Revenues

Assessments	\$5,200	
Other Revenue	\$0	
Total 2020 Revenues	\$5,200	
Total available for 2020 Budget Allocation		\$17,974
<i>(2020 projected beginning balance + 2020 revenue)</i>		

Expenditures:

Admin	\$225	
Projected Work Plan/Estimated Maintenance Expenses	\$4,975	
New Project and Unforeseen Expenses	\$12,774	
Total Expenditures		\$17,974
Projected 2020 Ending Balance		\$0

RECOMMENDED ASSESSMENT TO BE LEVIED FOR 2020

\$5,200.00

BUDGET FOR 2020
Macaulay Creek Flood Control District/641

As of December 31, 2018

Cash in Account	\$18,942	
WCIP Investments	\$32	
Uncollected Assessments (including 2019 and past years)	\$6,096	\$25,070
Actual 2019 expenditures	\$250	
Less any Estimated 2019 Expenditures (any outstanding invoices)	\$10,000	\$10,250
Projected 2020 beginning balance		\$14,820

2020 Budget

Revenues

Assessments	\$10,000	
Other Revenue	\$0	
Total 2020 Revenues	\$10,000	
Total available for 2020 Budget Allocation		\$24,820
<i>(2020 projected beginning balance + 2020 revenue)</i>		

Expenditures:

Admin	\$250	
Projected Work Plan/Estimated Maintenance Expenses	\$15,000	
New Project and Unforeseen Expenses	\$9,570	
Total Expenditures		\$24,820
Projected 2020 Ending Balance		\$0

RECOMMENDED ASSESSMENT TO BE LEVIED FOR 2020

\$10,000.00

RESOLUTION NO. 01-2019

**2020 APPROVED BUDGET AND SETTING THE
SPECIAL ASSESSMENT**

WHEREAS, the Supervisors of Drainage Improvement District #1/623 held their annual meeting and have approved the attached budget for the succeeding year, and

WHEREAS, Section 18 of Chapter 396, Laws of 1985, states "*Budgets for each special district shall be adopted, and special assessments imposed annually for the succeeding calendar year.*"

NOW, THEREFORE, BE IT RESOLVED, that the governing body of this special district direct a special assessment for 2020 in the amount of

\$ 4,000 - (Four thousand dollars + 00/100), and said

assessment shall be imposed pursuant to the system of assessment established by the County.

ADOPTED this 9th day of October, 2019.

James Bann
Supervisor

Fred VanderYon
Supervisor

Mike Shuck
Supervisor

ATTEST:

Lonni Cummings
Lonni J. Cummings

BUDGET FOR 2020
Consolidated Drainage Improvement District #1/623

As of December 31, 2018

Cash in Account	\$18,223	
WCIP Investments	\$16,857	
Uncollected Assessments (including 2019 and past years)	\$1,311	
Actual 2019 expenditures	\$1,301	
Less any Estimated 2019 Expenditures (any outstanding invoices)	\$1,476	
		\$36,391
		\$2,777
Projected 2020 beginning balance		\$33,614

2020 Budget

Revenues

Assessments	\$4,000	
Other Revenue	\$1,500	
Total 2020 Revenues	\$5,500	
Total available for 2020 Budget Allocation		\$39,114
<i>(2020 projected beginning balance + 2020 revenue)</i>		

Expenditures:

Admin	\$250	
Projected Work Plan/Estimated Maintenance Expenses	\$15,000	
New Project and Unforeseen Expenses	\$23,864	
Total Expenditures		\$39,114
Projected 2020 Ending Balance		\$0

RECOMMENDED ASSESSMENT TO BE LEVIED FOR 2020

\$4,000.00

RESOLUTION NO. 01-2019

**2020 APPROVED BUDGET AND SETTING THE
SPECIAL ASSESSMENT**

WHEREAS, the Supervisors of Drainage District #2 held their annual meeting and have approved the attached budget for the succeeding year, and

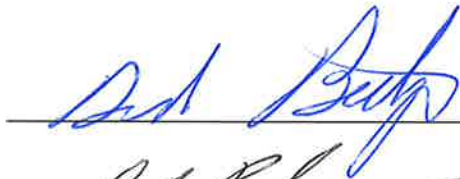
WHEREAS, Section 18 of Chapter 396, Laws of 1985, states "*Budgets for each special district shall be adopted, and special assessments imposed annually for the succeeding calendar year.*"

NOW, THEREFORE, BE IT RESOLVED, that the governing body of this special district direct a special assessment for 2020 in the amount of

\$ 3,000 (three Thousand), and said

assessment shall be imposed pursuant to the system of assessment established by the County.

ADOPTED this _____ day of _____ October _____, 2019.



Supervisor



Supervisor

Supervisor

ATTEST:

Lonni J. Cummings

BUDGET FOR 2020
Drainage District #2/624

As of December 31, 2018

Cash in Account	\$16,013	
WCIP Investments	\$3,334	
Uncollected Assessments (including 2019 and past years)	\$1,277	
Actual 2019 expenditures	\$950	
Less any Estimated 2019 Expenditures (any outstanding invoices)	\$0	
		\$20,624
		\$950
Projected 2020 beginning balance		\$19,674

2020 Budget

Revenues

Assessments	\$3,000	
Other Revenue		
Total 2020 Revenues	\$3,000	
Total available for 2020 Budget Allocation		\$22,674
<i>(2020 projected beginning balance + 2020 revenue)</i>		

Expenditures:

Admin	\$250	
Projected Work Plan/Estimated Maintenance Expenses	\$1,000	
New Project and Unforeseen Expenses	\$21,424	
Total Expenditures		\$22,674
Projected 2020 Ending Balance		\$0

RECOMMENDED ASSESSMENT TO BE LEVIED FOR 2020

\$3,000.00

RESOLUTION NO. 01-2019

2020 APPROVED BUDGET AND SETTING THE
SPECIAL ASSESSMENT

WHEREAS, the Supervisors of Drainage District #3/625 held their annual meeting and have approved the attached budget for the succeeding year, and

WHEREAS, Section 18 of Chapter 396, Laws of 1985, states "*Budgets for each special district shall be adopted, and special assessments imposed annually for the succeeding calendar year.*"

NOW, THEREFORE, BE IT RESOLVED, that the governing body of this special district direct a special assessment for 2020 in the amount of

\$ 10,000- (Ten Thousand dollars), and said

assessment shall be imposed pursuant to the system of assessment established by the County.

ADOPTED this 9th day of October, 2019.




Supervisor



Supervisor

Supervisor

ATTEST:



Lonni J. Cummings

BUDGET FOR 2020
Drainage District #3/625

As of December 31, 2018

Cash in Account	\$28,687	}	\$34,828
WCIP Investments	\$1,493		
Uncollected Assessments (including 2019 and past years)	\$4,649		
Actual 2019 expenditures	\$250	}	\$750
Less any Estimated 2019 Expenditures (any outstanding invoices)	\$500		
Projected 2020 beginning balance			\$34,078

2020 Budget

Revenues

Assessments	\$10,000	
Other Revenue		
Total 2020 Revenues	\$10,000	
Total available for 2020 Budget Allocation		<u><u>\$44,078</u></u>
<i>(2020 projected beginning balance + 2020 revenue)</i>		

Expenditures:

Admin	\$250	
Projected Work Plan/Estimated Maintenance Expenses	\$1,000	
New Project and Unforeseen Expenses	\$42,828	
Total Expenditures		<u><u>\$44,078</u></u>
Projected 2020 Ending Balance		<u><u>\$0</u></u>

RECOMMENDED ASSESSMENT TO BE LEVIED FOR 2020

\$10,000.00

RESOLUTION NO. 01-2019

**2020 APPROVED BUDGET AND SETTING THE
SPECIAL ASSESSMENT**

WHEREAS, the Supervisors of Drainage Improvement District #5 held their annual meeting and have approved the attached budget for the succeeding year, and

WHEREAS, Section 18 of Chapter 396, Laws of 1985, states "*Budgets for each special district shall be adopted, and special assessments imposed annually for the succeeding calendar year.*"

NOW, THEREFORE, BE IT RESOLVED, that the governing body of this special district direct a special assessment for 2020 in the amount of

\$ 20,000~ (Twenty thousand), and said

assessment shall be imposed pursuant to the system of assessment established by the County.

ADOPTED this 18 day of October, 2019.

Steve De Waard

Supervisor

Roy Nley

Supervisor

Paul Paul

Supervisor

ATTEST:

Lonni J. Cummings
Lonni J. Cummings

BUDGET FOR 2020
Drainage District #5/626

As of December 31, 2018

Cash in Account	\$30,817	
WCIP Investments	\$16,248	
Uncollected Assessments (including 2019 and past years)	\$10,722	
Actual 2019 expenditures	\$5,916	
Less any Estimated 2019 Expenditures (any outstanding invoices)	\$14,000	
		\$57,788
		\$19,916
Projected 2020 beginning balance		\$37,872

2020 Budget

Revenues

Assessments	\$20,000	
Other Revenue		
Total 2020 Revenues	\$20,000	
Total available for 2020 Budget Allocation		\$57,872
<i>(2020 projected beginning balance + 2020 revenue)</i>		

Expenditures:

Admin	\$500	
Projected Work Plan/Estimated Maintenance Expenses	\$19,500	
New Project and Unforeseen Expenses	\$37,872	
Total Expenditures		\$57,872
Projected 2020 Ending Balance		\$0

RECOMMENDED ASSESSMENT TO BE LEVIED FOR 2020

\$20,000.00

RESOLUTION NO. 01-2019

**2020 APPROVED BUDGET AND SETTING THE
SPECIAL ASSESSMENT**

WHEREAS, the Supervisors of Drainage Improvement District #6 held their annual meeting and have approved the attached budget for the succeeding year, and

WHEREAS, Section 18 of Chapter 396, Laws of 1985, states "*Budgets for each special district shall be adopted, and special assessments imposed annually for the succeeding calendar year.*"

NOW, THEREFORE, BE IT RESOLVED, that the governing body of this special district direct a special assessment for 2020 in the amount of

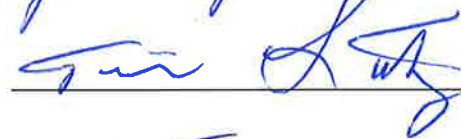
\$ 3,500 (Three thousand five hundred), and said

assessment shall be imposed pursuant to the system of assessment established by the County.

ADOPTED this 23 day of October, 2019.



Supervisor



Supervisor



Supervisor

ATTEST:



Lonni J. Cummings

BUDGET FOR 2020
Drainage Improvement District #6/627

As of December 31, 2018

Cash in Account	\$3,390	
WCIP Investments	\$24,912	
Uncollected Assessments (including 2019 and past years)	\$1,605	
Actual 2019 expenditures	\$75	
Less any Estimated 2019 Expenditures (any outstanding invoices)	\$1,000	
		\$29,907
		\$1,075
Projected 2020 beginning balance		\$28,832

2020 Budget

Revenues

Assessments	\$3,500	
Other Revenue	\$0	
Total 2020 Revenues	\$3,500	
Total available for 2020 Budget Allocation		\$32,332
<i>(2020 projected beginning balance + 2020 revenue)</i>		

Expenditures:

Admin	\$250	
Projected Work Plan/Estimated Maintenance Expenses	\$4,800	
New Project and Unforeseen Expenses	\$27,282	
Total Expenditures		\$32,332
Projected 2020 Ending Balance		\$0

RECOMMENDED ASSESSMENT TO BE LEVIED FOR 2020

\$3,500.00

RESOLUTION NO. 01-2019

2020 APPROVED BUDGET AND SETTING THE
SPECIAL ASSESSMENT

WHEREAS, the Supervisors of Drainage Improvement District #7 held their annual meeting and have approved the attached budget for the succeeding year, and

WHEREAS, Section 18 of Chapter 396, Laws of 1985, states "*Budgets for each special district shall be adopted, and special assessments imposed annually for the succeeding calendar year.*"

NOW, THEREFORE, BE IT RESOLVED, that the governing body of this special district direct a special assessment for 2020 in the amount of

\$ 10,000 (Ten thousand dollars), and said

assessment shall be imposed pursuant to the system of assessment established by the County.

ADOPTED this 28 day of October, 2019.

Kiri A. Maddy
Supervisor

Richard Maddy
Supervisor

Ed Ramsey
Supervisor

ATTEST:

Lonni J. Cummings
Lonni J. Cummings

BUDGET FOR 2020

Drainage Improvement District #7/628

As of December 31, 2018

Cash in Account	\$22,744	
WCIP Investments	\$3,741	
Uncollected Assessments (including 2019 and past years)	\$2,697	
Actual 2019 expenditures	\$13,105	
Less any Estimated 2019 Expenditures (any outstanding invoices)	\$0	
		\$29,182
		\$13,105
Projected 2020 beginning balance		\$16,077

2020 Budget

Revenues

Assessments	\$10,000	
Other Revenue	\$0	
Total 2020 Revenues	\$10,000	
Total available for 2020 Budget Allocation		\$26,077
<i>(2020 projected beginning balance + 2020 revenue)</i>		

Expenditures:

Admin	\$250	
Projected Work Plan/Estimated Maintenance Expenses	\$15,000	
New Project and Unforeseen Expenses	\$10,827	
Total Expenditures		\$26,077
Projected 2020 Ending Balance		\$0

RECOMMENDED ASSESSMENT TO BE LEVIED FOR 2020

\$10,000.00

RESOLUTION NO. 01-2019

2020 APPROVED BUDGET AND SETTING THE
SPECIAL ASSESSMENT

WHEREAS, the Supervisors of Drainage Improvement District #15/629 held their annual meeting and have approved the attached budget for the succeeding year, and

WHEREAS, Section 18 of Chapter 396, Laws of 1985, states "*Budgets for each special district shall be adopted, and special assessments imposed annually for the succeeding calendar year.*"

NOW, THEREFORE, BE IT RESOLVED, that the governing body of this special district direct a special assessment for 2020 in the amount of

\$ 15,000 - (Fifteen Thousand and 00/100), and said assessment shall be imposed pursuant to the system of assessment established by the County.


ADOPTED this 3 day of October, 2019.


Supervisor


Supervisor

Supervisor

ATTEST:


Lonni J. Cummings

BUDGET FOR 2020
Drainage Improvement District #15/629

As of December 31, 2018

Cash in Account	\$42,244	
WCIP Investments	\$10,440	
Uncollected Assessments (including 2019 and past years)	\$6,702	
Actual 2019 expenditures	\$2,002	
Less any Estimated 2019 Expenditures (any outstanding invoices)	\$0	
		\$59,385
		\$2,002
		\$57,383

Projected 2020 beginning balance

2020 Budget

Revenues

Assessments	\$15,000	
Other Revenue	\$0	
Total 2020 Revenues	\$15,000	
Total available for 2020 Budget Allocation		\$72,383
<i>(2020 projected beginning balance + 2020 revenue)</i>		

Expenditures:

Admin	\$250	
Projected Work Plan/Estimated Maintenance Expenses	\$30,000	
New Project and Unforeseen Expenses	\$42,133	
Total Expenditures		\$72,383
Projected 2020 Ending Balance		\$0

RECOMMENDED ASSESSMENT TO BE LEVIED FOR 2020

\$15,000.00

RESOLUTION NO. 01-2019

2020 APPROVED BUDGET AND SETTING THE
SPECIAL ASSESSMENT

WHEREAS, the Supervisor of Drainage Improvement District #17/630 held their annual meeting and have approved the attached budget for the succeeding year, and

WHEREAS, Section 18 of Chapter 396, Laws of 1985, states "*Budgets for each special district shall be adopted, and special assessments imposed annually for the succeeding calendar year.*"

NOW, THEREFORE, BE IT RESOLVED, that the governing body of this special district direct a special assessment for 2020 in the amount of

\$ 3,000- (Three Thousand Dollars), and said

assessment shall be imposed pursuant to the system of assessment established by the County.

ADOPTED this 24 day of October, 2019.

Lonni J. Cummings
Supervisor

ATTEST:
Lonni Cummings
Lonni J. Cummings

BUDGET FOR 2020
Drainage Improvement District #17/630

As of December 31, 2018

Cash in Account	\$15,020	
WCIP Investments	\$1,098	
Uncollected Assessments (including 2019 and past years)	\$1,428	
Actual 2019 expenditures	\$1,691	
Less any Estimated 2019 Expenditures (any outstanding invoices)	\$50	
		\$17,546
		\$1,741
		\$15,805
	Projected 2020 beginning balance	\$15,805

2020 Budget

Revenues

Assessments	\$3,000	
Other Revenue	\$0	
	Total 2020 Revenues	\$3,000
	Total available for 2020 Budget Allocation	\$18,805
	<i>(2020 projected beginning balance + 2020 revenue)</i>	

Expenditures:

Admin	\$175	
Projected Work Plan/Estimated Maintenance Expenses	\$3,425	
	\$0	
New Project and Unforeseen Expenses	\$15,205	
	Total Expenditures	\$18,805
	Projected 2020 Ending Balance	\$0

RECOMMENDED ASSESSMENT TO BE LEVIED FOR 2020

\$3,000.00

RESOLUTION NO. 01-2019

**2020 APPROVED BUDGET AND SETTING THE
SPECIAL ASSESSMENT**

WHEREAS, the Supervisors of Consolidated Drainage Improvement District #20
_____ held their annual meeting and have approved the attached budget for the succeeding
year, and

WHEREAS, Section 18 of Chapter 396, Laws of 1985, states "*Budgets for each special
district shall be adopted, and special assessments imposed annually for the succeeding
calendar year.*"

NOW, THEREFORE, BE IT RESOLVED, that the governing body of this special district
direct a special assessment for 2020 in the amount of

\$ 5,500 (Five thousand five hundred), and said

assessment shall be imposed pursuant to the system of assessment established by the County.

ADOPTED this 22 day of October, 2019.

Daryl Brumit
Supervisor

Phil Costa
Supervisor

Redney Vande Hout
Supervisor

ATTEST:

Lonni Cummings
Lonni J Cummings

BUDGET FOR 2020
Drainage Improvement District #20/631

As of December 31, 2018

Cash in Account	\$16,054	
WCIP Investments	\$20,830	
Uncollected Assessments (including 2019 and past years)	\$2,845	
Actual 2019 expenditures	\$1,791	
Less any Estimated 2019 Expenditures (any outstanding invoices)	\$0	
		\$39,728
		\$1,791
Projected 2020 beginning balance		\$37,938

2020 Budget

Revenues

Assessments	\$5,500	
Other Revenue	\$0	
Total 2020 Revenues	\$5,500	
Total available for 2020 Budget Allocation		\$43,438
<i>(2020 projected beginning balance + 2020 revenue)</i>		

Expenditures:

Admin	\$250	
Projected Work Plan/Estimated Maintenance Expenses	\$6,250	
New Project and Unforeseen Expenses	\$36,938	
Total Expenditures		\$43,438
Projected 2020 Ending Balance		\$0

RECOMMENDED ASSESSMENT TO BE LEVIED FOR 2020

\$5,500.00

RESOLUTION NO. 01-2019

2020 APPROVED BUDGET AND SETTING THE
SPECIAL ASSESSMENT

WHEREAS, the Supervisors of Consolidated Drainage Improvement District #21
_____ held their annual meeting and have approved the attached budget for the succeeding
year, and

WHEREAS, Section 18 of Chapter 396, Laws of 1985, states "*Budgets for each special
district shall be adopted, and special assessments imposed annually for the succeeding
calendar year.*"

NOW, THEREFORE, BE IT RESOLVED, that the governing body of this special district
direct a special assessment for 2020 in the amount of

\$ 12,500 - (Twelve Thousand five hundred), and said

assessment shall be imposed pursuant to the system of assessment established by the County.

ADOPTED this 24 day of _____ October _____, 2019.

Jake De Hoog _____
Supervisor
Scott Van Dyke _____
Supervisor
Dal NWA _____
Supervisor

ATTEST:

Lonni Cummings
Lonni J. Cummings

BUDGET FOR 2020
Drainage Improvement District #21/632

As of December 31, 2018

Cash in Account	\$51,536	
WCIP Investments	\$84	
Uncollected Assessments (including 2019 and past years)	\$6,412	
Actual 2019 expenditures	\$692	
Less any Estimated 2019 Expenditures (any outstanding invoices)	\$0	
		\$58,032
		\$692
		\$57,339

Projected 2020 beginning balance

2020 Budget

Revenues

Assessments	\$12,500	
Other Revenue	\$0	
Total 2020 Revenues	\$12,500	
Total available for 2020 Budget Allocation		\$69,839
<i>(2020 projected beginning balance + 2020 revenue)</i>		

Expenditures:

Admin	\$250	
Projected Work Plan/Estimated Maintenance Expenses	\$5,000	
New Project and Unforeseen Expenses	\$64,589	
Total Expenditures		\$69,839
Projected 2020 Ending Balance		\$0

RECOMMENDED ASSESSMENT TO BE LEVIED FOR 2020

\$12,500.00

RESOLUTION NO. 01-2019

**2020 APPROVED BUDGET AND SETTING THE
SPECIAL ASSESSMENT**

WHEREAS, the Supervisor of Drainage Improvement District #30/633 held their annual meeting and have approved the attached budget for the succeeding year, and

WHEREAS, Section 18 of Chapter 396, Laws of 1985, states "*Budgets for each special district shall be adopted, and special assessments imposed annually for the succeeding calendar year.*"

NOW, THEREFORE, BE IT RESOLVED, that the governing body of this special district direct a special assessment for 2020 in the amount of

\$ 2,000- (Two Thousand Dollars), and said

assessment shall be imposed pursuant to the system of assessment established by the County.

ADOPTED this 24 day of October, 2019.

Paula J Harris
Supervisor

ATTEST: Lonni Cummings
Lonni J. Cummings

BUDGET FOR 2020
Drainage Improvement District #30/633

As of December 31, 2018

Cash in Account	\$713	
WCIP Investments	\$1,787	
Uncollected Assessments (including 2019 and past years)	\$652	
Actual 2019 expenditures	\$610	
Less any Estimated 2019 Expenditures (any outstanding invoices)	\$0	
		\$3,152
		\$610
		\$2,542
Projected 2020 beginning balance		\$2,542

2020 Budget

Revenues

Assessments	\$2,000	
Other Revenue	\$0	
Total 2020 Revenues	\$2,000	
Total available for 2020 Budget Allocation		\$4,542
<i>(2020 projected beginning balance + 2020 revenue)</i>		

Expenditures:

Admin	\$175	
Projected Work Plan/Estimated Maintenance Expenses	\$2,500	
	\$0	
New Project and Unforeseen Expenses	\$1,867	
Total Expenditures		\$4,542
Projected 2020 Ending Balance		\$0

RECOMMENDED ASSESSMENT TO BE LEVIED FOR 2020

\$2,000.00

RESOLUTION NO. 01-2019

**2020 APPROVED BUDGET AND SETTING THE
SPECIAL ASSESSMENT**

WHEREAS, the Supervisor of Drainage Improvement District #30A/635 held their annual meeting and have approved the attached budget for the succeeding year, and

WHEREAS, Section 18 of Chapter 396, Laws of 1985, states "*Budgets for each special district shall be adopted, and special assessments imposed annually for the succeeding calendar year.*"

NOW, THEREFORE, BE IT RESOLVED, that the governing body of this special district direct a special assessment for 2020 in the amount of

\$ 1,000 - (One Thousand Dollars), and said

assessment shall be imposed pursuant to the system of assessment established by the County.

ADOPTED this 24th day of October, 2019.

Paul J. Harris
Supervisor

ATTEST: Lonni Cummings
Lonni J. Cummings

BUDGET FOR 2020
Drainage Improvement District #30A/635

As of December 31, 2018

Cash in Account	\$2,381	
WCIP Investments	\$213	
Uncollected Assessments (including 2019 and past years)	\$511	
Actual 2019 expenditures	\$425	
Less any Estimated 2019 Expenditures (any outstanding invoices)	\$0	
		\$3,105
		\$425
Projected 2020 beginning balance		\$2,680

2020 Budget

Revenues

Assessments	\$1,000	
Other Revenue	\$0	
Total 2020 Revenues	\$1,000	
Total available for 2020 Budget Allocation		\$3,680
<i>(2020 projected beginning balance + 2020 revenue)</i>		

Expenditures:

Admin	\$175	
Projected Work Plan/Estimated Maintenance Expenses	\$1,175	
	\$0	
New Project and Unforeseen Expenses	\$2,330	
Total Expenditures		\$3,680
Projected 2020 Ending Balance		\$0

RECOMMENDED ASSESSMENT TO BE LEVIED FOR 2020

\$1,000.00

RESOLUTION NO. 01-2019

2020 APPROVED BUDGET AND SETTING THE
SPECIAL ASSESSMENT

WHEREAS, the Supervisors of Consolidated Drainage Improvement District #31
_____ held their annual meeting and have approved the attached budget for the succeeding
year, and

WHEREAS, Section 18 of Chapter 396, Laws of 1985, states "*Budgets for each special
district shall be adopted, and special assessments imposed annually for the succeeding
calendar year.*"

NOW, THEREFORE, BE IT RESOLVED, that the governing body of this special district
direct a special assessment for 2020 in the amount of

\$ 15,000 (fifteen thousand dollars) _____, and said

assessment shall be imposed pursuant to the system of assessment established by the County.

ADOPTED this 30th day of October, 2019.

Dale D. Paul

Supervisor

Terry A. Lonsen

Supervisor

Supervisor

ATTEST:

Lonni Cummings

Lonni J. Cummings

BUDGET FOR 2020
Consolidated Drainage Improvement District #31/634

As of December 31, 2018

Cash in Account	\$16,650	
WCIP Investments	\$28,117	
Uncollected Assessments (including 2019 and past years)	\$6,917	
Actual 2019 expenditures	\$9,317	
Less any Estimated 2019 Expenditures (any outstanding invoices)	\$50	
		\$51,684
		\$9,367
Projected 2020 beginning balance		\$42,317

2020 Budget

Revenues

Assessments	\$15,000	
Other Revenue	\$0	
Total 2020 Revenues	\$15,000	
Total available for 2020 Budget Allocation		\$57,317
<i>(2020 projected beginning balance + 2020 revenue)</i>		

Expenditures:

Admin	\$425	
Projected Work Plan/Estimated Maintenance Expenses	\$25,000	
	\$0	
New Project and Unforeseen Expenses	\$31,892	
Total Expenditures		\$57,317
Projected 2020 Ending Balance		\$0

RECOMMENDED ASSESSMENT TO BE LEVIED FOR 2020

\$15,000.00

RESOLUTION NO. 01-2019

**2020 APPROVED BUDGET AND SETTING THE
SPECIAL ASSESSMENT**

WHEREAS, the Supervisors of Diking District #1 held their annual meeting and have approved the attached budget for the succeeding year, and

WHEREAS, Section 18 of Chapter 396, Laws of 1985, states "*Budgets for each special district shall be adopted, and special assessments imposed annually for the succeeding calendar year.*"


NOW, THEREFORE, BE IT RESOLVED, that the governing body of this special district direct a special assessment for 2020 in the amount of

\$ 30,000- (Thirty thousand dollars), and said

assessment shall be imposed pursuant to the system of assessment established by the County.

ADOPTED this 17th day of October, 2019.


Supervisor


Supervisor


Supervisor

ATTEST:


Lonni J. Cummings

BUDGET FOR 2020
Diking District #1/636

As of December 31, 2018

Cash in Account	\$14,888	
WCIP Investments	\$492	
Uncollected Assessments (including 2019 and past years)	\$30,000	
Actual 2019 expenditures	\$17,032	
Less any Estimated 2019 Expenditures (any outstanding invoices)	\$0	
		\$45,380
		\$17,032
Projected 2020 beginning balance		\$28,348

2020 Budget

Revenues

Assessments	\$60,000	
Other Revenue	\$0	
Total 2020 Revenues	\$60,000	
Total available for 2020 Budget Allocation		\$88,348
<i>(2020 projected beginning balance + 2020 revenue)</i>		

Expenditures:

Admin	\$250	
Projected Work Plan/Estimated Maintenance Expenses	\$40,000	
New Project and Unforeseen Expenses	\$48,098	
Total Expenditures		\$88,348
Projected 2020 Ending Balance		\$0

RECOMMENDED ASSESSMENT TO BE LEVIED FOR 2020

\$60,000.00

RESOLUTION NO. 01-2019

2020 APPROVED BUDGET AND SETTING THE
SPECIAL ASSESSMENT

WHEREAS, the Supervisors of Deming Diking District #2 held their annual meeting and have approved the attached budget for the succeeding year, and

WHEREAS, Section 18 of Chapter 396, Laws of 1985, states "*Budgets for each special district shall be adopted, and special assessments imposed annually for the succeeding calendar year.*"

NOW, THEREFORE, BE IT RESOLVED, that the governing body of this special district direct a special assessment for 2020 in the amount of

\$ 12,000 - (Twelve thousand dollars), and said

assessment shall be imposed pursuant to the system of assessment established by the County.

ADOPTED this 15th day of October, 2019.

Harry E. Williams
Commissioner

James Williams
Commissioner

Cynthia Simon
Commissioner

ATTEST:

Lonni Cummings
Lonni J. Cummings

BUDGET FOR 2020
Deming Diking District #2/637

As of December 31, 2018

Cash in Account	\$15,468	
WCIP Investments	\$87	
Uncollected Assessments (including 2019 and past years)	\$6,211	
Actual 2019 expenditures	\$21,250	
Less any Estimated 2019 Expenditures (any outstanding invoices)	\$0	
		\$21,766
		\$21,250
		\$516

Projected 2020 beginning balance

2020 Budget

Revenues

Assessments	\$12,000	
Other Revenue	\$0	
	Total 2020 Revenues	\$12,000
	Total available for 2020 Budget Allocation	\$12,516
	<i>(2020 projected beginning balance + 2020 revenue)</i>	

Expenditures:

Admin	\$250	
Projected Work Plan/Estimated Maintenance Expenses	\$6,000	
New Project and Unforeseen Expenses	\$6,266	
	Total Expenditures	\$12,516
	Projected 2020 Ending Balance	\$0

RECOMMENDED ASSESSMENT TO BE LEVIED FOR 2020

\$12,000.00

RESOLUTION NO. 01-2019

**2020 APPROVED BUDGET AND SETTING THE
SPECIAL ASSESSMENT**

WHEREAS, the Supervisors of Diking District #3 held their annual meeting and have approved the attached budget for the succeeding year, and

WHEREAS, Section 18 of Chapter 396, Laws of 1985, states "*Budgets for each special district shall be adopted, and special assessments imposed annually for the succeeding calendar year.*"

NOW, THEREFORE, BE IT RESOLVED, that the governing body of this special district direct a special assessment for 2020 in the amount of

\$ 12,000- (Twelve Thousand dollars), and said

assessment shall be imposed pursuant to the system of assessment established by the County.

ADOPTED this 30 day of October, 2019.

John Appel Supervisor
Pete Smith Supervisor
[Signature] Supervisor

ATTEST:

Lonni Cummings
Lonni J. Cummings

BUDGET FOR 2020
Diking District #3/638

As of December 31, 2018

Cash in Account	\$22,096	
WCIP Investments	\$316	
Uncollected Assessments (including 2019 and past years)	\$5,280	
Actual 2019 expenditures	\$960	
Less any Estimated 2019 Expenditures (any outstanding invoices)	\$0	
		\$27,692
		\$960
Projected 2020 beginning balance		\$26,733

2020 Budget

Revenues

Assessments	\$12,000	
Other Revenue	\$0	
Total 2020 Revenues	\$12,000	
Total available for 2020 Budget Allocation		\$38,733
<i>(2020 projected beginning balance + 2020 revenue)</i>		

Expenditures:

Admin	\$250	
Projected Work Plan/Estimated Maintenance Expenses	\$6,000	
New Project and Unforeseen Expenses	\$32,483	
Total Expenditures		\$38,733
Projected 2020 Ending Balance		\$0

RECOMMENDED ASSESSMENT TO BE LEVIED FOR 2020

\$12,000.00

RESOLUTION NO. 01-2019

**2020 APPROVED BUDGET AND SETTING THE
SPECIAL ASSESSMENT**

WHEREAS, the Supervisors of Diking District #4 held their annual meeting and have approved the attached budget for the succeeding year, and


WHEREAS, Section 18 of Chapter 396, Laws of 1985, states "*Budgets for each special district shall be adopted, and special assessments imposed annually for the succeeding calendar year.*"

NOW, THEREFORE, BE IT RESOLVED, that the governing body of this special district direct a special assessment for 2020 in the amount of

\$ 25,000 - (Twenty five Thousand), and said

assessment shall be imposed pursuant to the system of assessment established by the County.


ADOPTED this _____ day of _____ October _____, 2019.



Supervisor




Supervisor



Supervisor

ATTEST:



Lonni J. Cummings

BUDGET FOR 2020
Diking District #4/639

As of December 31, 2018

Cash in Account	\$44,524	
WCIP Investments	\$12,148	
Uncollected Assessments (including 2019 and past years)	\$5,280	
Actual 2019 expenditures	\$8,803	
Less any Estimated 2019 Expenditures (any outstanding invoices)	\$0	
		\$61,952
		\$8,803
Projected 2020 beginning balance		\$53,149

2020 Budget

Revenues

Assessments	\$25,000	
Other Revenue	\$0	
Total 2020 Revenues	\$25,000	
Total available for 2020 Budget Allocation		\$78,149
<i>(2020 projected beginning balance + 2020 revenue)</i>		

Expenditures:

Admin	\$250	
Projected Work Plan/Estimated Maintenance Expenses	\$30,800	
New Project and Unforeseen Expenses	\$47,099	
Total Expenditures		\$78,149
Projected 2020 Ending Balance		\$0

RECOMMENDED ASSESSMENT TO BE LEVIED FOR 2020

\$25,000.00



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-551

File ID:	AB2019-551	Version:	1	Status:	Introduced for Public Hearing
File Created:	10/22/2019	Entered by:	SMock@co.whatcom.wa.us		
Department:	Public Works Department	File Type:	Resolution Requiring a Public Hearing		
Assigned to:	Council	Final Action:			
Agenda Date:	11/19/2019	Enactment #:			

Primary Contact Email: sdraper@co.whatcom.wa.us <<mailto:sdraper@co.whatcom.wa.us>>

TITLE FOR AGENDA ITEM:

Resolution adopting 2020 budget for the Point Roberts Transportation Benefit District

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
11/06/2019	Council	INTRODUCED FOR PUBLIC HEARING	Council

PROPOSED BY: Public Works
INTRODUCTION DATE: November 6, 2019

*A Resolution by the Governing Body of the
Point Roberts Transportation Benefit District*

RESOLUTION NO. _____

**A RESOLUTION ADOPTING THE FINAL 2020 BUDGET OF THE POINT ROBERTS
TRANSPORTATION BENEFIT DISTRICT**

WHEREAS, pursuant to RCW 36.73.020, the Whatcom County Council established the Point Roberts Benefit District by Ordinance 91-043; and

WHEREAS, the operations of the District are governed by the Whatcom County Council acting ex officio and independently; and

WHEREAS, pursuant to RCW 42.30, the District is subject to the Open Public Meeting Act; and

WHEREAS, the District intends to approve its 2020 budget in an Open Public Meeting; and

WHEREAS, the District's operations plan calls for spending \$20,000 on roadside maintenance contracts;

NOW, THEREFORE, BE IT RESOLVED by the legislative body of the Point Roberts Transportation Benefit District that the funding for the Point Roberts Transportation Benefit District Budget is approved with a budget of \$20,000.

APPROVED this ____ day of _____, 2019.

ATTEST:

WHATCOM COUNTY, WASHINGTON

Dana Brown-Davis, Clerk of the Council

Rud Browne, Chair of the Council

APPROVED AS TO FORM:

Clee
Civil Deputy Prosecutor



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-557

File ID:	AB2019-557	Version:	1	Status:	Introduced for Public Hearing
File Created:	10/23/2019	Entered by:	LCumming@co.whatcom.wa.us		
Department:	Public Works Department	File Type:	Resolution (FCZDBS) Requiring a Public Hearing		
Assigned to:	Council			Final Action:	
Agenda Date:	11/19/2019			Enactment #:	

Primary Contact Email: sdraper@co.whatcom.wa.us

TITLE FOR AGENDA ITEM:

Resolution adopting the 2020 budget for the Whatcom County Flood Control Zone District and Subzones (Council acting as the Flood Control Zone District Board of Supervisors)

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

See memo

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
11/06/2019	Council	INTRODUCED FOR PUBLIC HEARING	Council

**WHATCOM COUNTY
PUBLIC WORKS DEPARTMENT**

**Jon Hutchings
DIRECTOR**



Administration

Civic Center
322 N. Commercial Street, Suite 210
Bellingham, WA 98225-4042
Telephone: (360) 778-6217
www.whatcomcounty.us
JHutchings@co.whatcom.wa.us

TO: The Honorable Whatcom County Flood Control Zone District Board of Supervisors

THROUGH: Jon Hutchings, Public Works Director *JH*

FROM: Gary S. Stoyka, Natural Resource Program Manager
Paula J. Harris, River and Flood Division Manager

DATE: October 17th, 2019

RE: 2020 Flood Control Zone District Budget

Enclosed is a resolution establishing the 2020 budget for the Whatcom County Flood Control Zone District (FCZD) for your review and adoption. Supporting documentation detailing the programs and projects included in the budget are also attached.

Requested Action:

Public Works respectfully requests that the FCZD Board of Supervisors adopt the attached resolution to establish a 2020 budget for the County-wide District and the following subzones:

- Acme/Van Zandt Subzone
- Lynden/Everson Subzone
- Sumas/Nooksack/Everson Subzone
- Samish Watershed Subzone
- Birch Bay Watershed and Aquatic Resources Management District

Background and Purpose:

Consistent with RCW 86.15.140, the FCZD must adopt an annual budget that includes the County-wide district and the subzones of the District. The attached resolution establishes the overall budget consistent with the appropriation items outlined in the law. The 2020 proposed budget and associated work program were presented to the Board of Supervisors at the September 17th, 2019 Surface Water Work Session.

PROPOSED BY: Public Works

INTRODUCTION DATE: 11/06/2019

RESOLUTION NO. _____

(A Resolution of the Whatcom County Flood Control
Zone District Board of Supervisors)

**ADOPTING THE 2020 BUDGET FOR THE
WHATCOM COUNTY FLOOD CONTROL ZONE DISTRICT AND SUBZONES**

WHEREAS, RCW 86.15.140 requires that the Board of Supervisors of each flood control zone district and subzone adopt an annual budget for the zone; and

WHEREAS, the statute further requires that the zone or subzone budget be divided into four appropriation items: overhead and administration; maintenance and operation; construction and improvements; and bond retirement and interest; and

WHEREAS, under the appropriation item for construction and improvements, the Board is required to list each flood control improvement or storm water control improvement planned for the budget year and the estimated expenditure for each during the next year; and

WHEREAS, the budget may only be adopted after a public hearing for which proper notice has been given; and

WHEREAS, Fund No. 169 is managed by the County on behalf of the Whatcom County Flood Control Zone District for purposes of funding flood control, storm water management, and other water resources work by the County that are consistent with the powers of the District under RCW 86.15 and RCW 39.34.190; and

WHEREAS, funds obtained by the County through grants or cooperative agreements for flood control and other water resources work are also managed through Fund No. 169; and

WHEREAS, the 2020 budget proposed by the County Executive for the Whatcom County Flood Control Zone District includes proposed expenditures out of Fund 169 to pay for flood control, storm water management, and other water resources work consistent with the powers of the District under RCW 86.15 and RCW 39.34.190;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors as follows:

Section I. Approval of the Budget

The Board hereby adopts the 2020 budget for the Flood Control Zone District Fund No. 169 in the amounts set forth in the document titled Whatcom County 2020 Budget and as modified and presented below and in Exhibit A:

OVERALL BUDGET SUMMARY

Budget Code	Program	RCW Appropriation Item	2020 Budget	
			Revenues	Expenditures
169100	Administration	Overhead & administration	\$5,080,692	\$846,279
169119	Natural Resources Administration	Overhead & administration	-	615,958
169120	AIS Administration	Overhead & administration	-	-
169121	Water Planning Administration	Overhead & administration	-	111,436
169100	Stormwater Administration (Transfer)	Overhead & administration	-	447,843
169102	Flood Response	Maintenance & operations	-	110,000
169104	Flood Planning	Maintenance & operations	380,000	925,000
169106	Technical Assistance	Maintenance & operations	-	76,000
169108	NFIP and CRS	Maintenance & operations	16,000	177,000
169110	Early Warning	Maintenance & operations	4,400	135,000
169119	Natural Resources Operations	Maintenance & operations	591,500	1,492,013
169120	AIS Operations	Maintenance & operations	-	141,590
169121	Water Planning Operations	Maintenance & operations	67,950	372,950
169100	Stormwater Lake Whatcom Operations (Transfer)	Maintenance & operations	-	836,000
169700	Stormwater NPDES Phase II	Maintenance & operations	-	187,480
169100	Stormwater Lake Whatcom Capital (Transfer)	Construction & improvements	-	-
169112	Repair and Maintenance	Construction & improvements	292,000	1,120,439
169114	Flood Hazard Reduction	Construction & improvements	2,408,340	3,704,640
Total 2020 FCZD Budget			\$8,840,882	\$11,299,628
			\$(2,458,746)	

Code	Program		Revenues	Expenditures
16923	Acme/VanZandt Subzone	Overhead & administration	-	\$1,500
16925	Birch Bay Subzone	Overhead & administration	-	384,351
16921	Lynden/Everson Subzone	Maintenance & operations	42,489	40,000
16922	Sumas/Nooksack/Everson Subzone	Maintenance & operations	135,790	19,000
16923	Acme/VanZandt Subzone	Maintenance & operations	27,167	6,501
16924	Samish Watershed Subzone	Maintenance & operations	22,210	19,950
16925	Birch Bay Subzone	Maintenance & operations	798,500	96,700
16921	Lynden/Everson Subzone	Construction & improvements	-	82,000
16922	Sumas/Nooksack/Everson Subzone	Construction & improvements	-	195,000
16923	Acme/VanZandt Subzone	Construction & improvements	-	30,000
16925	Birch Bay Subzone	Construction & improvements	-	1,578,000
Total of 2020 FCZD Sub-Zone Budgets			\$1,026,156	\$2,453,002
			\$(1,426,845)	

Section II. Provisions Restricting Expenditures, Authorizing Actions, and Setting Expectations.

For purposes of purchasing and award, projects listed in the attached exhibit (B) FCZD Construction and Improvements Work Plan shall be administered pursuant to WCC Chapter 3.08.100 A.(2) and A.(3) using the process prescribed for capital budget appropriations. Contracts for goods and services on individual items or projects listed in Exhibit (B) may be exceeded by up to 10%, provided expenditures in total do not exceed the total appropriation for the FCZD construction and improvement Work Plan.

APPROVED this ____ day of _____, 2019.

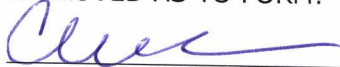
ATTEST:

WHATCOM COUNTY
FLOOD CONTROL ZONE DISTRICT BOARD
OF SUPERVISORS
WHATCOM COUNTY, WASHINGTON

Dana Brown-Davis, Clerk of the Council

Rud Browne, Chair of the Council

APPROVED AS TO FORM:



Civil Deputy Prosecutor

Exhibit A
Flood Control Zone District
2020 Budget
Work Plan and Supporting Documentation

DETAIL FOR FCZD PROGRAM AREAS

FLOOD MAINTENANCE AND OPERATIONS

Flood Response (169102)	Proposed 2020 Budget		Assumptions/Notes
	Revenues	Expenditures	
Wage and Benefits		\$ 10,000	
Sand and sandbags		\$ 35,000	Includes pre-deployed and sand bags for training
Preparedness training		\$ 5,000	Road and M&O employees and equipment
Sector observers during response		\$ 40,000	Road employees wages and benefits for 1 significant flood event
Construction contracts		\$ 20,000	During and immediately following response
TOTAL	\$ -	\$ 110,000	Budget based on 2009 flood with cost & wage increases
NET IMPACT TO FUND BALANCE	\$ (110,000)		2019 YE projection assumes fall flood

Flood Planning (169104)	Proposed 2020 Budget		Assumptions/Notes
	Revenues	Expenditures	
Lower Nooksack		\$ 150,000	
Wage and Benefits			
CFHMP refinement/update		\$ 50,000	New budget authority in 2020 for unspent balance and amendment
Facilitation			
Hydraulic modeling/alternatives analyses		\$ 100,000	2019 PO's \$60k WSE; 44k LandC
FLIP process support/Engineering design/Plan	\$ 155,000	\$ 175,000	CA into 2019 of 107k; Revenues are NEP funding
Structure surveys in overflow corridors	\$ 75,000	\$ 75,000	2019 til effort defined; Revenues are NEP funding
Geomorphic reach analyses		\$ -	2019 PO to finish contract
Sediment management		\$ 200,000	2020 contract for USGS ongoing investigation
Habitat assessment		\$ -	2019 PO + 22k CA to spend contract balance; revenues are SRFB
Flood event mapping		\$ -	
Reach 1 Sediment	\$ 150,000	\$ 150,000	NEP-funded USGS Study; CA'd into 2019, 2020 BA for balance
High water mark survey		\$ 25,000	Assumes flood each year
TOTAL	\$ 380,000	\$ 925,000	
NET IMPACT TO FUND BALANCE	\$ (545,000)		

Technical Assistance (169106)	Proposed 2020 Budget		Assumptions/Notes
	Revenues	Expenditures	
Wage and Benefits		\$ 75,000	
Postage for Special District reassessments		\$ 1,000	CDID#5 to be updated in 2020 with improved parcel coverage
TOTAL	\$ -	\$ 76,000	
NET IMPACT TO FUND BALANCE	\$ (76,000)		

National Flood Insurance Prgm (169108)	Proposed 2020 Budget		Assumptions/Notes
	Revenues	Expenditures	
Wage and Benefits		\$ 150,000	
FEMA Floodplain mapping		\$ 12,000	Assumes LNR mapping in 2020 - expenditures for public meeting notice
Permit reviews	\$ 16,000		Flood permit fees
Public education/CRS activities		\$ 15,000	CRS mailings
TOTAL	\$ 16,000	\$ 177,000	
NET IMPACT TO FUND BALANCE	\$ (161,000)		

Early Warning System (169110)	Proposed 2020 Budget		Assumptions/Notes
	Revenues	Expenditures	
Wage and Benefits		\$ 5,000	
Nooksack River gages - USGS		\$ 103,000	No PO for 18/19 contract written in 2018 so use 2019 BA for it
Everson MainSt stage gage _ USGS	\$ 4,400		Canadians reimburse cost to maintain gage; AVZ pays for Jones gage directly
WWU camera on Swift Creek slide			Discontinued
Emergency access to SNOTEL		\$ 5,000	
Equipment for gage upgrades/repairs		\$ 12,000	Equip at NF gage may need replacing
Repairs and maintenance		\$ 10,000	
TOTAL	\$ 4,400	\$ 135,000	
NET IMPACT TO FUND BALANCE	\$ (130,600)		

Exhibit A
Flood Control Zone District
2020 Budget
Work Plan and Supporting Documentation

FLOOD CONSTRUCTION AND IMPROVEMENTS			
Repair and Maintenance (169112)			
	Proposed 2020 Budget		Assumptions/Notes
	Revenues	Expenditures	
Wage and Benefits		\$ 90,000	
Misc			
Construction Projects			
Emergency/new projects as needed	\$ 50,000	\$ 350,000	Assumed costs for responding to flood/new repairs (fall 2019 flood assumed); increased due to cost of recent emergencies
Miscellaneous repair projects		\$ 50,000	Placeholder for small projects; fall 2019 flood assumed
Marine Drive Levee Repair		\$ -	Final payment and retainage; as-built, jail crew
Truck Road Emergency Bank Protection	\$ 25,000	\$ 50,000	50/50 cost-share with Roads; \$50,000 (net Flood Contribution for 2019 mitigation payment to habitat project
Red River Levee Stabilization (SWIF)		\$ 30,000	ILA w/ Lummi signed in 2019 - PO for 170k will CA; 2020 BA for misc costs outside of ILA
Hannegan Levee Rehabilitation (USACE)		\$ -	20% cost-share to USACE; revenues from LE Subzone (30% of FCZD cost-share); title reports done in 2018
Abbott Levee Erosion Protection	\$ 200,000	\$ 400,000	Assumes Roads pays 50%; plan and implement interim flood response measures; improvement project budgeted under 114
Sande-Williams Levee Rehabilitation (USACE/DD2)	\$ 17,000	\$ -	USACE cost-share split 80/20 between FCZD and DD#2
Twin View Levee Rehabilitation (USACE)		\$ -	20% cost-share to USACE (67k); revenues from SNE Subzone (30% of FCZD cost-share); title reports (2k) done in 2019
Mitigation Planning/Implementation			
Jail crew		\$ 117,439	Jail crew labor for FCZD and SWIF projects; available to diking or subzones
Reveg planning/coordination		\$ 23,000	2017 contract with CD, CA into 2018; new contract in 2019
Reveg/misc supplies		\$ 10,000	Increased to cover plant replacement costs for Deming and other past projects as needed
TOTAL	\$ 292,000	\$ 1,120,439	
NET IMPACT TO FUND BALANCE	\$ (828,439)		
Flood Hazard Reduction (169114)			
	Proposed 2020 Budget		Assumptions/Notes
	Revenues	Expenditures	
Wage and Benefits		\$ 305,000	
Misc			CA'd twice to 169114 and 716002
Swift Creek			
Bank stabilization/channel excavation		\$ 105,000	300k commitment per year; 150k Roads; remainder cost-shared 70/30 b/w FCZD and SNE Subzone
Lower Nooksack River			
Marietta property acquisition & demo (FEMA FMAG-716002)	\$ 231,560	\$ 264,640	Acquisition of 3 Turk parcels in 2019; assumes demo and 4th property acquisition/demo in 2020
Marietta property acquisition & demo New properties		\$ 50,000	Teeters cultural, asbestos, demo; Phase 2 ESA for Turk properties
Leases for agriculture	\$ 3,780	\$ -	River Rd and Emmerson Rd properties
Floodplain acquisition	\$ 800,000	\$ 1,000,000	2019 is for Reach 1 property with USFS funding thru WDFW and initial property(ies) under FbD grant, with remainder in 2020
Ferndale Levee Improvement Project Phase 1	\$ 240,000	\$ 300,000	Survey, hydraulic analysis, alternatives analysis, conceptual design in 2018/19; supplement if FbD grant awarded in 2019
Lynden Levee Improvement Project (in conjunction with USACE rehab project)		\$ 75,000	USACE rehab in 2021 to include culvert replacement; survey, hydraulics, wetland/permitting for channel relocation by FCZD
Rayhorst Levee Improvements		\$ -	Design, permit and construct project to widen and backslope levee
Abbott Levee Improvement (SWIF)	\$ 100,000	\$ 200,000	Assumes Roads pays 50%; design and RW
Jones Creek Deflection Berm (712004)			
Berm and bridge design	\$ 33,000	\$ 110,000	2019 contract will CA into 2020; design cost-shared 70/30 with Roads
Land/easement acquisition	\$ 800,000	\$ 1,025,000	Purchase of parcels/easements for berm/road construction; 2019 Kosmic 1st payment of 3; 2020 exp for appraisals/relocation asst; revenues from FbD
Construction		\$ -	Construction likely in 2022
High Creek Sediment Management			
Sediment trap/channel improvement design		\$ -	WSE post-project monitoring report
Sediment trap/channel imp. construction		\$ -	JIJ contract CA into 2019- includes 2019 trap maint; 4k planting
Sediment trap maintenance		\$ 20,000	2019 Plants (16k) maintenance, 2020 trap maint
Glacier-Gallup Creek Alluvial Fan Restoration			
Feasibility study/concept design		\$ -	Risk assessment and alternatives analysis by BGC; 39k was CA
Outreach		\$ -	NHC contracted in 2019
Preliminary design	\$ 200,000	\$ 250,000	Revenues from FbD grant
City of Lynden - Pepin Creek			
Funding for downstream analysis		\$ -	ILA executed in 2016 and CA'd into 2017 for reimbursement of City's expenses; new 2018 budget for balance, may CA into 2019
TOTAL	\$ 2,408,340	\$ 3,704,640	
NET IMPACT TO FUND BALANCE	\$ (1,296,300)		

Exhibit A
Flood Control Zone District
2020 Natural Resources Budget
Work Plan and Supporting Documentation

Natural Resources (169119)		Proposed 2020 Budget		Assumptions/Notes
		Revenues	Expenditures	
NATURAL RESOURCES ADMINISTRATION				
Staff		\$	325,319	Includes salary for 2.5 FTEs and overtime.
Office and operating		\$	290,639	
TOTAL	\$	-	\$ 615,958	
NET IMPACT TO FUND BALANCE	\$	(615,958)		
NATURAL RESOURCES OPERATIONS				
Salmon Recovery				
Staff		\$	134,959	1 FTE
Restoration effectiveness monitoring, adaptive management, and stewardship		\$	59,440	WCC crew restoration activities
Maintaining existing restoration projects*		\$	89,160	WCC crew contract for maintaining previously planted projects
New restoration projects*		\$	30,000	Contracted services for activities supporting planting, fencing, culvert replacement, etc.
Marine Resources Committee				
Staff	\$	91,500	\$ 97,940	0.95 FTE
MRC restoration projects			\$ 8,706	MRC grant funding minus labor
Water Quality/Pollution Identification & Correction				
Program Coordination		\$	134,959	Program Coordinator (1 FTE)
Water Quality Monitoring		\$	242,070	Sampling personnel, lab contract, one vehicle, equipment (1 FTE + extra help)
Data Management	\$	88,676	\$ 88,676	WCD Data Manager
Technical Assistance	\$	96,066	\$ 96,066	WCD Farm Planners
Community Outreach	\$	104,082	\$ 168,215	Outreach staff, WCD staff, supplies
Incentives	\$	22,500	\$ 42,500	OSS and small farm cost share
Compliance	\$	88,676	\$ 88,676	PDS Staff
Coordination and Planning				
Lake Whatcom Homeowner Incentive Program		\$	60,646	Staff time only (0.5 FTE); contracted services under Stormwater budget
CosMos	\$	100,000	\$ 125,000	CosMos Project \$125 with funding (RD 40%, BB 10%, GF 30%)+10k for additional buoys
WSU Extension outreach services			\$ 25,000	
TOTAL	\$	591,500	\$ 1,492,013	
NET IMPACT TO FUND BALANCE	\$	(900,513)		
TOTAL FOR COST CENTER	\$	591,500	\$ 2,107,971	
			\$ 1,516,471	
*Integrated Salmon Recovery/Flood Hazard Reduction capital and planning projects appear under Cost Center 169114 and 169104.				
Aquatic Invasive Species (169120)		Proposed 2020 Budget		Assumptions/Notes
		Revenues	Expenditures	
AIS OPERATIONS				
Coordination and Planning				
Education and Inspection				Contribution to City for AIS Program; includes COB program cost increase
Interlocal Agreement (COB)		\$	132,840	
AIS online education program website maintenance		\$	8,750	Contracted services for online course/website support
TOTAL	\$	-	\$ 141,590	
NET IMPACT TO FUND BALANCE	\$	(141,590)		
TOTAL FOR COST CENTER	\$	-	\$ 141,590	
		\$	-	\$ 141,590

Exhibit A
Flood Control Zone District
2020 Natural Resources Budget
Work Plan and Supporting Documentation

Water Planning (169121)	Proposed 2020 Budget		Assumptions/Notes
	Revenues	Expenditures	
WATER PLANNING ADMINISTRATION			
Staff		\$ 110,886	Watershed Planner
Office and operating		\$ 550	
TOTAL	\$ -	\$ 111,436	
NET IMPACT TO FUND BALANCE	\$ (111,436)		
WATER PLANNING OPERATIONS			
Coordination and Planning			
Hirst Response/Watershed Planning	\$ -	\$ 100,000	Contracts for watershed planning activities
LENS Groundwater Model	\$ -	\$ 100,000	Peer review and modification of gw model
LIO administration	\$ 67,950	\$ 67,950	Administration of LIO process
Stream Gauging		\$ 105,000	USGS Stream Monitoring/AESI GW Monitoring Contracts
TOTAL	\$ 67,950	\$ 372,950	
NET IMPACT TO FUND BALANCE	\$ (305,000)		
TOTAL FOR COST CENTER	\$ 67,950	\$ 484,386	

Exhibit A
Lynden/Everson Subzone
2020 Budget
and Fund Balance Projections

Fund balance as of December 31, 2018	\$179,464	(+)	(-)	Notes
2019 Estimated Revenues:				
Assessment	\$39,489			
Interest earnings/penalties	\$3,000			
2019 Estimated Expenditures:				
Levee vegetation maintenance			\$25,000	brushing, spraying and hydroseed
Mole control/misc			\$2,500	ACOE deficiency
Alternative corrections crew labor			\$12,000	misc levee and mitigation
Address new ACOE deficiencies			\$0	retaining walls/new problems placeholder
Hannegan Levee Rehabilitation (USACE)			\$12,186	6% of total project cost
Plant materials/maintenance supplies			\$2,000	For mitigation
Cost-share/repairs as needed			\$0	
Coordination			\$2,000	staff time
Total	\$42,489		\$55,686	
Projected December 2019 fund balance	\$166,267			
2020 Revenues - Proposed Budget				
Assessment	\$39,489			
Interest earnings	\$3,000			
2020 Expenditures - Proposed Budget				
Levee vegetation maintenance			\$25,000	brushing, spraying and hydroseed
Mole control/misc			\$5,000	ACOE deficiency
Alternative corrections crew labor			\$10,000	misc levee and mitigation maintenance
Address new ACOE deficiencies			\$15,000	retaining walls/new problems placeholder
Abbott erosion protection (interim measure)			\$30,000	50/50 Road/Flood split on 200k
Cost-share/repairs as needed			\$30,000	New damage
Coordination			\$7,000	staff time
Total	\$42,489		\$122,000	
Projected December 2020 fund balance	\$86,756			

Exhibit A
Sumas/Nooksack/Everson Subzone
2020 Budget
and Fund Balance Projections

Fund balance as of December 31, 2018	\$1,334,618	(+)	(-)	Notes
2019 Estimated Revenues:				
Assessment		\$117,790		
Interest earnings		\$18,000		
2019 Estimated Expenditures:				
Levee vegetation maintenance				
Fuel				\$5,000 brushing and spraying
Mitigation monitoring and maintenance				\$6,500 Fuel for pumps
Alternative corrections crew labor				\$1,000 supplies
Cost-share for Swift Creek project				\$6,000 misc maintenance
				\$45,000 150k Road fund, 105K FCZD
				fund also transferred for
				\$300k/yr
Twin View Levee Rehabilitation				\$20,700 6% of total project cost
Pump station installation (Oat Coles)				\$20,000
Total		\$135,790		\$104,200
Projected December 2019 fund balance	\$1,366,208			
2020 Revenues - Proposed Budget				
Assessment		\$117,790		
Interest earnings		\$18,000		
2020 Expenditures - Proposed Budget				
Levee vegetation maintenance				
				\$5,000 brushing, spraying and hydroseed
Electric for pump station				\$1,000
Mitigation monitoring and maintenance				\$3,000 supplies and crew
Additional pump if needed				\$10,000 evaluate need after winter
Transfer to Swift Creek project fund				\$45,000 150k Road fund, 105K FCZD
				fund also transferred for
				\$300k/yr
Cost-share/repairs as needed (new damage)				\$150,000 30% of \$500,000 project
Total		\$135,790		\$214,000
Projected December 2020 fund balance	\$1,287,998			

Exhibit A
Acme/Van Zandt Subzone
2020 Budget
and Fund Balance Projections

Fund balance as of December 31, 2018	\$328,587	(+)	(-)	Notes
2019 Estimated Revenues:				
Assessment	\$23,167			
Interest earnings	\$4,000			
2019 Estimated Expenditures:				
Cost-share/repairs as needed			\$0	
M&O for Jones Creek stage/prec gage			\$6,312	9 month operation with telemetry
Admin support for meetings/minutes			\$500	
Total	\$27,167		\$6,812	
Projected December 2019 fund balance	\$348,942			
2020 Revenues - Proposed Budget				
Assessment	\$23,167			
Interest earnings	\$4,000			
2020 Expenditures - Proposed Budget				
Cost-share/repairs as needed			\$30,000	30% of 100k project
M&O for Jones Creek stage/prec gage (9 month operation)			\$6,501	9 month operation with telemetry
Admin support for meetings/minutes			\$1,500	
Total	\$27,167		\$38,001	
Projected December 2020 fund balance	\$338,108			

Exhibit A

**Samish Watershed Subzone
2020 Proposed Budget
and Fund Balance Projections**

Fund balance as of December 31, 2018	\$122,393	(+)	(-)	Subtotal	Notes
2019 Estimated Revenues:				\$22,210	
Assessment		\$21,010			
Interest earnings		\$1,200			Interest Earnings are up in 2019
2019 Estimated Expenditures:				\$17,620	
Natural resource staff salaries, wages, benefits			\$8,250		
Office & operating supplies			\$75		
Repair & maintain weir & channel - contract services			\$3,470		
Repairs & Maintenance - interfund			\$5,675		
Permits			\$150		
Total	\$126,983	\$22,210	\$17,620		
Projected Fund Balance December 31, 2019	\$126,983			\$22,210	
2020 Revenues - Proposed Budget				\$22,210	
Assessment		\$21,010			
Interest earnings		\$1,200			
2020 Expenditures - Proposed Budget				\$19,950	
Natural resource staff salaries, wages, benefits			\$8,500		
Office & operating supplies			\$250		
Repair & maintain weir & channel - contract services			\$5,200		
Repairs & Maintenance - interfund			\$5,750		
Permits			\$250		
Total	\$129,243	\$22,210	\$19,950		
Projected December 2020 fund balance	\$129,243				

Exhibit A
Birch Bay Subzone
2020 Budget

Object Account	Administration/ Personnel 2020	Program Development & Management 2020	Capital Improvement Projects 2020	Maintenance, Small Works, & Scoping 2020	Water Quality Monitoring 2020	Education & Outreach 2020	Habitat Improvement 2020	Total 2020	Overhead/ Admin A	M&O O	Construction C
Salaries & Wages	59,436		69,540					128,976			
Extra Help	27,000							27,000			
Overtime	4,000							4,000			
Benefits	46,462		51,460					97,922			
Total Salaries & Benefits	136,898		121,000					257,898	136,898		121,000
Unrealized Gain (Loss)	0							0			
Office & Operating Supplies	1,000					4,800	15,000	20,800	5,800		15,000
Office & Oper. Supplies-Interfunc	200							200	200		
Printing	200					3,000		3,000		3,000	
Books/Publications/Subscrip	200				100			200	200		
Tools & Equipment								100		100	
Software	1,500							1,500	1,500		
Extraordinary Ops	50,000							50,000	50,000		
Contractual Services				5,000				5,000			
Professional Services	68,000	10,000	220,000	39,000	12,500	1,500		338,500	68,000	17,500	259,000
Building Maintenance	1,218							1,218	1,218		
Construction Contracts								0	0		
Other Services-Interfund	500		115,000	12,000		3,000		127,000		3,500	127,000
Postage/Shipping/Freight	100							100		100	
Postage-Interfund	920							920	920		
Telephone	1,000							1,000	1,000		
Travel-Educ/Training	1,500							1,500	1,500		
Travel-Other						800		800		800	
Advertising	200							200		200	
Equipment Rental						250		250	1,250		
Space Rental	1,500	1,000						1,500	1,500		
Space Rental-Interfunc	641							641	641		
Insurance Premium - Interfunc											
Repairs & Maintenance				10,500				10,500		10,500	
Repairs & Maintenance - Interfunc				29,000				29,000		29,000	
Registration/Tuition	2,100	300				200		2,100	2,100		
Meeting Refreshments								500		500	
Administrative Cost Allocation	13,425							13,425	13,425		
Other Miscellaneous			4,000	2,000				6,000			6,000
Other Miscellaneous-Interfunc											
Intergov. Professional Services				0		20,000		20,000		20,000	
Capital Outlays - Other Improvements			1,050,000					1,050,000			1,050,000
Operating Transfer Out - Gen Fd	18,929							18,929	18,929		
Operating Transfer Out - Flood		12,500						12,500	12,500		
Operating Transfer Out - Sirm BWARM	66,770							66,770	66,770		
Total Expenditures	366,601	23,800	1,510,000	97,500	12,600	33,550	15,000	2,059,051	384,351	96,700	1,578,000
							ASR 2019-6136	-12,500			2,059,051
								2,046,551			

Exhibit A
 Birch Bay Subzone
 2020
 Capital Budget

Capital
 Improvement
 Projects

Object Code	Project/Program	2020
Harborview Road Combined Drainage Imprv Phase I		
6630	PROFESSIONAL SERVICES	100,000
7380	CAPITAL OUTLAYS - OTHER IMPROVEMENTS	1,050,000
6699	OTHER SERVICES INTERFUND	100,000
7199	OTHER MISC INTERFUND	
6100	SALARIES AND WAGES	100,000
Semiahmoo Drive Drainage Improvements		
6630	PROFESSIONAL SERVICES	120,000
7380	CAPITAL OUTLAYS - OTHER IMPROVEMENTS	
6699	OTHER SERVICES INTERFUND	15,000
7199	OTHER MISC INTERFUND	4,000
6100	SALARIES AND WAGES	21000
Total Expenditures		1,510,000
Object Code Totals		
6630	PROFESSIONAL SERVICES	220,000
6699	OTHER SERVICES INTERFUND	115,000
7199	OTHER MISC INTERFUND	4,000
7380	CAPITAL OUTLAYS - OTHER IMPROVEMENTS	1,050,000
6100	SALARIES AND WAGES	121,000
Total Expenditures		1,510,000

Exhibit B
Whatcom County Flood Control Zone District
Flood Capital Program
2020

Department	Fund	Database ID No.	Project Title	Year	Cost
Flood Capital Program					
Public Works	Flood Fund	07-002	Marietta Acquisition	2020	\$ 315,000
Public Works	Flood Fund	18-002	Truck Road Emergency Erosion Protection	2020	\$ 100,000
Public Works	Flood Fund	18-005	Abbott Levee Erosion Protection	2020	\$ 460,000
Public Works	Flood Fund	16-004	Red River Levee Stabilization	2020	\$ 30,000
Public Works	Flood Fund	16-002	Twin View Levee Improvements	2020	\$ 15,000
Public Works	Flood Fund	16-003	Lynden Levee Improvement	2020	\$ 75,000
Public Works	Flood Fund	07-105	Jones Creek Debris Flow Protection	2020	\$ 1,135,000
Public Works	Flood Fund	16-007	Abbott Levee Upstream Tie-In	2020	\$ 200,000
Public Works	Flood Fund	07-104	Ferndale Levee Improvement	2020	\$ 300,000
Public Works	Flood Fund	18-006	Glacier-Gallup Alluvial Fan Restoration	2020	\$ 250,000
Public Works	Flood Fund	07-002	Floodplain Acquisition	2020	\$ 1,000,000
Total					\$ 3,880,000
Public Works	BBWARM	07-217	Harborview Road Drainage Improvements P1	2020	\$ 1,350,000
Public Works	BBWARM	18-008	Semiahmoo Drive Drainage Improvements	2020	\$ 160,000
Total					\$ 1,510,000



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-565

File ID:	AB2019-565	Version:	1	Status:	Introduced for Public Hearing
File Created:	10/23/2019	Entered by:	MCaldwel@co.whatcom.wa.us		
Department:	Finance Division	File Type:	Ordinance		
Assigned to:	Council			Final Action:	
Agenda Date:	11/19/2019			Enactment #:	

Primary Contact Email: mcaldwel@co.whatcom.wa.us

TITLE FOR AGENDA ITEM:

Ordinance amending the 2020 Whatcom County Budget, Request No. 1, in the amount of \$18,918,279

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

Supplemental #1 requests funding from the General Fund:

1. To move \$1,811,197 out of Non-Departmental wage and benefit reserves to distribute to all General Fund departments in accordance with 2020 wage and benefit settlements.
2. To appropriate \$60,000 in Assessor to fund high value appeal defense - professional services.
3. To appropriate \$30,000 in District Court to fund increases in interpreter and Pro Tem Judge services.
4. To appropriate \$51,407 in District Court Probation to fund .5 FTE Probation Officer increase to 1 FTE.
5. To appropriate \$90,000 in District Court Probation to fund domestic violence perpetrator program from transfer in from the Behavior Health Programs Fund.
6. To record decrease of \$106,562 in Executive as a result of Director of Administrative Services wage and benefit reallocation.
7. To appropriate \$549,015 in Health to move mental health and developmental disability millage funds back to the General Fund.
8. To appropriate \$282,823 in Health to fund various substance use programs funded grant proceeds.
9. To appropriate \$10,000 in Health to fund severe weather shelter support.

10. To appropriate \$200,000 in Health to fund housing renovation projects for individuals with developmental disabilities.
11. To appropriate \$87,369 in Juvenile to fund OCVA CASA grant program.
12. To appropriate \$634,856 in Non-Departmental to fund transfer to the Jail Fund and the Election Reserve Fund to support mid-biennium adjustments.
13. To appropriate \$5,900 in Parks to fund increased ER&R rate on dump truck and additional senior center extra help hours.
14. To appropriate \$63,032 in Prosecuting Attorney to fund increase of a .6 FTE Sr Deputy II position to a 1 FTE.
15. To appropriate \$96,088 in Public Defender to fund the addition of a 1 FTE Deputy I position.
16. To appropriate \$67,017 in Sheriff to fund Crisis Negotiation team training, polygraph operator training, community relations consultant contract and a Lexipol policy management system.
17. To appropriate \$15,000 in WSU Extension to fund solid waste program expansion.

From the Road Fund:

18. To appropriate \$77,000 in Public Works - Admin to fund Road Fund's portion of CosMos Model funding and 2020 Ferry Program wage supplement.
19. To appropriate \$10,401,396 in Public Works - Construction to fund 2020 Annual Road Program.
20. To appropriate \$148,718 in Public Works - M&O to fund 2 FTEs Road Maintenance Workers.
21. To appropriate \$273,500 in Public Works - M&O to fund transfers to ER&R for vehicle additions, upgrades and new salt & sand bunkers.
22. To appropriate \$50,000 in Public Works - M&O to fund a sign roller flatbed and sign cutter/printer replacement.
23. To appropriate \$45,000 in Public Works - NPDES to fund transfer to ER&R for vehicle addition and annual ER&R maintenance/replacement fees.

From the Election Reserve Fund:

24. To appropriate \$207,326 to fund Presidential Primary and increased election costs from grant funding and general fund transfer in.

From the Veteran's Relief Fund:

25. To appropriate \$3,906 to fund 2020 wage and benefit settlements.

From the Whatcom County Jail Fund:

26. To appropriate \$150,000 to fund additional contract beds.
27. To appropriate \$9,000 to fund increased Black Rock (Wave) fiber connection costs.
28. To appropriate \$373,006 to fund increased inmate medical program costs.
29. To appropriate \$29,191 to fund Lexipol policy management system.
30. To record \$552,856 transfer in from the General Fund to cover all mid-biennium expenditure requests.

From the Homeless Housing Fund:

- 31. To appropriate \$3,054 to fund 2020 wage and benefit settlements
- 32. To decrease 2020 appropriation by \$390,000 due to decreased homeless housing surcharge revenues.

From the Stormwater Fund:

- 33. To appropriate \$40,000 to fund Lake Whatcom on-site septic system impact assessment from Flood transfer in.

From the Behavioral Health Programs Fund:

- 34. To appropriate \$210,000 in Health to fund GRACE Program services from local grant proceeds.
- 35. To appropriate \$48,000 in Health to fund CDE Medical Outreach vehicle purchase transfer to ER&R.
- 36. To appropriate \$1,317,047 in Health to fund additional behavioral health services.
- 37. To appropriate \$3,340 in Superior Court - Drug Court to fund 2020 wage and benefit settlements.

From the Mental Health & Developmental Disabilities Fund:

- 38. To appropriate \$648,000 to move budget authority back to the General Fund.

From the Swift Creek Sediment Management Fund:

- 39. To appropriate \$665,000 to fund 2020 budget.

From the Solid Waste Fund:

- 40. To appropriate \$25,309 to fund 2020 wage and benefit settlements.
- 41. To appropriate \$25,000 to fund Disposal of Toxics facility maintenance.
- 42. To appropriate \$133,445 to fund solid waste comp plan update.
- 43. To appropriate \$475,000 to fund Point Roberts solid waste collection services from fee revenues.
- 44. To appropriate \$126,775 to fund waste reduction and recycling program expansion.
- 45. To appropriate \$5,950 to fund EnviroStars program annual dues.

From the Whatcom County Convention Center (Lodging Tax) Fund:

- 46. To appropriate \$565,775 to fund wayfinding project.

From the Community Development Fund:

- 47. To appropriate \$6,000 to fund on-site septic system rebate program expansion.

From the Emergency Management Fund:

- 48. To appropriate \$10,693 to fund 2020 wage and benefit settlements.

From the Real Estate Excise Tax II Fund:

- 49. To appropriate \$425,025 to fund transfer in support of Lake Whatcom Park projects.

From the Real Estate Excise Tax I Fund:

- 50. To appropriate \$115,000 to fund carpeting and repainting the Public Defender building.

From the Public Utilities Improvement (EDI) Fund:

- 51. To appropriate \$113,824 to increase funding for the Tri-Funder Agreement for economic development.

52. To appropriate \$500,000 to fund Housing Affordable impact fee loan program.

From the Ferry Fund:

53. To appropriate \$60,000 to fund 2020 Ferry wage supplement.

From the Equipment Rental & Revolving (ER&R) Fund:

54. To appropriate \$476,000 to fund additional salt & sand bunkers for M&O, vehicle additions and upgrades for M&O, NPDES, Parks, AS-Facilities and Health.

55. To appropriate \$250,000 to fund increased shop rates offset by intrafund revenues in ER&R.

From the Administrative Services Fund:

56. To appropriate \$106,562 in AS-Admin to fund Director of Administrative Services wage and benefit re-allocation.

57. To appropriate \$107,420 in AS-Facilities to fund snow and ice removal equipment, purchase of 3 used surplus vehicles, ongoing fuel and maintenance costs for the vehicles, and re-appropriation of funding for a shared (with M&O) bucket truck.

58. To appropriate \$200,000 in AS-Tort to fund increase in general liability insurance premiums.

59. To appropriate \$25,000 in AS-Human Resources to fund additional professional negotiator services.

60. To appropriate \$20,000 in AS-Information Technology to fund Microsoft E-mail Advanced Threat Protection service.

In the Affordable & Supportive Housing Fund:

61. To record \$800,000 new housing fund revenues.

In addition, Supplemental #1 contains changes to Exhibit B - Capital Appropriations and Exhibit C - Position Control Changes due to approved mid-biennium requests.

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
11/06/2019	Council	INTRODUCED FOR PUBLIC HEARING	Council



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-568

File ID:	AB2019-568	Version:	1	Status:	Introduced for Public Hearing
File Created:	10/23/2019	Entered by:	SBatdorf@co.whatcom.wa.us		
Department:	Parks and Recreation Department	File Type:	Resolution Requiring a Public Hearing		
Assigned to:	Council			Final Action:	
Agenda Date:	11/19/2019			Enactment #:	

Primary Contact Email: MMcFarla@co.whatcom.wa.us

TITLE FOR AGENDA ITEM:

Resolution authorizing the County Executive to enter into a twenty year communications tower lease agreement with Crown Castle GT for leased space on park property at Lookout Mountain

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

Crown Castle GT is a current tenant and this revised agreement has been modified to allow for leasing of additional space to accommodate an additional equipment shed to house emergency generator equipment.


HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
11/06/2019	Council	INTRODUCED FOR PUBLIC HEARING	Council



MEMORANDUM

TO: Jack Louws, County Executive

FROM: Michael McFarlane, Director 

DATE: October 23, 2019

RE: **Communication Site Lease – Crown Castle GT**

Attached are two copies of a communication site lease between Crown Castle GT and Whatcom County. Crown Castle currently leases one of the Communication Tower sites on Lookout Mountain and desires to enter into a new lease agreement.

Working with our legal staff, the lease format was revised from an older Department of Natural Resources lease and updated. Crown Castle currently is a tenant and is paid through October 14th, 2020. The rate has been prorated to reflect payment received.

The new lease has been modified to allow for leasing of additional space to accommodate an additional equipment shed to house emergency generator equipment.

If you have any questions, I can be reached at extension 5855

1 PROPOSED BY: PARKS & RECREATION
2 INTRODUCTION DATE: NOVEMBER 6, 2019
3

4
5 RESOLUTION NO. _____
6

7 AUTHORIZING THE COUNTY EXECUTIVE TO ENTER INTO A TWENTY YEAR
8 COMMUNICATION TOWER LEASE AGREEMENT WITH CROWN CASTLE GT FOR
9 LEASED SPACE ON PARK PROPERTY AT LOOKOUT MOUNTAIN
10

11 WHEREAS, in January 2014, the State of Washington through the Department of
12 Natural Resources conveyed to Whatcom County land which contained three (3)
13 Commercial Communication Tower Lease sites with existing established towers; and
14

15 WHEREAS, Whatcom County Code 1.10.410 requires County Council to indicate by
16 resolution whether a real property lease may be awarded by private negotiation with
17 interested parties; and
18

19 WHEREAS, Whatcom County Code 1.10.410 authorizes County Council approval of
20 real property leases; and
21

22 WHEREAS, the tower lease sites are located on Lookout Mountain and are remote
23 and do not impede or impact public recreation or any other County purpose; and
24

25 WHEREAS, the prior Department of Natural Resources tower leases were for a
26 period of ten years and will be expiring; and
27

28 WHEREAS, the established communication towers are a substantial company
29 expenditure and commitment and long term leases are necessary in this industry; and
30

31 WHEREAS, Crown Castle GT, owner of one of the towers, has requested to extend
32 its communication tower lease for an additional twenty years; and
33

34 WHEREAS, the new communication tower lease contains updated lease provisions
35 from the prior DNR leases, including lease rate increases, an annual three (3) % increase,
36 road maintenance fees, and five year lease rate reviews; and
37

38 WHEREAS, this communication tower lease appears to be in the best interest of the
39 County and the people thereof.
40

1 NOW, THEREFORE, BE IT RESOLVED that the communication tower lease with
2 Crown Castle GT proposed by Parks & Recreation Department is hereby awarded through
3 private negotiation with interested parties.
4

5 BE IT FURTHER RESOLVED that the Council authorizes the County Executive to
6 enter into a twenty year communication tower lease agreement with Crown Castle GT for
7 leased space on park property at Lookout Mountain as outlined in the lease agreement.
8

9 ADOPTED this ____ day of _____, 2019.
10

11
12
13 ATTEST:

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

14
15 _____
16 Dana Brown-Davis, Clerk of the Council
17

Rud Browne, Council Chair
18

19 APPROVED AS TO FORM:
20

21 _____
22 Civil Deputy Prosecutor

WHATCOM COUNTY CONTRACT INFORMATION SHEET

Whatcom County Contract No.

Originating Department:	Parks
Division/Program: (i.e. Dept. Division and Program)	Administration 6000
Contract or Grant Administrator:	Michael McFarlane
Contractor's / Agency Name:	Crown Castle GT Company LLC
Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes <input checked="" type="radio"/> No <input type="radio"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: _____	
Does contract require Council Approval? Yes <input checked="" type="radio"/> No <input type="radio"/> If No, include WCC: _____ Already approved? Council Approved Date: _____ (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)	
Is this a grant agreement? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, grantor agency contract number(s): _____ CFDA#: _____	
Is this contract grant funded? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, Whatcom County grant contract number(s): _____	
Is this contract the result of a RFP or Bid process? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, RFP and Bid number(s): _____ Contract Cost Center: _____	
Is this agreement excluded from E-Verify? No <input checked="" type="radio"/> Yes <input type="radio"/> If no, include Attachment D Contractor Declaration form.	
If YES, indicate exclusion(s) below: <input type="checkbox"/> Professional services agreement for certified/licensed professional. <input type="checkbox"/> Contract work is for less than \$100,000. <input type="checkbox"/> Contract work is for less than 120 days. <input type="checkbox"/> Interlocal Agreement (between Governments). <input type="checkbox"/> Contract for Commercial off the shelf items (COTS). <input type="checkbox"/> Work related subcontract less than \$25,000. <input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
Contract Amount:(sum of original contract amount and any prior amendments): \$ _____ Terms in Lease Agreement This Amendment Amount: \$ _____ Total Amended Amount: \$ _____	Council approval required for; all property leases, contracts or bid awards exceeding \$40,000 , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, except when: 1. Exercising an option contained in a contract previously approved by the council. 2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance. 3. Bid or award is for supplies. 4. Equipment is included in Exhibit "B" of the Budget Ordinance. 5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County.
Summary of Scope: _____	
Communication tower lease agreement with Crown Castle GT for leased space on park property at Lookout Mountain	
Term of Contract: 20 Years	Expiration Date: 10/14/39

Contract Routing:	1. Prepared by: Michael McFarlane	Date: 10/14/19
	2. Attorney signoff: _____	Date: 10/16/19
	3. AS Finance reviewed: <i>bbennell</i>	Date: 10/17/19
	4. IT reviewed (if IT related): _____	Date: _____
	5. Contractor signed: _____	Date: _____
	6. Submitted to Exec.: _____	Date: _____
	7. Council approved (if necessary): _____	Date: _____
	8. Executive signed: _____	Date: _____
	9. Original to Council: _____	Date: _____



COMMUNICATION SITE LAND LEASE

Agreement No. _____

Lessee's Reference No. _____

THIS COMMUNICATION SITE LAND LEASE WITH UTILITIES (**Lease**) is made by and between the WHATCOM COUNTY, a political subdivision of the State of Washington, acting by and through its Parks & Recreation Department (**County/Lessor**), and CROWN CASTLE GT COMPANY LLC, a Delaware limited liability company (UBI 602007245) (**Lessee**).

SECTION 1 – DEFINITIONS

1.01 "Agreement Number." County's identification number assigned to this Lease.

1.02 "Anniversary Date." The annual date established by the Commencement Date and on which Rent is due.

1.03 "Communication Site Area." That area labeled as "Communication Site Area" on the Survey and Site Plan (both defined below), which includes, but is not limited to, the Facility Use Area, dedicated parking areas and Access, as applicable.

1.04 "Communication Site Facilities." Towers, structural tower base(s), one or more buildings, generator(s), and fuel storage tank(s) and other Improvements as described and pre-approved, if such pre-approval is required pursuant to this Lease.

1.05 "Commencement Date." The mutually agreed upon date on which the lease is effective.

1.06 "County Owned Improvements." Improvements made or owned by County as shown on the Site Plan.

1.07 "Emergency." An event posing an imminent threat of bodily injury, property damage, or critical equipment failure.

1.08 "Electronic Interference." Harmful transmission of radio wave frequencies that disrupt transmission and receipt of radio waves and includes interference as defined by the Federal Communications Commission (FCC).

1.09 "Equipment." All electronic equipment placed on and within the Improvements located on the Facility Use Area. This includes, but is not limited to, antennas, equipment cabinets, Radio Units (defined below) and backup power batteries. Equipment is personal property and shall at no time be deemed a fixture to the real property on which it is located.

1.10 "Facility Use Area." That certain area of the Communication Site Area identified on the Survey and Site Plan.

1.11 "Government Approval." All necessary federal, state, and local licenses, permits, and approvals.

1.12 "Hazardous Substance(s)." Any substance subject to regulation under the Washington Hazardous Waste Management Act (Ch. 70.105 RCW) and implementing regulations; and any hazardous substance under the Washington Model Toxics Control Act (Ch. 70.105D RCW) and implementing regulations; and any hazardous substance or hazardous waste as defined by the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (42 U.S.C. §§ 9602 et seq.) and implementing regulations, as these laws are amended from time to time; underground storage tanks, whether empty, filled, or partially filled with any substance; asbestos; urea formaldehyde foam insulation; PCBs; and any other substance, waste, material, or chemical deemed or defined as hazardous, toxic, a pollutant, contaminant, dangerous or potentially dangerous, noxious, flammable, explosive, or radioactive, the removal of which is required or the manufacture, preparation, production, generation, use, maintenance, treatment, storage, transfer, handling, or shipment of which is restricted, prohibited, regulated or penalized by any federal, state, county, municipal or other local governmental statute, regulation, ordinance, or resolution as these laws are amended from time to time.

1.13 "Improvements," consistent with RCW 79.02.010(8), are additions within, upon, or attached to Lease Area (defined below). This includes, but is not limited to, fill, structures, concrete pads, towers, shelters, utilities, generators, fuel storage tanks and fixtures. Improvements also include additional rock, earth, or ballast placed on Lease Area. Improvements include any construction, alteration, or addition to pre-existing Improvements. Improvements do not include Equipment.

1.14 "Interference Notice." Written notification by Lessee to County of Electronic Interference on the Communication Site Area potentially arising from County-managed lands; and written notification by County to Lessee regarding Electronic Interference on County-managed lands potentially arising from Communication Site Area.

1.15 "Lease Area." That area described on the Survey inclusive of Communication Site Area, Utility Area, and Road Access Area.

1.16 "Lessee." Party holding a possessory interest in real or personal property under this lease.

1.17 "Lessee-Owned Improvements." Are Improvements authorized by County, if such authorization is required by this Lease, located within the Lease Area, and (1) made by Lessee, or (2) acquired by Lessee from County, a prior tenant or a Permittee.

1.18 "Party(ies)." County and Lessee may jointly be referred to herein as the "Parties" or individually, a "Party."

1.19 "Permittees." Lessee's employees, agents, contractors, sublessees, subcontractors, licensees, invitees, and assigns.

1.20 "Personal Property." Items that can be removed from Lease Area and Improvements without (a) injury to Lease Area or Improvements or (b) diminishing the value or utility of Lease Area or Improvements.

1.21 "Physical Interference." Natural or man-made objects that cause physical obstruction to Lessee's use of Communication Site Area.

1.22 "Radio Unit." A radio transmitter and/or receiver.

1.23 "Road Access Area." That certain area of the County's Land identified on the Survey and Site Plan.

1.24 "Site Plan." That certain site plan named Alger (PL#5) dated 8/15/19 on file with Whatcom County, under the Agreement Number for this Lease.

1.25 "Survey." The certain Record of Survey filed in Whatcom County on _____ under Auditor's File Number _____.

1.26 "Termination Date." The date this Lease expires, is cancelled, or terminated.

1.27 "Unauthorized Improvements." Improvements made on Lease Area without County's prior consent if such consent is required by this Lease.

1.28 "Utility Area." That certain area of the County Land identified on the Survey and Site Plan.

1.29 "Work." Construction, reconstruction, alteration, replacement, major repair, modification, demolition, and deconstruction of Improvements or roads.

SECTION 2 - CONVEYANCES

2.01 Conveyances.

- (1) **Communication Site Area.** County hereby grants to Lessee an exclusive leasehold interest in the Communication Site Area generally described as and depicted in attached Exhibit A (Depiction of Communication site Area and Utility Area) and located within attached Exhibit D (Legal Description of County Land), and as depicted in the Survey and Site Plan referenced in this Lease. An exclusive leasehold is not granted to any other County owned property, which includes but is not limited to, common parking areas, non-exclusive utility services or areas, other tower sites, or as described in (2) and (3) below. The parties acknowledge and agree the existing Communication Site Area is hereby expanded in size to include additional space, consisting of approximately one hundred eighty (180) square feet as more fully shown in Exhibit A attached hereto.

- (2) **Utility Area.** County hereby grants to Lessee a non-exclusive right to use the Utility Area.
- (3) **Road Access Area.** County hereby grants to Lessee a non-exclusive right to use the Road Access Area.

2.02 Access to Lease Area. Access to the Lease Area includes a nonexclusive right to use an existing road over and across the location shown on the map marked attached as "Exhibit C". Such access shall be provided twenty-four (24) hours per day, seven (7) days per week, unless access is closed due to damage or acts of nature which renders access unavailable until repaired. Access by Lessee and permittees shall be for business purposes only.

2.03 Memorandum of Lease. At Lessee's expense and no later than sixty (60) days after receiving the fully executed Lease, Lessee shall record a short form of this Lease, in a form substantially similar to the Memorandum of Lease attached as Exhibit E and attachment E-1 with the Whatcom County Auditor's Office. Lessee shall provide County with a copy of the recorded Memorandum of Lease. If Lessee fails to record the Memorandum of Lease, County may record it and Lessee shall reimburse the costs of recording within sixty (60) days of County's demand.

2.04 Reservations by County.

- (1) County reserves for itself, its successors, and assigns, the right to sell, lease, or otherwise dispose of minerals, coal, oil, timber, gas, or other valuable materials from Lease Area insofar as such uses do not unreasonably interfere with Lessee's rights.
- (2) County and its agents may enter Lease Area and any structural Improvements thereon at all reasonable times for the purpose of inspecting the installations, or equipment, provided that, except in case of an emergency, County shall provide Lessee with at least ten (10) business days prior written notice prior to inspecting the Facilities Area to enable Lessee to arrange to accompany County. This clause shall not be construed to impose a duty to inspect.

2.05 Permittees. Conduct of Permittees will be deemed the conduct of Lessee.

2.06 Third-Party Interests. This Lease is subject to all valid interests of third parties noted in the records of Whatcom County and on file with the Whatcom County Parks & Recreation Department, Whatcom County Washington as of the Commencement Date. It is understood and agreed by the Parties that the Lessee's communication tower lease area is immediately adjacent to two (2) other communication towers that also lease county property and also utilize the access road as is roughly depicted and described in Exhibit C. This lease is not intended to alter, adversely impact, or restrict the County in its current and future use of its property or other communication tower leases.

2.07 Public Use. County is not responsible for public use that may impact Lease Area.

2.08 Lessee Warranties. Lessee warrants that the Survey and Site Plan are true and accurate descriptions of Lease Area and Improvements as of the Commencement Date of this Lease. County reserves the right to retroactively adjust rent if at any time during the term of the Lease County discovers a discrepancy between Lease Area description and the area actually used by Lessee.

2.09 Inspection. Except as otherwise provided in this Lease, County makes no representation regarding the condition of Lease Area, Improvements located on Lease Area, the suitability of Lease Area for Lessee's intended use, compliance with governmental laws and regulations, availability of utility rights, or access to Lease Area. Except as otherwise provided in this Lease, Lessee accepts Lease Area "AS IS."

2.10 County Warranties. County makes no warranty of quiet enjoyment of Lease Area.

2.11 Existing Structures. On the Commencement Date, all buildings and other structures identified on the Site Plan and Survey located on the Communication Site Area shall become the property of Lessee, excepting third party utilities.

SECTION 3 - PURPOSE

3.01 Lease. Lessee shall have the right to use the Communication Site Area for the transmission and receipt of wireless communications signals. Lessee's permitted use includes constructing, installing, repairing, maintaining, upgrading, updating, removing, securing, and operating Equipment and Improvements. The current configuration of Lessee's Equipment and Improvements as of the Commencement Date of this Lease is described in the Survey and Site Plan attached hereto as Exhibits A and B.

3.02 Utilities. Lessee shall be permitted to use the Utility Area and Communication Site Area for installation, maintenance, repair, and use of underground and existing overhead power cables and conduits for underground power and fiber. The current configuration of Lessee's utilities as of the Commencement Date of this Lease is identified in the Survey and Site Plan attached hereto as Exhibits A and B. In the event that utilities or fiber are necessary to serve the equipment of Lessee or the equipment of Lessee's licensee(s) or sublessee(s) and cannot be located within the Easement(s) for ingress and egress, Lessor agrees to cooperate with Lessee and to act reasonably in allowing the location of utilities or fiber on other real property owned by Lessor, so long as there are no additional costs to Lessor and County property is not unduly burdened or diminished in value.

3.03 Road Access. Lessee shall be permitted to use the Road Access for access to and from the Communication Site Area and Utility Area for purposes of this Lease.

3.04 Extent of Use. Notwithstanding the restrictions on assignment of this Lease, Lessee has the right, at its sole discretion, to sublease, or otherwise enter into occupancy and use arrangements of Lease Area and share access rights granted under this Lease with Permittees, subject to the terms of this Lease.

Lessee may, at Lessee's sole expense, use any and all appropriate means of restricting access to the Communications Site Area, including construction of a fence around the Communications Site Area.

3.05 Maintenance. Lessee shall maintain Lease Area, excluding the Road Access Area, in a reasonable and safe condition throughout the term, reasonable wear and damage from casualty or natural disaster excepted.

3.06 Restrictions. Lessee shall not cause or permit:

- (1) Damage to land or natural resources.
- (2) Removal of valuable materials as defined under RCW 79.02.010(15), minerals, coal, oil, or gas without the prior written consent of State.
- (3) Accumulation of debris or refuse;
- (4) Raising effective radiated power (ERP) within the Facility Use Area beyond that authorized by the FCC.

3.07 Compliance with Laws. Lessee shall comply with all applicable laws and regulations affecting its use of the County Land and assume at Lessee's sole expense, any costs of such compliance including any fines or penalties. Lessee shall obtain all federal, state, and local permits and licenses necessary to operate under this Lease.

3.08 Liens and Encumbrances. Unless expressly authorized by County in writing, Lessee shall keep Lease Area free and clear of liens or encumbrances arising from Lessee's use or occupancy of Lease Area. Notwithstanding the foregoing, Lessee may grant such encumbrances of any improvements, personal property or fixtures owned by Lessee which are located within the Lease Area without the consent of Lessor so long as the County's lease interest or property is not impaired, restricted or encumbered.

SECTION 4 - TERM

4.01 Term. The lease shall commence on October 15th, 2019 (the "Commencement Date") and continue until a period of 20 years (the Term) until October 14, 2039, (the "Termination Date"), unless adjusted under the terms of this Lease. Use of the Road Access Area and the

Utility Area shall terminate upon expiration or termination of the Lease, except for as necessary to remove any Equipment and Improvements required under this Lease from Lease Area in accordance with the terms of Condition at End of Term.

4.02 Lease Extension.

- (1) County may allow Lessee to continue to hold the Lease Area for a period not exceeding one (1) year after the Termination Date of this Lease, if the Lease Area is not otherwise going to be utilized by County. Upon expiration of the one (1) year holdover period, County may issue a temporary permit to Lessee if County has not yet determined the disposition of the Lease Area for other County purposes. The temporary permit shall not extend beyond a five (5) year period.
- (5) Failure to Vacate. If County notifies Lessee to vacate Lease Area and Lessee fails to do so within the time set forth in the notice, Lessee will be a trespasser and shall owe County all amounts due under RCW 79.02.300 or other applicable law.

4.03 Late Possession. If, for any reason whatsoever, County cannot deliver possession of Lease Area to Lessee on the Commencement Date, this Lease will not be void or voidable, nor will County be liable to Lessee for loss or damage resulting from the delay in delivery of possession. In such event, the Parties may renegotiate the affected terms of the lease.

4.04 Lessee's Right to Terminate Agreement. Lessee may terminate this Lease at any time conditioned upon one hundred eighty (180) days' advance notice to County, which notice shall be "Surrender of Leasehold" as depicted in attached Exhibit F or in a form acceptable to County, provided Lessee has no outstanding Rent or other charges due to County, and has removed all Equipment and Improvements required to be removed under this Lease from Lease Area in accordance with the terms of Condition at End of Term.

4.05 Condition at End of Term. At Termination, Lessee shall surrender Lease Area to County in the same or better condition as on the Commencement Date, reasonable wear and damage from casualty or natural disaster excepted. County may require that Lessee provide a Phase I - environmental site assessment or equivalent to identify any environmental contamination.

4.06 End of Term. Disposition of Equipment and Lessee-owned Improvements shall be in accordance with the following terms and conditions, and as provided in RCW 79.13.050.

- (1) Within sixty (60) days following the Termination Date, all Equipment and Improvements, including impervious surfaces, constructed or installed by or at the direction of Lessee and Permittees shall be removed from the Lease Area, except as otherwise provided in this Lease or as the Parties otherwise agree in writing.

- (2) For any Lessee's or Permittees' Equipment and/or Improvements left on the Lease Area more than sixty (60) days after the Termination Date, County shall have the right, at its option, to (i) deem any or all of such Equipment and/or Improvements abandoned and take ownership thereof; or (ii) remove, sell or dispose of such Equipment and/or Improvements as County sees fit, in accordance with all applicable laws.
- (3) If County chooses to remove any or all of the Equipment or Improvements from the Lease Area as permitted herein, Lessee shall reimburse County for the reasonable direct costs County incurs therefor; provided County completes the removal work and provides Lessee an invoice for such costs within eighteen (18) months after the Termination Date.
- (4) Notwithstanding anything in this Lease or under applicable laws to the contrary, Lessee and Permittees shall retain ownership of their Equipment and Improvements if the term of this Lease is extended by mutual written agreement of the Parties, if Lessee holds over in accordance with the terms of Section 4.02, Holdover, or if Lessee re-leases the Lease Area under a new lease with the County.
- (5) Notwithstanding anything to the contrary contained in this Lease, County hereby waives Lessee's obligation to remove the following Improvements, without need for any additional consent or documentation thereof: fill, additional rock, earth or ballast, and all foundations and utility conduits more than eighteen inches (18") below surface-level; provided that such Improvements are left in a condition that is deemed to be safe to health and the human environment, which shall include removal of all power cables from such underground utility conduit.

4.08 Disposition of Personal Property.

- (1) Lessee retains ownership of Personal Property, unless Lessee and County agree otherwise in writing.
- (2) Lessee shall remove Personal Property from Lease Area by the Termination Date.

County may sell or dispose of all Personal Property left on Lease Area after the Termination Date. Lessee shall pay for the cost of removal and disposal.

SECTION 5 – PAYMENT

5.01 Rent. Annual Rent is composed of Base Rent, Additional Rent, Road Use Fee, Leasehold Tax and assessments. Payments made hereunder will be applied in the order of interest, rent, charges, and then to leasehold tax, if applicable. Annual Rent is due and payable prior to the

Anniversary Date of each year after the Commencement Date, and on or before the same date every year thereafter until the Termination Date.

- (1) **Rent.** Until adjusted or revalued as set forth below, Lessee shall pay County annually a rent of Fifteen Thousand One Hundred and Five Dollars and 52/100 (\$15,105.52) ("Base Rent") for use of Lease Area as detailed on Exhibit G (Rent Calculation) beginning on the first Anniversary Date and ending on the Termination Date. Base Rent is due and payable prior to the Anniversary Date of each year and on or before the same date every year thereafter (Anniversary Date).
- (2) **Road Use Fee.** Lessee shall pay a required road use fee ("Road Use Fee") of Seven Hundred And 00/100 Dollars (\$700) for the first year of this Lease, which amount shall cover the anchor tenant's (AT&T's) use of the Lease Area. Subsequent annual Road Use Fee shall increase to One Thousand (\$1,000) in second year and shall be due and payable with the Base Rent for the remaining term of this Lease. Lessee's Road Use Fee will increase by Two Hundred Fifty and 00/100 Dollars (\$250.00) for each additional Future Subtenant of the Lease Area that locates its Equipment on the Communication Site after the Commencement Date, to be paid with Lessee's annual Road Use Fee in the year the Future Subtenant first locates its Equipment on the Lease Area.
- (3) **Revenue Share.** In addition to the Base Rent currently paid by the Lessee to Lessor pursuant to the Lease, as further consideration for the right to exclusively use and lease the Lease Area, Lessee agrees to pay to Lessor: (i) thirty percent (30%) of the rental, license, or similar payments actually received by Lessee from AT&T (excluding any reimbursement of taxes, construction costs, installation costs, or revenue share reimbursement); and (ii) if, after full execution of this Lease, Lessee subleases, licenses or grants a similar right of use or occupancy in the Lease Area to an unaffiliated third party not already a subtenant on the Lease Area (each a "Future Subtenant"), Lessee agrees to pay to Lessor twenty percent (20%) of the rental, license, or similar payments actually received by Lessee from such Future Subtenant (excluding any reimbursement of taxes, construction costs, installation costs, or revenue share reimbursement) (collectively, the "Additional Rent") within thirty (30) days after receipt of said payments by Lessee. Lessee shall have no obligation for payment to Lessor of such share of rental, license or similar payments if not actually received by Lessee. Non-payment of such rental, license or other similar payment by AT&T or a Future Subtenant shall not be an event of default under the Lease. Lessee shall have sole discretion as to whether, and on what terms, to sublease, license or otherwise allow occupancy of the Lease Area. There shall be no express or implied obligation for Lessee to sublease, license or otherwise allow occupancy of the Lease Area. Once per calendar year, Lessor may submit a written request to Lessee for a business summary report pertaining to Lessee's Additional Rent obligations for Future Subtenants (as defined herein) for the prior twelve (12) month

period, and Lessee shall provide such written report to Lessor within sixty (60) days after Lessee's receipt of such written request.

- (4) **Leasehold Excise Tax.** Should a leasehold excise tax be imposed on this Lease or any interest therein, Lessee shall pay to County the leasehold excise tax as set forth in RCW Chapter 82.29A, or as may be amended. Leasehold tax shall be incorporated into Rent. However, Lessee may be assessed leasehold excise tax directly from the Washington State Department of Revenue. In this instance, Lessee must submit to County a written request, with supporting documentation from the Washington State Department of Revenue, to terminate or cease leasehold excise tax billing by the County.
- (5) **Refunds.** County shall not refund any monies paid in rent between the last Anniversary Date and Termination Date.
- (6) **Annual Base Rent Adjustment.** County shall increase the Base Rent by three percent (3%) on every Anniversary Date for all years except for those years in which County revalues the Base Rent under this Section.

5.02 Base Rent Revaluation. Fifth (5) Year and Subsequent Revaluations. At the end of the first (5) year period and at the end of any subsequent five (5) year period, County shall revalue the Base Rent (Adjustment Date). County shall provide notice of this revaluation to Lessee in writing no later than sixty (60) calendar days before the Anniversary Date. Base Rent will be revalued as follows:

- (1) The Base Rent will be revalued based on the cumulative percent change in the "Consumer Price Index, All Urban Consumers, US City Average," (CPI) for "all items" since the Commencement Date or last time of Base Rent revaluation. In the event the CPI ceases to be published, County may substitute such other comparable cost of living index as then may be in publication by a comparable governmental agency. In no event shall the Base Rent increase by more than twenty-five percent (25%) for any five (5) year period.
- (2) **Independent Appraisal.** If Lessee does not agree with County's revaluation, Lessee may submit to County an appraisal of market rent performed by an independent and licensed appraiser at Lessee's expense for County's consideration. Lessee must submit such appraisals to County within thirty (30) calendar days of Lessee's receipt of notification of the adjusted Base Rent, or County's determination of market rent is final with no right of appeal with rent due as set forth in County's initial notice. If Lessee timely submits an appraisal, County shall notify Lessee in writing whether County accepts or rejects Lessee's appraisal of market rent. Lessee shall pay the adjusted Base Rent within ten (10) business days of receipt of notice of whether Lessee's appraisal is accepted or rejected.

- (3) Parties may agree to a continuation of three percent (3%) per year, as provided in Annual Rent Adjustment.
- (4) Road Use Fee. County will evaluate road maintenance and replacement costs associated with prorated use of road by Lessee and Lessee's Permittees at Base Rent Revaluation dates.

Failure on the part of County to establish a new annual Base Rent by the Adjustment Date shall not preclude County from doing so thereafter, and the adjusted rent shall be retroactive to the Adjustment Date.

5.03 Non-Rent Payments.

- (1) **Taxes.** Lessee shall pay all real and personal taxes imposed on **Communication Site Area** that result from any changes or improvements Lessee makes to the Improvements located thereon during the term of this Lease.
- (2) **Assessments.** Lessee shall pay its pro rata share of assessments charged against Lease Area (**excluding the Road Access Area.**) Lessee shall pay the assessment within thirty (30) days of receipt of written notice from County.
- (3) **Removal of Valuable Materials.** Except in the event of an emergency, prior to any removal of County trees or vegetation, including those causing Physical Interference, Lessee shall notify County in writing and obtain County's approval. County's approval shall be conditioned on payment for the market value of any valuable materials removed and compliance with County's regulatory requirements, however such approval shall not otherwise be unreasonably withheld or conditioned.
- (4) **Electrical Power, Fiber and Other Utilities.** Lessee shall provide for the provision of all electrical power, telephone, fiber or any other necessary utilities to, at, and for **Communication Site Area**. Lessee shall pay for all electric power fiber and other utility charges or expenses incurred arising from Lessee's use of **Communication Site Area**.

5.04 Place of Payment. All payments shall be made payable to Whatcom County Parks & Recreation Department, accompanied by a reference to the Agreement Number and paid to County's remittance address shown in the Notice Section of this Lease. Lessee shall not combine payment for this Lease with payment for any other lease with County, unless Lessee includes an itemized statement with the payment specifying the amount attributable to each lease's Agreement Number.

5.05 Non-Waiver. Acceptance of any other payment after the date it is due shall not be deemed a waiver regarding the obligations to make future payments on time.

5.06 Failure to Pay. Failure to pay any monies due under this Lease constitutes a material breach. County may seek all remedies available. If Lessee fails to pay amounts due under this Lease, County may pay the amount due and recover its cost in accordance with this Lease.

5.07 Late Charge. If County does not receive full rent payment within fifteen (15) business days of the date due, Lessee shall pay to County a late charge equal to Two Hundred Fifty and 00/100 Dollars (\$250.00), to defray the overhead expenses of County incident to the delay. This amount may be increased at Rent Re-valuation to reflect increased overhead costs, which shall be no more than the CPI increase.

5.08 Interest Penalty for Past-Due Rent and Other Sums Owed.

- (1) Interest on all past-due sums shall be charged at the rate of one percent (1%) per month, calculated from the due date, until paid. Rent not paid by the close of business on the due date will begin accruing interest the day after the due date.
- (2) If County pays or advances any amounts for or on behalf of Lessee, after first giving Lessee at least thirty (30) days' notice and opportunity to pay such amounts, Lessee shall reimburse County for the amount paid or advanced within thirty (30) days of receipt of an invoice therefore, together with reasonably supporting documentation for the amounts paid or advanced. If Lessee fails to reimburse the County timely, as provided herein, such paid or advanced amounts shall be subject to the interest provided for in (1) above.

5.09 Referral to Collection Agency and Collection Agency Fees. If county does not receive full payment within thirty (30) days of the due date, County may refer the unpaid amount to a collection agency as provided by RCW 19.16.500 or other applicable law. Upon referral, Lessee shall pay collection agency fees in addition to the unpaid amount.

5.10 No Accord and Satisfaction. County may accept payment in any amount without prejudice to County's right to recover the balance of the rent or pursue any other right or remedy.

5.11 No Counterclaim, Setoff, or Abatement of Rent. Lessee shall pay rent and all other sums without County providing prior notice or demand. Lessee's payment is not subject to counterclaim, setoff, deduction, defense, or abatement, unless such remedies are available to Lessee pursuant to law in the event of a Lessor default.

SECTION 6 – IMPROVEMENTS AND EQUIPMENT

6.01 New Improvements. Except as provided herein, Lessee shall obtain prior written approval from County for any Improvements that will be added to Communication Site Area sixty (60) days prior to installation or removal. Such approval shall not be unreasonably withheld, conditioned or delayed.

6.02 Existing Equipment. The current configuration of Lessee's Equipment and Improvements as of the Commencement Date of this Lease is described in the Survey and Site Plan attached hereto as Exhibits A and B

6.03 New Equipment. Lessee shall notify County of any Equipment that will be added to Communication Site Area sixty (60) days prior to installation of Equipment by submitting a revised site plan for County review if such Equipment requires County approval pursuant to this Lease.

6.04 Equipment Identification. All equipment at the Facilities Area shall be identified with a FCC and/or National Telecommunications and Information Administration (NTIA) issued license. If the equipment is unlicensed the equipment shall be labeled with transmit and receive frequencies.

6.05 Non-Ionizing Electromagnetic Radiation (NIER). Lessee shall comply with standards or requirements in effect for non-ionizing electromagnetic radiation levels as established by the Environmental Protection Agency (EPA) or other local governing agencies.

6.06 County's Repairs. County shall not be required to make any alterations, maintenance, replacements, or repairs in, on, or about Lease Area, or any part thereof, during the Term.

6.07 Work.

- (1) All Work must comply with the terms set out in Exhibit H, Site Specific Requirements.
- (2) Modifications to Work that require County approval pursuant to this Lease may result in County, at its sole discretion, requiring an updated Site Plan.
- (3) At the end of the term of this Lease, County may waive removal of some or all Lessee-owned Improvements.
- (4) Prior to any improvements and additions to the lease area that will involve underground excavation or trenching, Lessee will employ a utility locator service, at no cost to County, to check Communication Site Area and Temporary Use Area for buried utilities.
- (5) Before completing Work, Lessee shall remove all debris and restore Lease Area to an orderly and safe condition. If Work is intended for removal of

Improvements at the Termination Date, Lessee shall restore Lease Area in accordance with this Lease.

- (6) **Emergency Work.** All of Lessee's Work necessitated by an Emergency shall be governed by the terms of this Lease; provided Lessee need not obtain County's consent prior to commencing such necessary Work, but shall give County notice thereof as soon as is reasonably possible thereafter.
- (7) **Electrical Power.** Electrical power provided to Lease Area by Lessee shall be installed in accordance with all applicable legal requirements and industry standards. Initial installation and any subsequent expansion of the capacity of the power provided to Lease Area shall be subject to County's prior approval, which approval shall not be unreasonably withheld, conditioned, or delayed.
- (8) **County may impose additional conditions reasonably intended to protect and preserve Lease Area if the Work is for removal of Improvements at the end of the term of this Lease.**

6.08 Minor Modifications Authorized. Lessee may make minor modifications or alterations to Lease Area and Lessee-owned Improvements and equipment as it deems necessary, in its sole discretion, to accommodate use of Lease Area, subject to Lessee obtaining all necessary permits and approvals from applicable authorities for any such minor modifications. Lessee shall notify Lessor of all such minor modifications or alterations. County acknowledges that Lessee need not obtain County's consent before making minor modifications to the Lease Area and Lessee-owned Improvements. Examples of minor modifications would be the maintenance, the addition, repair and removal of any Equipment (including antennas and dishes) located on Lessee's towers or within Lessee's buildings, and cable tray modifications, security systems and other similar work located solely within the Facility Use Area, including height increases or modifications to the existing tower. Nothing herein shall permit Lessee to expand the Lease Area without the County's consent, unless agreed otherwise in this Lease.

6.09 Government Approvals. Prior to performing any installation or construction work within Lease Area, Lessee shall secure all necessary Government Approvals at its sole expense. County agrees to complete County's portion of the Government Approvals. If requested by Lessee, Lessor will execute, at Lessee's sole cost and expense, all documents required by any governmental authority in connection with any development of, or construction on the Lease Area, including documents necessary to petition the appropriate public bodies for certificates, permits, licenses and the approvals deemed necessary by Lessee in Lessee's absolute discretion to utilize the Lease Area for the use permitted by this Lease. Lessor agrees to be named applicant if requested by Lessee. Lessor shall be entitled to no further consideration with respect to any of the foregoing matters.

6.10 Third-Party Use. Upon County's request, Lessee shall allow third parties to access utility service to install new and maintain existing service and may reasonably condition such

consent. Third Parties shall own and have responsibility for the new utilities, unless owned by a utility provider.

6.11 Emergency Action.

- (1) **Fire.** If Lessee has actual knowledge of a wildfire occurring on or near Lease Area, Lessee shall immediately report such fire to emergency response authorities by calling 911 and to State, by calling (800) 562-6016 and shall make its on-site equipment available to help suppress or contain the fire. Lessee is authorized, but not required, to take action reasonably necessary to protect persons and property.
- (2) **Non-Fire Emergencies.** In the event of an emergency (other than fire) requiring immediate action to protect person or property other than fire, Lessee may take reasonable corrective action without prior notice to County. Lessee shall notify County the same business day for non-fire emergencies occurring on a business day and the next available business day for non-fire emergencies occurring after hours, weekends, and holidays. Lessee shall notify the Whatcom County Parks & Recreation Department at (360) 778-5850, and in writing, within five (5) business days after the emergency occurs, to the address indicated in this Lease, of any corrective action taken.

SECTION 7 - INTERFERENCE

7.01 Lessee Electronic Interference. Lessee warrants that its use of Communication Site Area now and in the future will not cause Electronic Interference with any other facilities or equipment that predate Lessee's Communication Site Facilities. Lessee shall not install any new Equipment that will cause Electronic Interference with any other then-existing facilities or equipment. Upon receipt of an Interference Notice from County, Lessee shall immediately take remedial action to eliminate interference with other facilities that predate Lessee's Communication Site Facilities caused by Lessee's operations in violation of the terms of this Section.

Lessee shall take all measures necessary to eliminate the interference with other communication towers or equipment that predates Lessee's Communication Site Facilities within forty-eight (48) hours after receipt of the Interference Notice. Lessee shall notify County within twenty-four (24) hours of resolving Electronic Interference.

7.02 County's Electronic Interference. County will provide no Electronic Interference protection during the term of this Lease. County shall not be responsible for enforcing the FCC's rules, regulations, and licenses, and makes no warranty of electronic noninterference during the term of this Lease

7.03 County's Physical Interference. County is not responsible for Physical Interference on County-owned lands.

7.04 Cooperation. Upon receipt of an Interference Notice by the other party, County and Lessee shall reasonably cooperate to resolve Electronic Interference or to identify resolutions to Physical Interference.

SECTION 8 - ACCESS ROADS AND ROAD MAINTENANCE

8.01 Road Repair. Lessee shall repair, or cause to be repaired, at its sole cost and expense that damage to the Road Access Area that is caused through the operations of Lessee, including Permittees, which is in excess of that which they would cause through normal and prudent usage of said Road Access Area. Lessee shall notify County within five (5) business days of any damage to the road caused by Lessee and Permittees. Upon notification by County of Lessee-caused damage, Lessee shall provide County with a plan for the repairs within ten (10) business days.

8.02 Road Maintenance and Repair.

- (1) County shall be responsible for road maintenance of the Road Access Area except as otherwise provided herein. Road maintenance is defined as work normally necessary to preserve and keep the roads in their present condition or as hereafter improved.
- (2) In the event of a catastrophe, or the need for extraordinary road maintenance or repair, Lessee shall pay its pro rata share of the cost incurred in maintaining, repairing, or resurfacing said road or portion thereof, as determined by County; provided that Lessee's pro rata share of such costs shall not exceed Five Thousand and 00/100 Dollars (\$5,000.00) without Lessee's prior written consent (Max Fee).
- (3) In the event Lessee's pro rata share of the costs exceeds the Max Fee and Lessee does not waive the Max Fee limitation, County reserves the right to not repair the road, and in such case County shall not guarantee or warrant Lessee's access to Lease Area. Lessee assumes all risk of loss associated with accessing Lease Area.

SECTION 9 - SPECIAL REQUIREMENTS

9.01 Fire. Lessee shall comply with all applicable laws and regulations pertaining to fire protection and suppression and take reasonable care to prevent wildfires from igniting on or spreading onto Lease Area. Measures shall include notifying Permittees that vehicles should carry a fire extinguisher of at least a 5 B/C rating and a serviceable shovel and complying with

all applicable requirements of the Forest Protection Act (Chapter 76.04 RCW) and its implementing regulations (Chapter 332-24 WAC).

In addition to any liability for negligence, Lessee shall reimburse County for all damages (including loss or damage of timber, and fire suppression costs) resulting from wildfires to the extent caused by Lessee or Lessee's Permittees, even if not attributable to negligence by Lessee or its Permittees; provided, however, Lessee shall not be liable for such damages and costs resulting from acts of nature or acts beyond the control of Lessee and its Permittees.

9.02 Hazardous Substances.

- (1) Prohibited Activities. Lessee shall not keep on or about Lease Area any Hazardous Substance unless both of the following applies:
 - (a) The Hazardous Substance is necessary to carry out Lessee's Permitted Use under this Lease; and
 - (b) Lessee fully complies with all federal, state, and local laws, regulations, statutes, and ordinances now in existence or as subsequently enacted or amended pertaining to the use, presence, transportation, or generation of Hazardous Substances.
- (2) Lessee shall immediately assume responsibility for a Hazardous Substance release (spill) caused by Lessee on or adjoining Lease Area. Responsibility includes, but is not limited to the following:
 - (a) Immediately notify all necessary emergency response agencies, as required under federal, state, and local laws, regulations, or policies.
 - (b) Follow emergency response agency notifications and notify County of all spill releases, and Lessee actions completed for spill reporting, and Lessee's actions planned or completed toward spill cleanup as provided in this Lease for Non-Fire Emergencies. At Lessee's sole expense, conduct all actions necessary to mitigate the spill release.
 - (c) Other than performing initial emergency response cleanup and containment actions, obtain approvals in advance of all site cleanup actions (e.g., site characterization investigations, feasibility studies, site cleanup and confirmation sampling, and groundwater monitoring) conducted on Lease Area and County Land, in coordination with regulatory agencies and County.
 - (d) Be familiar with all necessary Hazardous Substance spill release notification and response mitigation requirements in advance of conducting Lessee operations on Lease Area.

- (3) Lessee shall immediately notify County of any of the following:
- (a) All failures to comply with any federal, state, or local law, regulation, or ordinance, as now enacted or as subsequently enacted or amended with respect to the use, presence, transportation, or generation of Hazardous Substances in, on, about, or adjacent to Lease Area;
 - (b) All inspections of Lease Area by, or any correspondence, orders, citations, or notifications from, any regulatory entity concerning Hazardous Substances affecting Lease Area;
 - (c) All regulatory orders or fines, or all response or interim cleanup actions taken by or proposed to be taken by any government entity or private party concerning the use, presence, transportation, or generation of Hazardous Substances in, on, about, or adjacent to Lease Area;
 - (d) On request, Lessee shall provide copies to County of any and all correspondence, pleadings, and/or reports received by or required of Lessee or issued or written by Lessee or on Lessee's behalf with respect to the use, presence, transportation, or generation of Hazardous Substances in, on, about, or adjacent to Lease Area.
- (4) Indemnity. Lessee shall be fully and completely liable to County, and, to the extent permitted by law, shall indemnify, defend, and save harmless County and its employees, officers, and agents from any and all damages, costs, fees (including attorneys' fees and costs), penalties, and oversight costs to the extent arising from Lessee's use, disposal, transportation, generation, and/or sale of Hazardous Substances or that of Lessee's Permittees and for any breach of this Section.

9.03 Weed Control. Lessee shall control weeds and vegetation on Lease Area. Weed control shall be approved in writing by County prior to beginning such activities.

9.04 Habitat Conservation Plan (HCP). Lease Area is located within an area that is subject to State's 1997 Habitat Conservation Plan (Habitat Conservation Plan) adopted in connection with Incidental Take Permit No. PRT-812521 as supplemented by Permit No. 1168 (Incidental Take Permit No. PRT-81251 and Permit No. 1168 shall be collectively referred to as ITP). As long as the Habitat Conservation Plan remains in effect, Lessee and Lessee's Permittees shall comply with the terms and conditions set forth in Exhibit H while operating on Lease Area.

9.05 Snow Plowing. Except in event of emergency, snow plowing shall be permitted only upon County's written consent, which shall not be unreasonably withheld, conditioned, or delayed. Lessee shall follow precautions and conditions as listed in Exhibit H.

9.06 Notice of Offers. If Lessor receives an offer that it intends to accept to purchase fee title, an easement, a lease, a license, or any other interest in the Lease Area, or Lessor's interest in this Lease, or an option for any of the foregoing, Lessor shall provide written notice to Lessee no later than thirty (30) days prior to Lessor accepting said offer.

SECTION 10 – ASSIGNMENT

10.01 Assignment. Lessee may, upon notice to Lessor, mortgage or grant a security interest in Lessee's leasehold estate and any Lessee-Owned Improvements, and may make a conditional assignment of this Lease and the Lessee-Owned Improvements to any such mortgagees or holders of security interests, including their successors and assigns (hereinafter, collectively referred to as "Secured Parties").

- (1) Lessee shall have the right to license, sublease or assign its rights under this lease, without the consent of Lessor, upon any of the following conditions:
 - (a) any conditional assignment of this Lease to a Secured Party as described in Section (10.1) above;
 - (b) any license or sublease of a portion of the Lease Area in the ordinary course of Lessee's business, provided that Lessee shall provide Lessor written notice of each license or sublease;
 - (c) an assignment or sublease to an affiliate entity of Lessee; or
 - (d) an assignment to an entity in the business of developing or owning telecommunications towers, provided that any such assignee shall have a net worth equal to or greater than Lessee's
- (2) Any License, sublease or assignment by Lessee of its right under this Lease which is not set forth in (a) – (d) above shall require the consent of the Lessor, which consent shall not be unreasonably withheld, delayed and/or conditioned. Lessor hereby acknowledges Lessee's subleases to AT&T Mobility and SmartSky.

10.02 No Waiver of Right to Consent. The consent of County to any one assignment shall not constitute a waiver of County's right to consent to subsequent assignments, nor shall consent of County to any one assignment relieve any party previously liable as Lessee from any obligations under this Lease that arose before the effective date of the assignment. The acceptance by County of the payment of rent following an assignment shall not constitute consent to any assignment, and County's consent shall be evidenced only in writing.

10.03 Name Change. If Lessee changes its name, Lessee shall provide County with legal documentation of the name change within sixty (60) days of the effective date of the change.

SECTION 11 - INDEMNITY AND INSURANCE

11.01 Indemnity (Assumption of Liability) and Insurance. From and after the Commencement Date of this Lease, Lessee shall indemnify, defend and hold harmless County, its employees, officers, and agents from any and all liability, damages (including, but not limited to, death, personal injury, and damages to land and other natural resources), expenses, causes of action, suits, claims, costs, fees (including, but not limited to, attorneys' fees), penalties, or judgments, of any nature whatsoever, alleged or arising out of the use, occupation, or control of Lease Area by Lessee and its Permittees except as may arise out of the willful or negligent acts or omissions of County or County's elected officials, employees, agents, servants, contractors and sublessees. In case of damages caused by the concurrent negligence of Lessee, its permittees, successors, subcontractors, its successors or assigns, or its agents, servants, or employees and the Lessor, its appointed or elected officers, employees or their agents, then this indemnification provision is enforceable only to the extent of the negligence of the Lessee, its permittees, successors, subcontractors, its successors or assigns, or its agents, servants, or employees. Nothing contained in this Section or this Agreement shall be construed to create a right in any third party to indemnification or defense.

Lessee waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend, and hold harmless County and its agencies, officials, agents, and employees. This Section shall not in any way limit Lessee's liability under Hazardous Substances Section, and this Section shall not apply to any liability, damages, expenses, causes of action, suits, claims, costs, fees, penalties, or judgments, of any nature whatsoever, arising out of any events, obligations, rights, or actions described in Hazardous Substances Section.

The Parties agree all indemnity obligations shall survive the completion, expiration or termination of this lease.

11.02 Insurance.

- (1) Required. Lessee shall, at all times during the term of this Lease at its sole cost and expense, carry and maintain insurance of the types and amounts listed below. Failure to carry and maintain the required insurance may result in the termination of this Lease at County's option. Failure by the County to confirm compliance with the Lessee's insurance requirements shall not be considered a waiver or acceptance of Lessee's insurance obligations.
- (2) Insurers. All insurance and surety bonds should be issued by companies admitted to do business within the state of Washington and have a rating of A-, Class VII or better, in the most recently published edition of *Best's Report*. Any exception

shall be reviewed and approved by the County's Risk Manager before the Commencement Date. If an insurer is not admitted, all insurance policies and procedures for issuing the insurance policies must comply with Chapter 48.15 RCW and Chapter 284-15 WAC.

- (3) Notice of Cancellation. County shall be provided written notice before cancellation or nonrenewal of any insurance referred to therein, in accord with the following specifications.
- (4) Insurers subject to 48.18 RCW (Admitted and Regulated by the Insurance Commissioner): The insurer shall give County thirty (30) days' advance notice of cancellation or nonrenewal. If cancellation is due to nonpayment of premium, Lessee shall give County ten (10) business days' advance notice of cancellation.

Insurers subject to 48.15 RCW (Surplus Lines): Lessee shall give County twenty (20) days' advance notice of cancellation. If cancellation is due to nonpayment of premium, County shall be given ten (10) business days' advance notice of cancellation.

- (5) Certificate of Insurance and Endorsements. Before beginning operation, Lessee shall furnish County with a certificate(s) of insurance and endorsements, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements specified in this Lease. County will have a right to review copies of the insurance policies at lessee's most proximate field office upon advance written notice to Lessee. The certificate of insurance and endorsements shall reference Whatcom County and its officials, employees and agents, Whatcom County Parks & Recreation Department, and the Agreement Number.

INSURANCE TYPES & LIMITS: The limits of insurance, which may be increased by County by written notice, as deemed necessary, shall not be less than as follows:

Commercial General Liability (CGL) Insurance: Lessee shall carry and maintain commercial general liability insurance with a limit of not less than \$2,000,000 per each occurrence. If such CGL insurance contains aggregate limits, the general aggregate limits shall be at least twice the "each occurrence" limit, and the products-completed operations aggregate limit shall be at least twice the "each occurrence" limit. Limits may be satisfied by a combination of underlying and umbrella policies. All insurance must cover liability arising out of premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another party assumed in a business contract) and contain separation of insured (cross-liability) condition.

Employer's Liability ("Stop Gap") Insurance: Lessee shall purchase and maintain employer's liability insurance and, if necessary, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

Business Auto Policy (BAP) Insurance: Lessee shall purchase and maintain business auto insurance and, if necessary, commercial umbrella liability insurance with a limit of not less than \$2,000,000 per accident, with such insurance covering liability arising out of "Any Auto." The policy shall be endorsed to provide contractual liability coverage and cover a "covered pollution cost or expense." Lessee waives all rights of subrogation against County for the recovery of damages to the extent they are covered by business auto liability or commercial umbrella liability insurance.

Industrial Insurance (Workers' Compensation): Lessee shall comply with Title 51 RCW by maintaining workers' compensation insurance for its employees. Lessee waives all rights of subrogation against County for recovery of damages to the extent they are covered by Industrial Insurance, employer's liability, general liability, excess, or umbrella insurance. Lessee waives its Title 51 RCW immunity to the extent it is required by its indemnity obligation under this Lease.

Pollution Legal Liability Insurance:

- (a) Lessee shall procure and maintain for the duration of this Lease pollution legal liability insurance, including investigation and defense costs, for bodily injury and property damage, including loss of use of damaged property or of property that has been physically damaged or destroyed. Such coverage must provide for both on-site and off-site cleanup costs and cover gradual and sudden pollution, and include in its scope of coverage natural resource damage claims. Lessee shall maintain coverage in an amount of at least:
 - (i) \$2,000,000 each occurrence for Lessee's operations at the Lease Area as well as for all treatment, storage, and disposal facilities, including transportation to such facilities, and
 - (ii) at least \$4,000,000 general aggregate or policy limit, if any.
- (b) Such insurance may be provided on an occurrence or claims-made basis. If such coverage is obtained as an endorsement to the CGL and is provided on a claims-made basis, the following additional condition must be met:
- (c) The pollution legal liability insurance policy must cover Hazardous Substance removal.
 - (i) The pollution legal liability insurance policy must contain no retroactive date, or the retroactive date must precede abatement services.
 - (ii) Coverage must be continuously maintained.

- (d) Whatcom County, Whatcom County Parks & Recreation Department, its officials, agents, and employees, shall be named as additional insured by endorsement on the pollution legal liability insurance policy.

ADDITIONAL PROVISIONS:

Additional Insured, Primary and Noncontributory: Whatcom County, Whatcom County Parks & Recreation Department, its officials, agents, and employees shall be named as additional insured by endorsement on all general liability, excess, and umbrella insurance policies. Lessee's insurance shall be primary and County's noncontributory.

Self-Insurance: In lieu of the coverage required under this Section 11, County shall accept evidence of self-insurance by Lessee, provided Lessee provides a statement by a Certified Public Accountant or actuary that demonstrates, to the reasonable satisfaction of County, that Lessee's financial condition is adequate to self-insure any of the required insurance coverage. Lessee must describe its financial condition and the self-insured funding mechanism. County may require Lessee to provide the above from time to time to ensure Lessee's continuing ability to self-insure. If at any time Lessee does not satisfy the self-insurance requirement, Lessee shall immediately purchase insurance as set forth under this Section.

Waiver: Lessee waives all rights of subrogation against County for recovery of damages to the extent these damages are covered by general liability, excess, or umbrella insurance maintained pursuant to this Lease.

Coverage Limits: Coverage limits shall be the minimum limits identified in this Agreement.

Occurrence Based: All insurance shall be occurrence based unless stated otherwise.

SECTION 12 - DAMAGE OR DESTRUCTION

12.01 Force Majeure. County's or Lessee's failure to perform any of its obligations under this Lease shall be excused if due to causes beyond its control and without the fault or negligence of County or Lessee, including but not restricted to acts of God, acts of the public enemy, acts of any government, vandalism, fires, lightning, floods, epidemics, or labor strikes.

12.02 Notice and Repair.

- (1) Notice to County. In the event of damage to or destruction of Lease Area or Improvements located within Lease Area, Lessee shall give written notice to County within fourteen (14) business days. County does not have actual knowledge of the damage or destruction without Lessee's written notice.

- (2) Repair. Unless otherwise agreed in writing, if any repairs are necessitated by the fault or negligence of Lessee and Permittees. Lessee shall reconstruct, repair, or replace such damaged portions of Lease Area and Improvements on Lease Area as nearly as possible to their condition immediately prior to the damage or destruction in accordance with this Lease.

12.03 County's Claim. County does not waive any claims for damage or destruction of Lease Area unless County provides written notice to Lessee of each specific claim waived.

12.04 Insurance Proceeds. Lessee's duty to reconstruct, repair, or replace any damage or destruction of Lease Area or any Improvements on Lease Area is not conditioned upon the availability of any insurance proceeds to Lessee from which the cost of repairs may be paid. The Parties shall use insurance proceeds in accordance with Insurance Section.

12.05 Rent in the Event of Damage or Destruction. Unless the Parties agree to terminate this Lease, there is no abatement or reduction in rent during such reconstruction, repair, and replacement.

12.06 Default at the Time of Damage or Destruction. If Lessee is in default under the terms of this Lease at the time damage or destruction occurs, County may elect to terminate the Lease and County then shall have the right to retain any insurance proceeds payable as a result of the damage or destruction.

12.07 County's Remedy. If Lessee fails to remedy the condition of Lease Area in a timely manner as required by this Lease, County shall provide written notice to Lessee. In the event Lessee fails to respond within sixty (60) days of such notice, County may take steps reasonably necessary to remedy Lessee's failure. Within sixty (60) calendar days of demand by County, Lessee shall pay all costs of County's remedy, including but not limited to the costs of removing and disposing of material deposited improperly on Lease Area, lost revenue resulting from the condition of Lease Area, and administrative costs associated with County's remedy.

12.08 Debt to County. If County must pay any tax, assessment, penalty, or interest because of the failure of Lessee to pay such taxes, assessments, penalties, or interest that Lessee is obligated to pay pursuant to the terms of this Lease, such obligations shall be considered a debt to County. Lessee shall pay within thirty (30) days of demand by County. Notwithstanding, the foregoing, County must notify Lessee within one (1) year of any such debt occurring, and any claim not made within the prescribed time period shall be deemed satisfied and unenforceable against Lessee.

SECTION 13 - CONDEMNATION

13.01 Termination Upon Complete Taking. If all of Lease Area is taken by any public authority under the power of eminent domain, this Lease shall terminate as of the date possession was taken by said public authority pursuant to such condemnation.

13.02 Termination Upon Partial Taking. If any part of Lease Area is so taken and, in the opinion of Lessee, it is not economically or functionally feasible to continue this Lease in effect, Lessee may terminate this Lease. Such termination by Lessee shall be made by notice to Lessor given not later than thirty (30) days after possession is so taken, or the termination to be effective as of the later of thirty (30) days after said notice or the date possession is taken.

13.03 Continuation Following Partial Taking. If part of Lease Area is taken and Lessee does not elect to terminate this Lease, or until termination is effective, as the case may be, rent shall be abated in the same proportion as the portion of Lease Area so taken bears to the whole of Lease Area when the proportion calculated amounts to Two Thousand Dollars (\$2,000) or more. In no case shall rent be less than Two Thousand Dollars (\$2,000); this minimum amount shall be increased by 5 percent (5%) every year after the Commencement Date.

13.04 Relocation. In the event of either a complete taking or a partial taking through condemnation, County will cooperate with Lessee to attempt to reasonably relocate part or all of Lease Area.

13.05 Damage Award. All damages awarded for the taking or damaging of all or any part of Lease Area, or county-owned improvements thereon, shall belong to and become the property of County. However, County shall not claim any interest in or to Personal Property or Improvements. Lessee may, on its own behalf, make a claim to the condemnation authority for any award to which Lessee is entitled at law, including but not limited to losses related to its equipment, relocation costs, the value of the leasehold, business interruption costs, damages, and losses in any condemnation.

SECTION 14 - DEFAULT

14.01 Default Defined. Lessee is in default of this Lease on the occurrence of any of the following:

- (1) Failure to make payments when due;
- (2) Failure to comply with applicable law, regulation, or order of any lawful governmental authority;
- (3) Failure to comply with any provision of this Lease;
- (4) Effective date of bankruptcy proceedings by or against Lessee or the appointment of a trustee or receiver of Lessee's property; or

- (5) Involuntary assignment by operation of law.

14.02 Right to Cure.

- (1) Event of Default. A default becomes an "Event of Default" if Lessee fails to cure the default within the applicable cure period following County's written notice of default. Upon an Event of Default, County may seek remedies under this Lease.
- (2) Cure Period. Unless expressly provided elsewhere in this Lease, the cure period is thirty (30) days to cure monetary defaults and forty-five (45) days to cure non-monetary defaults.
- (3) Non-Monetary Default. For non-monetary defaults not capable of cure within forty-five (45) days, County will not unreasonably withhold approval of a reasonable alternative cure schedule. Lessee must submit to County a cure schedule within thirty (30) days of Lessee's receipt of a notice of default. The default is not an Event of Default if County approves the schedule and Lessee works diligently and in good faith to execute the cure. The default is an Event of Default if Lessee fails to timely submit a schedule or fails to cure in accordance with an approved schedule.
- (4) Repeated Defaults. Should repeated defaults occur, County may elect to deem a default by Lessee as an Event of Default.
- (5) In the case of a breach of any covenant or term hereof by the Lessor, the Lessor shall have all rights of notice and cure afforded Lessee in this Lease,

14.03 Remedies. Upon an Event of Default, County may pursue any remedy available at law or equity.

SECTION 15 - NOTICE

15.01 Designated Contact. Formal notices, required or desired, shall be in writing and delivered personally or by messenger or sent by USPS certified mail, return receipt requested, postage prepaid, and shall be sent to the respective addressee at the respective address set forth below or to such other address as the Parties may specify in writing.

Billing invoices and other rent matters will be sent to the "Primary Contact" only.

County Contact:

Director
Whatcom County Parks & Recreation Department

Whatcom County Parks Crown
Castle Communication Tower
Lease Agreement No. _____

Page 26 of 47
Site Name: ALGER (PL#5)
Business Unit #816830

3373 Mount Baker Highway
Bellingham WA 98226
(360) 778-5850

Lessee Primary Contact:

Crown Castle GT Company LLC
c/o Crown Castle USA Inc.
2000 Corporate Drive
Canonsburg PA 15317
(866) 482-8890

15.02 Change in Contact. Each Party shall notify the other Party within fifteen (15) business days of any change of address, business name, contact person's name, or other changes that may affect this Lease.

15.03 Date Received. Notices shall be deemed effective upon the earlier of receipt when delivered, or, if mailed, upon date of delivery as indicated on the return receipt.

SECTION 16 – GENERAL PROVISIONS

16.01 Non-waiver. Waiver by either Party of strict performance or any provisions of this Lease shall not be a waiver of nor prejudice the Party's right to require strict performance of the same provision in the future or of any other provision.

16.02 Liens. Lessee shall not suffer nor permit any lien to be filed against Lease Area or Lessee's leasehold interest in Lease Area, (excluding Personal Property by reason of work, labor, services, or materials performed or supplied to Lessee or anyone holding Lease Area or any part thereof under this Lease. If any such lien is filed against Lease Area or Lessee's leasehold interest, (excluding Personal Property) by reason of work, labor, services, or materials performed or supplied to Lessee or anyone holding Lease Area or any part thereof under this Lease, Lessee shall cause the same to be discharged of record within thirty (30) days after the date of filing the same unless other arrangements are authorized in writing by County. Lessee shall indemnify County for any costs, damages, or expenses (including attorneys' fees) incurred as a result of the filing of such liens or in obtaining their discharge whether such costs, damages, or expenses were incurred prior or subsequent to the Termination Date.

16.03 Preservation of Markers. Any legal land subdivision survey corners, reference points, or monuments are to be preserved. If such are destroyed or disturbed by Lessee or Lessee's Permittees, Lessee shall reestablish them by a licensed land surveyor in accordance with U.S. General Land Office standards at their own expense. Corners, reference points, or

monuments that must necessarily be disturbed or destroyed in the process of carrying out the operations allowed by this Lease must be adequately referenced and/or replaced in accordance with RCW 58.24.040 (8). Such references must be approved by State of Washington, Department of Natural Resources prior to removal of said corners, reference points, or monuments.

16.04 Proprietary Information/Public Disclosure. Any materials and other written and electronic records submitted by Lessee to County, or produced or utilized by the County or jointly by Parties for this Lease, may be or are subject to disclosure under the Public Records Act, Chapter 42.56 RCW.

Any submitted materials or records that Lessee claims are exempt from disclosure under the Public Records Act must be clearly designated as such. Each page, or portion thereof, that contains exempt material must be identified and the particular exemption from disclosure upon which Lessee is making the claim must be identified by the statutory citation number. County will consider Lessee's request for exemption from disclosure; however, County will make an independent decision on the applicability of any claimed exemption consistent with applicable laws. The portion of a document claimed as exempt must qualify for exempt status as identified in RCW 42.56. Lessee should selectively identify each record or portion of record thought to be exempt rather than marking all records as exempt from disclosure. If a public records request is made regarding materials that Lessee has claimed are exempt, County will provide Lessee with notice of the request and allow Lessee ten (10) business days to seek a court injunction against the requested disclosure prior to County fulfilling the public records request. Lessee is liable for any costs, fees, or judgement for failure to release records to the County which are deemed subject to disclosure under the Public Records Act if records were within or in the control or possession of the Lessee and were not provided as required by the Public Records Act.

16.05 Exhibits. This Lease is subject to the terms and conditions of Exhibits referenced herein, which are attached hereto and by this reference made a part hereof.

List of Exhibits

- "A" Depiction of Communication Site Area and Utility Area
- "B" Lessee-owned Improvements
- "C" Depiction of Road Access Area
- "D" Legal Description of County Land
- "E" Memorandum of Lease
Attached Exhibit E-1
- "F" Surrender of Leasehold
- "G" Rental Calculation
- "H" Site Specific Requirements
- "I" Requirements of the Habitat Conservation Plan

16.06 Nondiscrimination. Lessee and County, for themselves, their successors, and assigns as a part of the consideration hereof, do hereby covenant and agree to comply with all civil rights and anti-discrimination requirements of federal, state, or local laws applicable to County's Parcel, including, without limitation, Chapter 49.60 RCW. Lessee shall comply fully with all applicable federal, state, and local laws, ordinances, executive orders, and regulations that prohibit such discrimination. These laws include, but are not limited to, Chapter 49.60 RCW and Titles VI and VII of the Civil Rights Act of 1964. Any violation of this provision shall be considered a default of this Lease and shall be grounds for cancellation, termination, or suspension, in whole or in part, of the Lease and may result in ineligibility for further agreements between the Parties.

16.07 Severability. The invalidity of any provision of this Lease shall not affect the validity of the remaining provisions.

16.08 Authority. Lessee and the person or persons executing this Lease on behalf of Lessee represent that Lessee is qualified to do business in the state of Washington, that Lessee has full right and authority to enter into this Lease, and that each and every person signing on behalf of Lessee is authorized to do so. Upon County's request, Lessee shall provide evidence satisfactory to County confirming these representations.

16.09 Successors and Assigns. This Lease binds and inures to the benefit of the Parties, their successors, and assigns.

16.10 Entire Agreement. This Lease, including the exhibits, attachments, and addenda, if any, contains the entire agreement of the Parties. This Lease merges all prior and contemporaneous agreements, promises, representations, and statements relating to this transaction or to Lease Area.

16.11 Time Is of the Essence. TIME IS OF THE ESSENCE as to each and every provision of this Lease.

16.12 Applicable Law and Venue. This Lease is to be interpreted and construed in accordance with the laws of the State of Washington. Venue for any action arising out of or in connection with this Lease is in the Superior Court for Whatcom County, Washington.

16.13 Attorney Fees. Each Party shall be responsible for their own attorney fees in the event of a dispute arising out of this Lease with the exceptions for Hazardous Substances, Indemnity (Assumption of Liability) and Insurance, and Liens.

16.14 Headings. The headings in this Lease are for convenience only and shall not limit, enlarge, or affect the scope and intent of the provisions of this Lease.

16.15 Interpretation. This Lease has been submitted to the scrutiny of all Parties and their counsel, if desired, and shall be given a fair and reasonable interpretation in accordance with the words hereof, without consideration or weight being given to its having been drafted by any

party hereto or its counsel. Section numbers or titles are not to be considered in interpreting this lease.

16.16 Statutory Reference. Any reference to a statute means that statute as presently enacted or hereafter amended or superseded.

16.17 Modification. No modification of this Lease is effective unless in writing and signed by both Parties. Oral representations or statements do not bind either Party.

16.18 Survival. Any obligations of Lessee not fully performed upon termination of this Lease do not cease but continue as obligations of the Lessee until fully performed.

16.19 Safety. Lessee shall operate and maintain the Lease Area free from injury, harm, danger or loss to personal property whether deliberate or accidental.

16.20 IRS Form W-9. Lessor agrees to provide Lessee with a completed IRS Form W-9, or its equivalent, upon execution of this Lease and at such other times as may be reasonably requested by Lessee. In the event the Lease Area is transferred, the succeeding lessor shall have a duty at the time of such transfer to provide Lessee with a completed IRS Form W-9, or its equivalent, and other related paperwork to effect a transfer in the Rent to the new lessor. Lessor agrees to provide Lessee records required to be provided by law.

Signed this ____ day of _____, 2019

SIGNATURE PAGES FOLLOW

CROWN CASTLE GT COMPANY LLC
A Delaware limited liability company
UBI 602007245

Melanie Webb
Signature

Name: Melanie Webb
Title: Senior Transaction Manager

Address: _____
City/State: _____
Zip: _____
Phone: _____

STATE OF TEXAS:

SS
COUNTY OF Harris

Before me, Veronica Nicole Lawrence a Notary Public, on this day personally appeared Melanie Webb, of **CROWN CASTLE GT COMPANY LLC**, a Delaware limited liability company, known to me (or proved to me on the oath of _____ or through driver's license, state id card, resident id card, military id card, or passport) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that she/he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this 9th day of October, 2019



(Personalized Seal)

Veronica Nicole Lawrence
Notary Public's Signature

Approved as to Form: _____

Whatcom County Parks Crown
Castle Communication Tower
Lease Agreement No. _____

Page 31 of 47
Site Name: ALGER (PL#5)
Business Unit #816830

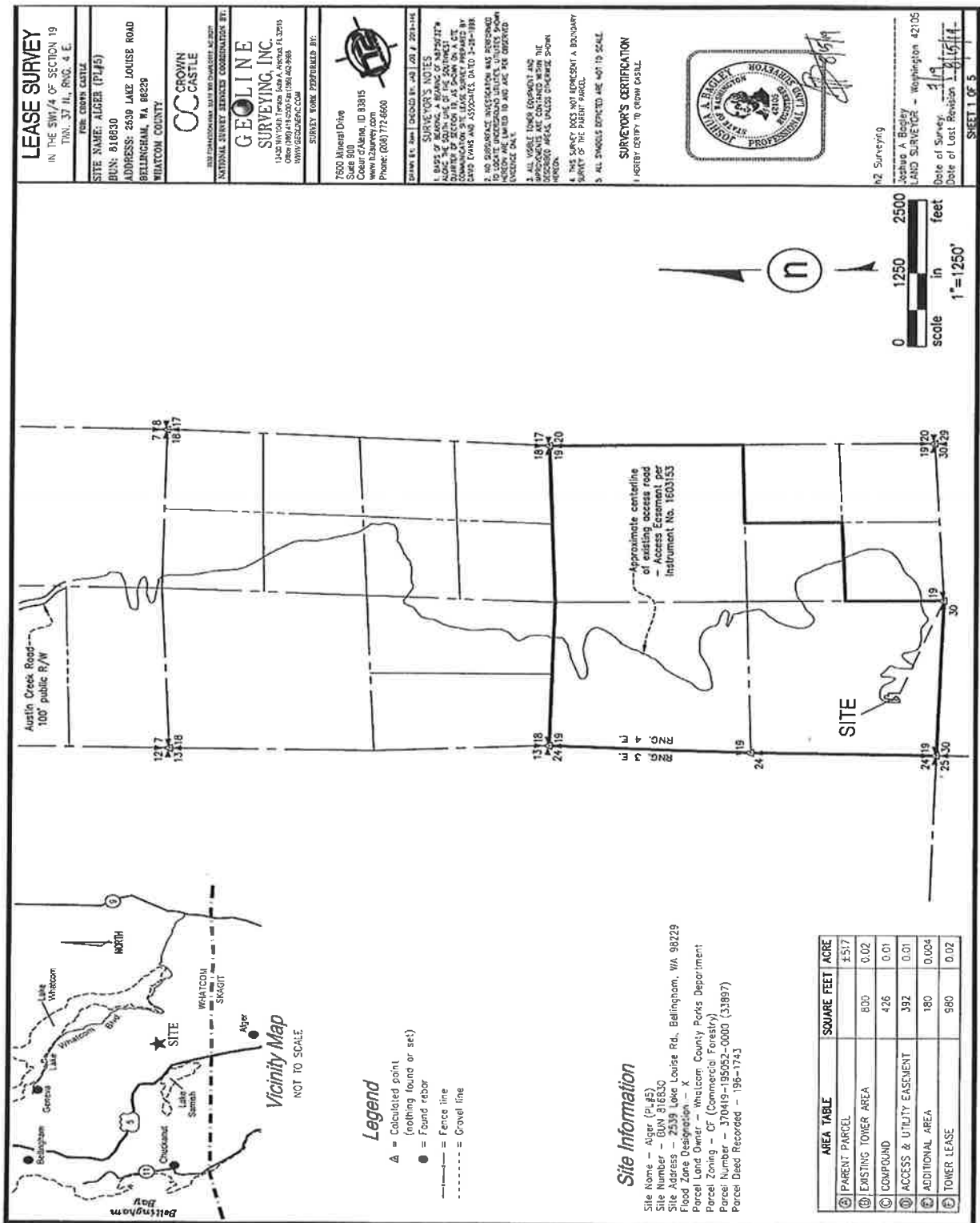
Jack Louws, Whatcom County Executive

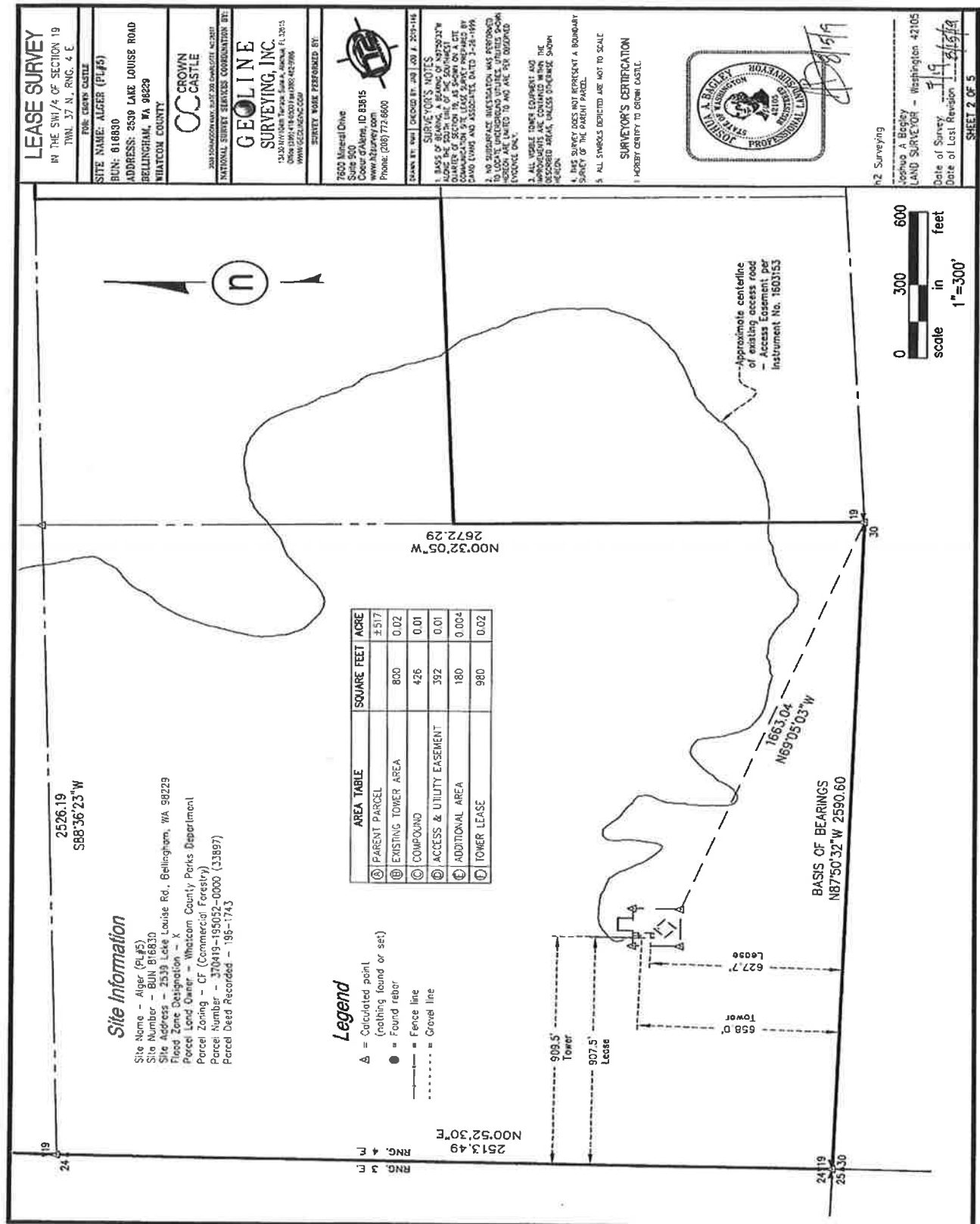
Approved as to Form:

[illegible]

WITNESS my hand and official seal hereto affixed the day and year first above written.

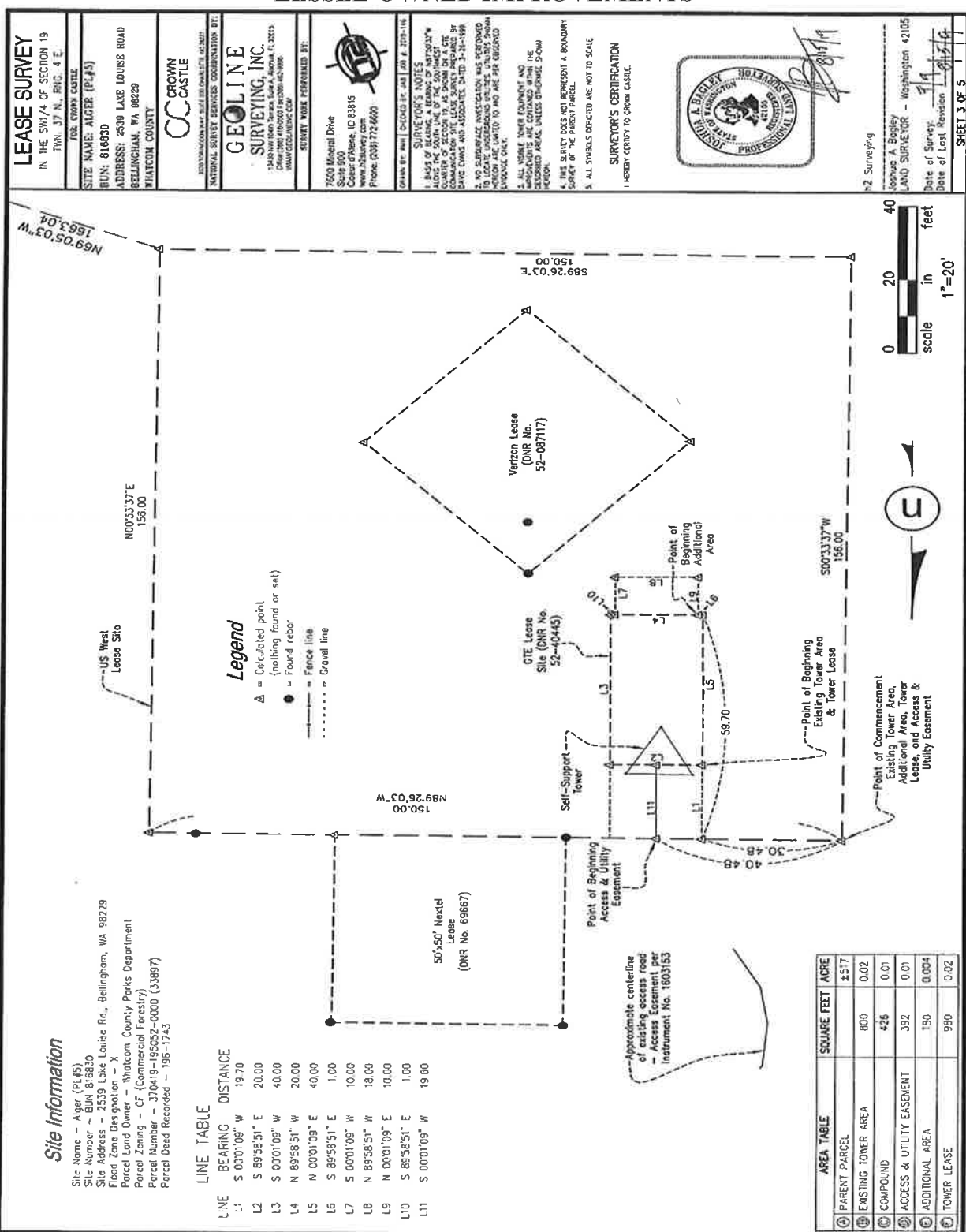
Name (Print) _____
 NOTARY PUBLIC, in and for the State
 of Washington, residing at Bellingham
 My Commission expires: _____





Whatcom County Parks Crown
Castle Communication Tower
Lease Agreement No. _____

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Site Name: ALGER (PL#5)
Business Unit #816830



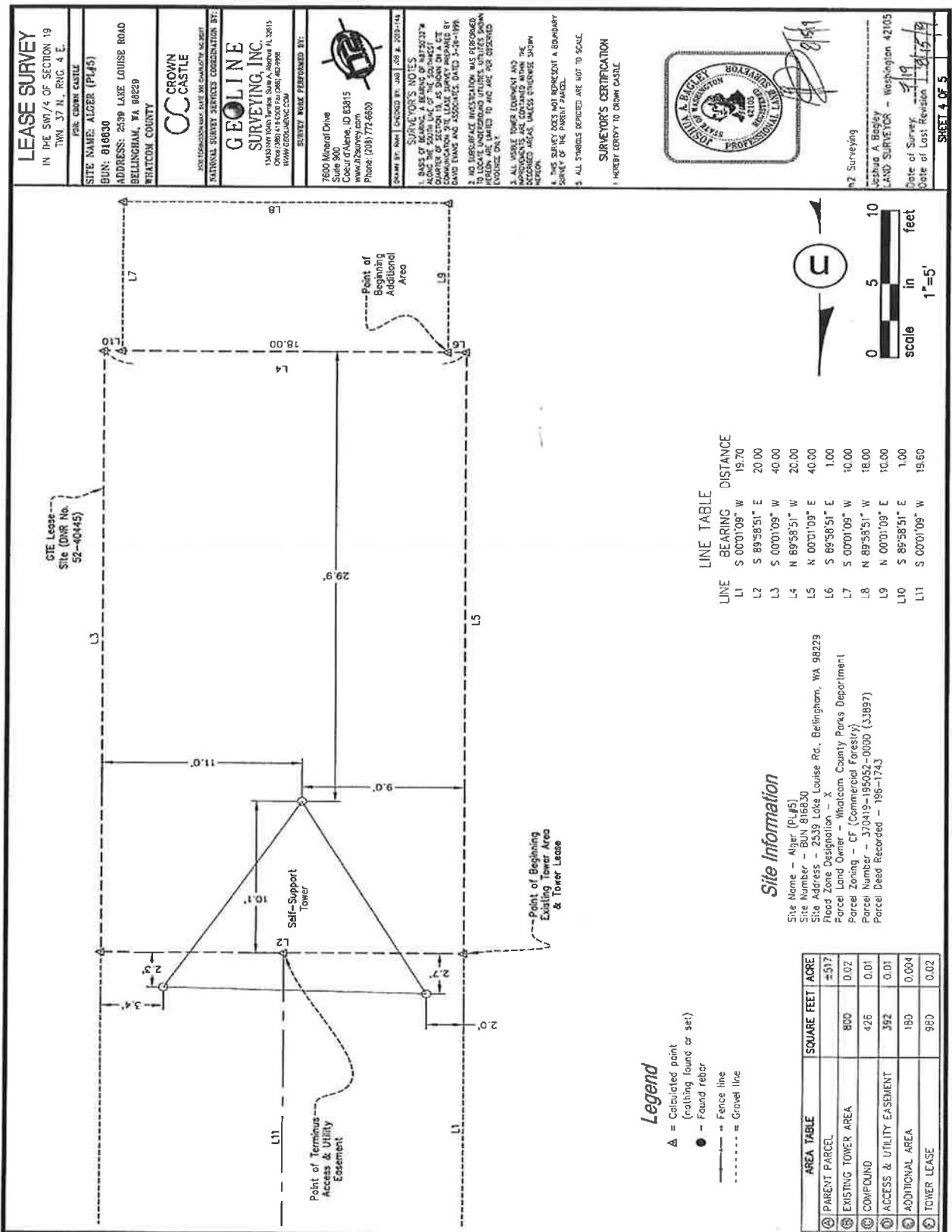
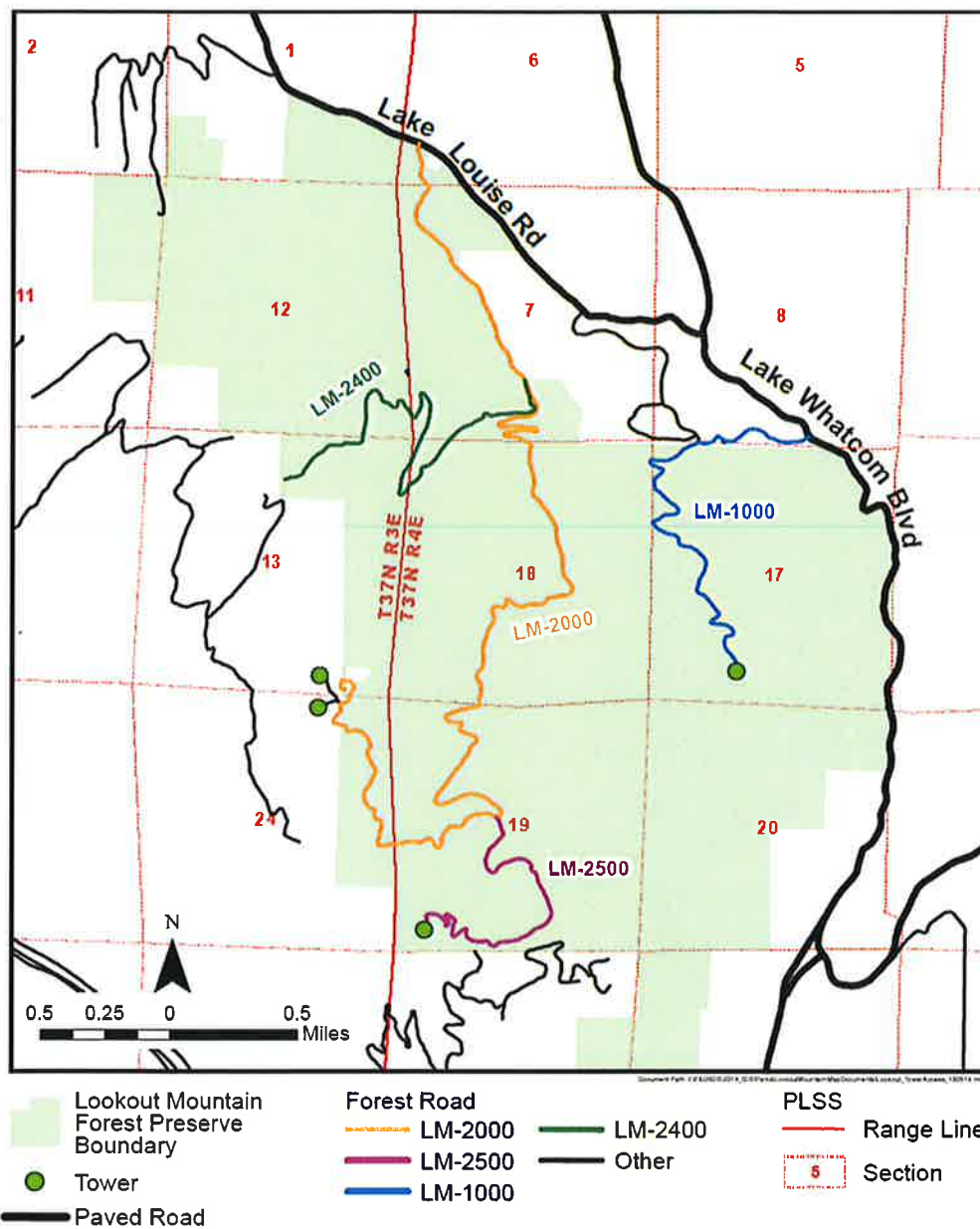


EXHIBIT C DEPICTION OF ROAD ACCESS AREA

Lookout Mountain Forest Preserve - Tower Access

Township 37 North, Range 3 East and Township 37 North, Range 4 East, W.M., Whatcom County



Road access granted on LM-2000 and LM 2500

EXHIBIT D
LEGAL DESCRIPTION OF COUNTY LAND

That portion of the Southwest quarter of Section 19, Township 37 North, Range 4 East, W.M., described as follows:

Beginning at the existing Southeast corner of said subdivision, being monumented as shown on record of survey recorded in Volume 1 Surveys, Page 34, Records of Whatcom County Washington;

Thence N 64°46'13" W (Grid Azimuth based on GPS observations from Washington State Department of Transportation control stations) a grid distance of 1,759.57 feet (1,759.79 ground distance based on a combination factor of 0.9998750) to the true point of beginning of the herein described parcel and a point on the North line of the existing U.S. West New Vector Group easement, as disclosed and shown in a document recorded under recording No. 1603153, record of Whatcom County, Washington, distant thereon 40.00 feet from the Northeast corner thereof:

Thence N 89°26'03" W along the North line of said U.S. West easement, as surveyed by W. Brickey in 1988, a distance of 50.00 feet;

Thence N 00°33'57" E a distance of 50.00 feet;

Thence S 89°26'03" E a distance of 50.00 feet;

Thence S 00°33'57" W a distance of 50.00 feet to the true point of beginning

Return to:

Attention: _____

Re: _____

Address: _____

MEMORANDUM OF LEASE- EXHIBIT E

Lessor: **Whatcom County**

Lessee: **Crown Castle GT Company LLC**

Abbreviated Legal

Description: _____

Assessor's Tax Parcel

ID#: _____

Recording Numbers of (Add AFN for Survey)

Prior Recorded

Documents:

County: _____ State: _____

This Memorandum of Lease is entered into on this ____ day of _____, 2019, by and between **Whatcom County, acting by and through its Parks & Recreation Department** having offices for the transaction of business at 3373 Mount Baker Highway, Bellingham, Washington 98226 (hereinafter referred to as "**Lessor**") and **Crown Castle GT Company LLC**, a Delaware limited liability company, having a mailing address of 2000 Corporate Drive, Canonsburg, PA 15317 (hereinafter referred to as "**Lessee**").

1. Lessor and Lessee entered into a Lease Agreement ("**Lease**") on the ____ day of _____, 2019, on file with the Whatcom County Parks & Recreation Department in Bellingham, Washington under contract number _____. Lessor grants to Lessee a lease for a communication site, access to the site and rights to install utilities to serve the site. All of the foregoing is set forth in the Lease.

2. The term of this Lease is _____ () years, beginning on the _____, 20__, and ending on the _____ unless terminated earlier by Lessee or Lessor under the terms of the Lease.

3. The land being leased, the access being granted and the utility rights granted to Lessee are legally described in that survey recorded in Whatcom County on _____ under Auditor's File Number _____.

Whatcom County Parks Crown
Castle Communication Tower
Lease Agreement No. _____

Page 39 of 47
Site Name: ALGER (PL#5)
Business Unit #816830

4. This Memorandum of Lease is not intended to amend or modify, and shall not be deemed or construed as amending or modifying, any of the terms, conditions or provisions of the Lease, all of which are hereby ratified and affirmed. In the event of a conflict between the provisions of this Memorandum of Lease and the provisions of the Lease, the provisions of the Lease shall control. The Lease shall be binding upon and inure to the benefit of the parties and their respective heirs, successors, and assigns, subject to the provisions of the Lease.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Lease as of the day and year first above written.

"LESSOR"

WHATCOM COUNTY, acting by and through the County Executive

By: _____
Signature

County Executive

Date: _____

"LESSEE"

CROWN CASTLE GT COMPANY LLC

A Delaware limited liability company (UBI 602007245)

Melanie Webb
Signature
Name: Melanie Webb
Title: Senior Transaction Manager

Address: _____
City/State: _____
Zip: _____
Phone: _____

STATE OF TEXAS:

COUNTY OF Harris ss

Before me, Veronica Nicole Lawrence a Notary Public, on this day personally appeared Melanie Webb, of **CROWN CASTLE GT COMPANY LLC**, a Delaware limited liability company, known to me (or proved to me on the oath of _____ or through driver's license, state id card, resident id card, military id card, or passport) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that she/he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this 9th day of October, 20 19

Whatcom County Parks Crown
Castle Communication Tower
Lease Agreement No. _____



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Site Name: ALGER (PL#5)
Business Unit #816830

Notary Public's Signature

[illegible]

Dated this _____ day of _____, 2019.

Notary Signature: _____
 Printed Name: _____
 Notary Public in and for the State of Washington,
 residing at _____
 My appointment expires _____

EXHIBIT E-1
to the MEMORANDUM OF LEASE

The Legal Description of the real property on which Lessee's leased area, and associated access and utility rights, are located is set forth in that certain Record of Survey filed in Whatcom County on 5/23/88 under Auditor's File Number 1603153, and includes all of the following:

That portion of the Southwest quarter of Section 19, Township 37 North, Range 4 East, W.M., described as follows:

Beginning at the existing Southeast corner of said subdivision, being monumented as shown on record of survey recorded in Volume 1 Surveys, Page 34, Records of Whatcom County Washington;

Thence N 64°46'13" W (Grid Azimuth based on GPS observations from Washington State Department of Transportation control stations) a grid distance of 1,759.57 feet (1,759.79 ground distance based on a combination factor of 0.9998750) to the true point of beginning of the herein described parcel and a point on the North line of the existing U.S. West New Vector Group easement, as disclosed and shown in a document recorded under recording No. 1603153, record of Whatcom County, Washington, distant thereon 40.00 feet from the Northeast corner thereof:

Thence N 89°26'03" W along the North line of said U.S. West easement, as surveyed by W. Brickey in 1988, a distance of 50.00 feet;

Thence N 00°33'57" E a distance of 50.00 feet;

Thence S 89°26'03" E a distance of 50.00 feet;

Thence S 00°33'57" W a distance of 50.00 feet to the true point of beginning

EXHIBIT F
SURRENDER OF LEASEHOLD

To the Director of Parks & Recreation:

_____ is presently the "Lessee" under that certain COMMUNICATION SITE LEASE WITH UTILITIES, Agreement No. _____ ("Lease"), with the Whatcom County, acting by and through the Parks & Recreation Department, as the "Lessor," for use of a portion of that certain real property known at the _____ Communication Site, in Whatcom County, State of Washington, which real property is more specifically identified in that certain Memorandum of Lease ("MOL") recorded in the _____ County Auditor's Office on _____, 2019, as Document Number _____.

Lessee hereby notifies Lessor of Lessee's intent to terminate the Lease, the effective termination date for which shall be one hundred eighty (180) days after the date Lessor receives this notice. Concurrently with the effective termination date of the Lease, Lessee quitclaims and surrenders to Lessor any and all leasehold and other real property interests Lessee has in and to the real property identified in the MOL.

The reason for termination of the Lease and surrender of all real property interests is that Lessee no longer has need to use the _____ Communication Site.

[Insert Lessee Name]

Signed this __ day of _____, 20___.
Name: _____
Title: _____

It is hereby ordered that the foregoing notice of termination and surrender be accepted and that certain COMMUNICATION SITE LEASE, Agreement No. _____, be canceled effective upon signature of the County Executive so noted.

WHATCOM COUNTY, acting by and through the
COUNTY EXECUTIVE

Signed this __ day of _____, 20___.
Name: _____

LESSEE ACKNOWLEDGEMENT

STATE OF _____)
) ss.
COUNTY OF _____)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument, and acknowledged it as the _____ of _____ to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: _____

Notary Signature: _____
Print Name: _____
Notary Public in and for the State of _____,
residing at _____

My appointment expires: _____.

COUNTY'S ACKNOWLEDGMENT

STATE OF WASHINGTON)
) ss.
COUNTY OF WHATCOM)

On this _____ day of _____, 20____, personally appeared before me _____, to me known to be the Executive of Whatcom County, who executed the within and foregoing instrument on behalf of Whatcom County, and acknowledged said instrument to be the free and voluntary act and deed of the County for the uses and purposes therein mentioned, and on oath stated that he was authorized to execute said instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year first above written.

Dated: _____

Notary Signature: _____
Print Name: _____
Notary Public in and for the State of Washington, residing at _____

My appointment expires: _____.

**EXHIBIT G
RENT CALCULATION**

Annual Rent: to be adjusted annually per lease agreement

Item	Derivation	Annual Amount
Facility Site Area (adjusted 2,680 sq. ft.) Base Rent	Current rate (Oct. 15, 2019 to Oct. 14, 2020) \$15,105.52	\$15,105.52
AT&T (anchor tenant)	30% of rental, license or payment received by Lessee.	
Each additional new subtenant	20% of rental, license or payment received by Lessee.	
Initial Road Use (includes AT&T's use)	\$700 (Oct. 15, 2019 to Oct 14, 2020. Rate increases to \$1,000 on Oct. 15, 2020	\$700
Each additional new subtenant	\$250 ea.	
Leasehold Tax	12.84% /year on base rent and rev. share	

Initial Payment:

Item	Derivation	One Time Payment
Base rent and road fee	10/15/19-10/14/20	Paid & Received 10/1/19
Revenue share	Due monthly at rates listed above	

EXHIBIT H
SITE SPECIFIC REQUIREMENTS

BLANK

EXHIBIT I
REQUIREMENTS OF THE HABITAT CONSERVATION PLAN

1. Lessee shall immediately notify County of new locations of Permit species covered in the Incidental Take permit (ITP) that are discovered within Lease Area covered by the Habitat Conservation Plan (HCP), including, but not limited to: locations of occupied murrelet habitat; spotted owl nest sites; wolves; grizzly bears; nests, communal roosts, or feeding concentrations of bald eagles; peregrine falcon nests; Columbian white-tailed deer; Aleutian Canada geese; and Oregon silver spot butterflies. In all circumstances notification must occur within a 24-hour time period.
2. Upon locating any live, dead, injured, or sick specimens of any listed species covered by the ITP within Lease Area the Lessee shall immediately notify County. In all circumstances notification must occur within a 24-hour time period. Lessee may be required to take certain actions to help County safeguard the well-being of any live, injured or sick specimens of any listed species discovered, until the proper disposition of such specimens can be determined by County.
3. Lessee shall refer to ITP number PRT-812521 (a copy of the ITP is located for reference in the Whatcom County Parks & Recreation Office) in all correspondence and reports concerning Permit activities and any Forest Practices Applications.



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-285

File ID:	AB2019-285	Version:	1	Status:	Introduced for Public Hearing
File Created:	05/06/2019	Entered by:	DBrown@co.whatcom.wa.us		
Department:	Council Office	File Type:	Ordinance		
Assigned to:	Council			Final Action:	
Agenda Date:	11/19/2019			Enactment #:	

Primary Contact Email: RBrowne@co.whatcom.wa.us

TITLE FOR AGENDA ITEM:

Ordinance amending Whatcom County Code Title 3, requiring that public funds used for construction projects do double duty by also providing apprentices with job training hours to meet the requirements necessary to become the next generation of skilled trades persons

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

Ordinance amending Whatcom County Code Title 3, requiring that public funds used for construction projects do double duty by also providing apprentices with job training hours to meet the requirements necessary to become the next generation of skilled trades persons

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
05/07/2019	Council	INTRODUCED	Council
06/04/2019	Council Special Committee of the Whole	HELD IN COMMITTEE	Council Special Committee of the Whole
06/18/2019	Council Special Committee of the Whole	WITHDRAWN	
11/06/2019	Council	INTRODUCED FOR PUBLIC HEARING	Council

ORDINANCE NO. _____

AMENDING WHATCOM COUNTY CODE TITLE 3, REQUIRING THAT PUBLIC FUNDS
USED FOR CONSTRUCTION PROJECTS DO DOUBLE DUTY BY ALSO PROVIDING
APPRENTICES WITH JOB TRAINING HOURS TO MEET THE REQUIREMENTS
NECESSARY TO BECOME THE NEXT GENERATION OF SKILLED TRADES PERSONS

WHEREAS, a highly skilled workforce is essential for enhancing economic growth
and the continued prosperity of all our citizens; and

WHEREAS, shortages of skilled construction workers limit job growth and affect our
economy. This "skills gap" problem will continue to grow, due to the large numbers of
skilled worker retirements and increased construction activity; and

WHEREAS, the Aspen Institute and others have identified that the number one
reason over 50% of apprentices fail to complete their training is they don't get enough on
the job training hours to meet the certification requirements in a reasonable time and
recommends that it is good public policy to use public works contracts to provide
apprentices with the job training hours necessary to graduate; and

WHEREAS, the responsibility to train the next generation of skilled workers rests
with both the public and private sectors and must be done before too much of the
knowledge and experience of existing skilled workers is lost due to retirements; and

WHEREAS, apprenticeship is a proven, highly-effective training model allowing
entry-level workers to gain experience in a highly skilled occupation through a combination
of on-the-job training and classroom instruction; and

WHEREAS, growing participation in apprenticeship programs today will ensure a
viable workforce in the construction trade industry tomorrow; and

WHEREAS, growing participation and establishing robust apprenticeship programs
will provide a clear pathway for a large segment of high school graduates seeking family
wage careers and will create a greater pool of skilled workers for all contractors, organized
or independent; and

WHEREAS, Washington's traditional sources of high-wage, low-skilled work (forests
and factories) are declining due to automation and global trade. For there to be an increase
in wages, there needs to be both an increase in the use of technology and highly-skilled
workers. If employers cannot find trained workers in Whatcom County, they will look to
other places to locate their business facilities and create jobs; and

WHEREAS, apprenticeship programs can provide opportunity for disadvantaged
youth and other individuals whose education has been disrupted to "learn and earn" their
way to career path that offers the promise of a stable family wage future; and

1 WHEREAS, women and racial minorities have traditionally been under represented
2 within the skilled trades; and
3

4 WHEREAS, Whatcom County is committed to working in partnership with labor,
5 business and the Washington State Apprenticeship and Training Council to create a skilled
6 workforce that reflects the diversity of our population and promotes community
7 development; and
8

9 WHEREAS, Whatcom County aspires to have the percentages of Apprentices who
10 are women, disadvantaged youth, and those who are racial minorities be more reflective of
11 the makeup of the County's population; and
12

13 WHEREAS, the need to provide more family-wage jobs is reflected in the County's
14 Comprehensive Plan, and the County is seeking to encourage cooperative educational
15 opportunities responsive to the changing needs of the workplace, both locally while
16 increasing economic stability throughout Whatcom County; and
17

18 WHEREAS, since the 1990s, city, county, and port governments in Washington
19 State have proven that apprenticeship utilization programs increase the number of people
20 training as registered apprentices; and
21

22 WHEREAS, with RCW 39.04.320 the Washington State Legislature recognized in
23 2005 the importance of apprenticeship training programs and expanded requirements that
24 state agencies require 15% of total labor hour be performed by approved apprentices for
25 projects that cost \$1 million or more; and
26

27 WHEREAS, between 2006 and 2009, the number of registered apprentices actively
28 training in Washington doubled after the state legislature expanded apprentice utilization in
29 state public works contracting, with building and construction trades leading the way; and
30

31 WHEREAS, since 2012 all contractors operating in Whatcom County seeking to win
32 state funded public works contracts are already required by RCW 39.04.320 to ensure that
33 no less than fifteen percent of the labor hours will be performed by apprentices on projects
34 for school districts and four-year institutions of higher education estimated to cost one
35 million dollars or more; and
36

37 WHEREAS, a joint study from Washington General Administration and the
38 Washington Department of Labor and Industries concluded that the state's apprentice
39 utilization program is successful; and
40

41 WHEREAS, the County finds that it would be in the best interests of the public
42 health, safety and welfare for the County to implement an apprenticeship utilization goal
43 which encourages employment of apprentices by requiring minimum level of 15%
44 apprentice employment as a requirement in the awarding of qualifying public works
45 construction contracts greater than \$1,000,000.
46

47 NOW, THEREFORE, BE IT RESOLVED, that the County Code shall be amended to
48 include a new chapter "CONSTRUCTION PROJECTS – APPRENTICE REQUIREMENTS" as
49 detailed in the attached Exhibit A; and
50

1 NOW, THEREFORE, BE IT FURTHER RESOLVED, that should the City of
2 Bellingham adopt a similar apprenticeship requirement language in the future that
3 Whatcom County shall consult with the City of Bellingham for the purpose of harmonizing
4 City and County code requirements.

5
6 ADOPTED this ____ day of _____, 2019.

7
8
9 ATTEST:

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

10
11 _____
12 Dana Brown-Davis, Clerk of the Council

Rud Browne, Council Chair

13
14
15 WHATCOM COUNTY EXECUTIVE
16 APPROVED AS TO FORM:

WHATCOM COUNTY, WASHINGTON

17
18 _____
19
20 Civil Deputy Prosecutor

Jack Louws, County Executive

() Approved () Denied

23
24 Date Signed: _____
25

EXHIBIT A

Whatcom County Code Chapter X.XX
CONSTRUCTION PROJECTS – APPRENTICE REQUIREMENTS

Sections:

- X.XX.010 Definitions
- X.XX.020 Use of apprentices required for public works
- X.XX.030 Administration
- X.XX.040 EAP utilization plan
- X.XX.050 Exceptions and waivers
- X.XX.060 Monitoring
- X.XX.070 Reporting
- X.XX.080 Remedies
- X.XX.090 Emergencies

X.XX.010 Definitions.

Where used in this chapter, unless the context clearly requires otherwise, the following terms shall have the meaning and construction set forth herein:

- (1) "Apprentice" means an apprentice registered in an Approved Apprenticeship Program.
- (2) "Approved Apprenticeship Program" means an apprenticeship training program which is approved or recognized by the Washington State Apprenticeship and Training Council.
- (3) "Contractor" means a person, corporation, partnership, limited liability company, or joint venture entering into a contract with the County to construct a public work.
- (4) "Labor hours" refers to the total number of hours worked by workers receiving an hourly wage who are employed directly and by subcontractors upon the public works project and who are subject to state or federal prevailing wage requirements, and shall include additional hours worked as a result of a contract or project adjustment or pursuant to an agreed-upon change order.
- (5) "Minimum Apprentice Labor Hours" refers to labor hours actually worked on a public works project by apprentices expressed as a percentage of total labor hours. The minimum percentage of apprentice labor hours by project shall be:
 - a. For contracts less than \$1,000,000 there shall be no requirement;
 - b. For contracts advertised for bid before January 1, 2021 there shall be no requirement;
 - c. For contracts advertised for bid on or after January 1, 2021 estimated to cost three million dollars or more, no less than ten percent of the labor hours shall be performed by Apprentices.
 - d. For contracts advertised for bid on or after January 1, 2022 estimated to cost two million dollars or more, no less than twelve percent of the labor hours shall be performed by Apprentices.

- 1 e. For contracts advertised for bid on or after January 1, 2023, estimated to cost
2 one million dollars or more, no less than fifteen percent of the labor hours
3 shall be performed by Apprentices.
4
- 5 (6) "Employee apprenticeship program (EAP)" refers to the requirements of this chapter
6 and any administrative regulations applicable thereto.
7
- 8 (7) "EAP coordinator" refers to the person designated by the County Executive to
9 administer and coordinate the employee apprenticeship program.
10
- 11 (8) "EAP utilization plan" refers to the plan for utilization of apprenticeship labor in a
12 public work project.
13
- 14 (9) "Estimated cost" shall mean the anticipated cost of a public work, as determined by
15 the County, based upon the expected costs of materials, supplies, equipment, and
16 labor, but excluding taxes and contingency funds.
17
- 18 (10) "Notice to proceed" refers to the written authorization to the contractor under
19 the public work contract to commence work.
20
- 21 (11) "Public work" refers to all County funded construction projects that constitute
22 a public work pursuant to RCW 39.04.010 as now or hereafter amended and
23 estimated to cost \$1,000,000 or more.
24
- 25 (12) "Subcontractor" means a person, corporation, partnership, limited liability
26 company, or joint venture that has contracted with the contractor to perform all or
27 part of the work to construct a public work by a contractor.
28
29
- 30 X.XX.020 Use of apprentices required for public works.
31
- 32 Apprentices shall be utilized on the construction of all public works in accordance with this
33 chapter.
34
- 35 X.XX.030 Administration.
36
- 37 (1) Apprenticeship Program Goal.
38 All contractors and subcontractors constructing or involved with the construction of
39 public works, and all service providers involved with the construction of a public work,
40 shall ensure that the combined Minimum Apprentice Labor Hours applicable for the size
41 and bid date of the contract are performed by Apprentices.
- 42 (2) Contract Requirements.
43 Contracts for such construction projects shall include provisions detailing the
44 apprentice labor requirements. The EAP coordinator shall develop the necessary bid
45 documents and contract specification language to implement the requirements of this
46 chapter.
47
- 48 (3) Submission of EAP Utilization Plan.
49 All contractors shall submit an EAP utilization plan and shall meet with the EAP
50 coordinator to review said EAP utilization plan prior to being issued a notice to
51 proceed. Failure to submit an EAP utilization plan may be grounds for the County to

1 withhold remittance of a progress payment until such plan is received from the
2 responsible contractor. A meeting with the EAP coordinator prior to issuance of a
3 notice to proceed shall be excused only when the EAP coordinator is unavailable to
4 meet prior to the scheduled date for issuance of the notice to proceed and the
5 contractor and the EAP coordinator have otherwise scheduled a meeting for the
6 coordinator to review the contractor's plan. The contractor shall be responsible for
7 meeting the EAP utilization goal requirements of the contract, including all
8 amendments and change orders thereto, and shall be responsible for overall
9 compliance for all hours worked by subcontractors. To the extent practical, the
10 contractor shall recruit apprentices from multiple trades or crafts.

11 12 X.XX.040 EAP utilization plan.

13
14 The EAP utilization plan shall meet the following requirements:

- 15 (1) Shall be submitted on forms prepared or approved by the EAP coordinator;
- 16 (2) Shall specify the planned labor hours for each trade or craft;
- 17 (3) Shall provide for quarterly reports, as well as a final report, indicating the total labor
18 hours and the apprenticeship hours utilized by the contractor and all subcontractors
19 on the project; and
- 20 (4) Shall include a description of how the contractor will satisfy the EAP utilization goal
21 on the particular public work project and include a summary of outreach and
22 recruitment procedures to hire apprentices to work on the project.

23 24 X.XX.050 Exceptions and waivers.

25
26 During the term of a construction contract subject to this chapter, the County may reduce
27 or waive the apprentice labor hour goals upon determination that:

- 28 (1) The contractor has demonstrated that it has utilized best efforts to meet the
29 established percentage requirement but remains unable to fulfill the goal;
- 30 (2) The contractor has demonstrated that insufficient apprentices are available to meet
31 the EAP utilization goals;
- 32 (3) The reasonable and necessary requirements of the contract render apprentice
33 utilization infeasible at the required levels;
- 34 (4) There exists a disproportionately high ratio of material costs to labor hours, which
35 does not make feasible the required minimum level of apprentice participation;
- 36 (5) There is no evening classes within 30 miles, or day classes within a 100 miles of the
37 job site that the Apprentice can attend to meet the school requirements of their
38 apprenticeship;
- 39 (6) To the extent that apprentice labor hour goals are in conflict with funding
40 agreements in place, including federal aid projects, in connection with the public
41 work; or
- 42 (7) For reasons deemed appropriate by the County Executive and not inconsistent with
43 the purpose and goals of this chapter.

44 45 X.XX.060 Monitoring.

46
47 The County shall implement a system for monitoring the actual use of apprentices in
48 construction projects subject to this chapter. Such monitoring shall include identifying
49 individual apprentices by name and Washington State apprenticeship registration number;
50 reviewing documents provided by the contractor showing total apprentice labor hours;
51 determining the apprentice hours worked by minorities, disadvantaged youth, and women,

1 and as available, persons with disabilities and economically disadvantaged youth; and
2 assessing whether the contractor has complied with the apprenticeship requirement
3 established in its contract.

4
5 X.XX.070 Reporting.

6
7 The County Executive shall report to the County Council annually upon the use of
8 apprentices for public work projects. The report shall include, to the extent it is available:

- 9 (1) The percentage of labor hours actually worked by apprentices on each project and
10 the total number of labor hours on each project;
11 (2) The number of apprentices by contractor broken down by trade and craft category;
12 (3) The number and percentage of minorities, women, persons with disabilities and
13 disadvantaged youth utilized as apprentices on each project;
14 (4) The number of new apprentices indentured during the reporting year as a result of
15 the County's apprenticeship requirements; and
16 (5) The percentage of apprentices in training on County projects who have graduated to
17 journey level during the reporting year.
18 (6) All exemptions and waivers granted under section X.XX.050

19
20 X.XX.080 Remedies.

21
22 Failure by a contractor to comply with established apprenticeship requirements, unless
23 otherwise waived or excused in writing by the County Executive pursuant to X.XX.050, shall
24 be deemed a breach of contract for which the County shall be entitled to all remedies
25 allowed by law and under the contract. Failure to comply with the apprenticeship
26 requirements may also be considered evidence bearing on a contractor's qualification for
27 award of future contracts with the County.

28
29
30 X.XX.090 Emergencies.

31
32 This chapter shall not apply in the event of an emergency. For the purposes of this section,
33 "emergency" means unforeseen circumstances beyond the control of the County that either:
34 (a) present an immediate threat to the proper performance of essential functions; or (b) will
35 likely result in material loss or damage to property, bodily injury, or loss of life if immediate
36 action is not taken.



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-576

File ID:	AB2019-576	Version:	1	Status:	Agenda Ready
File Created:	10/31/2019	Entered by:	SMurdoch@co.whatcom.wa.us		
Department:	Health Department	File Type:	Special Executive Only Item		
Assigned to:	Council			Final Action:	
Agenda Date:	11/19/2019			Enactment #:	

Primary Contact Email: BJJohnso@co.whatcom.wa.us

TITLE FOR AGENDA ITEM:

Request approval of updated Strategic Plan to End Homelessness in Whatcom County

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

See Attachment

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
-------	--------------	---------	----------



Memorandum

TO: JACK LOUWS, COUNTY EXECUTIVE

FROM: Barbara Johnson-Vinna, Housing Specialist

DATE: October 30, 2019

RE: Request approval vote to adopt updated Strategic Plan to End Homelessness in Whatcom County

The adoption of the county's Local Plan to End Homelessness is on the county council agenda for the November 19, 2020 meeting. In order to meet the state deadline for a December 2, 2019 submission, the County Council must vote to adopt the plan, which was originally introduced to them on October 8, 2019.

Background and Purpose

The Washington State Department of Commerce, as mandated by legislation, is requiring all communities to submit updates to their Local Plans to End Homelessness by December 2, 2019. These plans must be adopted by local legislative bodies prior to submission. A draft of the updated Strategic Plan to End Homelessness in Whatcom County was presented to the Council Public Works & Health Committee on October 8, 2019. This document incorporates new updates that reflect input provided by council members following the presentation on October 8, 2019. The Strategic Plan to End Homelessness in Whatcom County has been created by the Health Department in conjunction with community organizations and members, and meets State and legislative criteria. The main priorities of this Plan update are outlined in the Executive Summary therein.

Please call Barbara Johnson-Vinna at 6046 if there are any questions.





A HOME FOR EVERYONE

Strategic Plan to End Homelessness in Whatcom County

2019 Local Plan Update Phase 5

Submitted by the Whatcom County Health Department



Whatcom County
HEALTH
Department



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Acknowledgements

This Local Plan Update is presented with appreciation to following local partners for their input and collaboration in the planning process:

- Bellingham Community Services Office/DSHS
- Bellingham/Whatcom Housing Authority
- Catholic Community Services
- Catholic Housing Services
- City of Bellingham
- Domestic Violence and Sexual Assault Services of Whatcom County
- East Whatcom Regional Resource Center
- Every resident of our community without a home of their own
- Homeless Voices
- HomesNOW! Residents and President
- Interfaith Coalition
- Lake Whatcom Residential and Treatment Center
- Lighthouse Mission Ministries
- Lydia Place
- Northwest Regional Council
- Northwest Youth Services
- Opportunity Council
- PeaceHealth St. Joseph Medical Center
- Pioneer Human Services
- Plan to End Homelessness Ad Hoc Committees
- Skagit County Public Health
- Small Cities Partnership of Whatcom County
- Sun Community Services
- Unity Care Northwest
- Washington State Department of Social and Health Services
- Whatcom Asset Building Coalition
- Whatcom County Coalition to End Homelessness
- Whatcom County Council
- Whatcom County Housing Advisory Committee
- Whatcom County Planning Department
- Whatcom County Steering Committee of the Coalition to End Homelessness
- Whatcom Homeless Service Center
- Windward High School Students

Recognition is also due to all local service providers and nonprofits responding to homelessness, and to volunteer heroes who work tirelessly on behalf of those who are without a home of their own.

This local plan update is dedicated to those who lost the battle and died while homeless.

Executive Summary

This plan describes Whatcom County's response to the complex issue of homelessness in our community. It explains how the strategies and actions required of an effective homeless crisis response will be used to meet the needs of Whatcom County.

Housing in Whatcom County

The most frequent and direct hardship that leads to homelessness is the lack of affordable and available housing. This challenge is often compounded by difficulty in accessing treatment for medical or behavioral health disabilities, domestic violence, and discrimination that further reduces housing stability. Whatcom County's housing programs provide financial, behavioral health, and other types of support services that successfully end homelessness and create lasting stability for participants, and they provide significant benefits to the broader community as well. To overcome anticipated rent growth in Whatcom County however, commensurate increases in funding will be necessary to prevent a corresponding increase in homelessness.

Community Oriented Approach

A Home for Everyone was created with input from a wide range of community stakeholders that includes elected officials, service providers, and those with the lived experience of homelessness. It calls for continuation of our balanced approach that seeks to make homelessness a rare, brief, and non-repeated experience. Services will generally be prioritized for households who are most likely to suffer the greatest harm as a result of homelessness and who are the least able to resolve their housing crisis unassisted. At the same time, some resources will be reserved to divert households from losing housing in an effort to avoid the trauma of homelessness. Every intervention aims to move people towards safe and stable housing.

Objectives from the Washington State Department of Commerce

In support of the goal of reducing and ending homelessness, five objectives, complete with specific actions, are included in this strategic plan:

- To quickly identify and engage people experiencing homelessness
- Prioritization of housing for people with the greatest needs
- Operation of an effective and efficient homeless crisis response system that swiftly moves people into stable permanent housing
- Project the fully implemented plan's impact on the number of households housed and the number of households left unsheltered, assuming existing resources and state policies
- Addressing racial disparities among people experiencing homelessness in Whatcom County

What We Need

A full continuum of services is vital to overcome the common and unique barriers to household stability. The system must include outreach programs that engage with unsheltered households and provide interim housing shelters that can transition people into permanent housing. We need rapid re-housing that gets people back into stable housing and we need skilled case managers to link them with the financial, medical, and social resources that will keep them housed. We must dedicate affordable housing for people with constrained incomes and permanent housing programs that welcome and support people with disabilities. And we need ready assistance to help those at risk as they face eviction or the threat of domestic violence.

Progress Made

Despite the rising costs of housing and healthcare, great strides have been made toward ending homelessness in Whatcom County in recent years. The annual census of people experiencing homelessness found a 14% decrease in the number of individuals from 2018 to 2019. Program capacity of supportive, affordable, and accessible housing units increased. New diversion programs and a landlord liaison position helped people find and maintain housing by building relationships and applying existing resources. A new comprehensive day center is connecting homeless youths with what they need to get back on their feet. The community's hardest-to-serve residents are enrolled in a new countywide coordinated care and engagement program. New buildings for permanent supportive housing have been constructed to serve people with experiencing chronic homelessness while challenged with disabilities. Private citizens and faith-based institutions improved their responsiveness and expanded upon their already generous donations of time and resources. And the partnerships between government and not-for-profit housing agencies continue to strengthen and create opportunities for greater impact.

Ending Homelessness in Whatcom County

A Home for Everyone calls for the development of new and promising programs, and for the fine-tuning and coordination of the nationally recognized best practices already in place. Better integrated data and performance management, as well as broader partnerships and increased emphasis on equity, make *A Home for Everyone* a plan that will bring us closer to realizing our goal of ending homelessness for every person in Whatcom County. The objectives of this plan include quick identification and prioritization of those with the greatest needs, operating an efficient system that moves people to permanent housing, quantifying and communicating the gap between the supply and needs for homeless housing, and decreasing the disparities experienced by groups that face discrimination. This plan serves as a public blueprint for ending homelessness in Whatcom County. Dedication and collaboration from government officials, community organizations, and an engaged public can turn *A Home For Everyone's* vision into a reality for Whatcom County.

Introduction

History of Planning

Background

This 2019 Local Plan is a significant update to the 2012 Whatcom County 10-Year Plan to End Homelessness that includes both local priorities and state mandated objectives. Local Plan Updates such as this are required by Washington State legislation for counties receiving state funding at a minimum of once every five years, with briefer updates annually.

The purpose is to provide information about homelessness, review progress of reducing and ending homelessness locally, and to present a revised strategic plan. This overview of activities and performance encompasses the years from 2012 and into 2019, and demonstrates a commitment to strategic short, medium, and long term solutions that require participation from multiple sectors of the community. Although this Plan includes components related to other systemic issues that contribute to homelessness, its primary focus is the homeless crisis response system in Whatcom County. Importantly, this plan is limited to the areas and activities that can be reasonably influenced by the Whatcom County Health Department, its primary author. Although the network of contracted agencies that have formal relationships with the health department has grown, it still accounts for a minority of the work and funding behind the broader efforts to end homelessness, develop affordable housing, increase access to essential behavioral health supports, and provide social services for the county's most vulnerable residents. The health department recognizes and appreciates that there are many agencies and organizations working towards similar goals, but differences in approach, funding, and missions often lead to different strategies and impede close coordination.

Local Plans serve as blueprints that guide decisions about how resources will be prioritized to reduce and end homelessness. Informed by a wide range of community participants, including those with lived experience of homelessness, formal and informal organizations, government entities and nonprofit agencies, Local Plans offer strategies and activities that provide local solutions to homelessness. Deliberate collaboration and alignment among willing partners ensures effective and efficient use of resources supporting those most vulnerable to homelessness.

For the purposes of this Local Plan Update, we have set objectives and targets, revisited the strategies, explored new solutions, and collaborated with community partners in our efforts to reduce and end homelessness for everyone in Whatcom County.

This 2019 Update to our original 10 Year Plan to End Homelessness summarizes the earnest efforts, achievements, setbacks, and challenges, as we move forward with our persistent vision of *A Home for Everyone* in Whatcom County.

A Phased Approach

The following summary describes the primary impacts of Phases 1 through 4 of our Local Plan Updates:

Phase 1, 2005:

- The County's Homeless Coalition, Whatcom County Housing Advisory Committee, and other key stakeholders identified major homeless housing and prevention gaps and priorities for funding.
- Key concepts and strategies emerged as necessary components of all future Plans – Housing First, Housing Affordability, Serving All Homeless Populations, Single Point of Entry, Street Youth, and Ending Homelessness as we know it.

Phase 2, 2006:

- The County designed a three-year pilot project to incorporate the priorities and approaches identified in Phase I. It was submitted as an application for Washington State Department of Commerce's first round of the Homeless Grant Assistance Program (HGAP) and resulted in a \$1.4 million grant to establish the Whatcom Homeless Service Center.

Phase 3, 2008:

- A new Plan Update transformed the housing community from a system that managed homelessness to one focused on ending homelessness.

Phase 4, 2012:

- Emerging priorities included increased focus on ending Veteran homelessness, quicker response to people who are medically fragile, and the provision of needed resources such as a surplus furniture bank, advocacy to assist with obtaining identification documents, and access to services in the annual Project Homeless Connect.

Phase 5, 2016-2019:

- In late 2016, planning began for an Update due at the end of 2018. The Steering Committee for the Whatcom County Coalition to End Homelessness advised on plan components throughout 2017 and into 2018. The vision, guiding principles, core values, goals, and strategies of the Plan were reviewed.
- In December of 2018, Commerce published new guidelines for local plans with a new due date of December 1, 2019. The guidelines were revised in March 2019 and then again in June of 2019. This plan adheres to the guidelines, and incorporates additional elements necessary to best reconcile our local strengths, challenges, and strategies into the Update.

Community Process of Plan Development

Since 2017, housing specialists with the Whatcom County Health Department began reaching out to seek community input specifically for this update. Focus groups, meetings, interviews, and community forums included a broad range of stakeholders:

- Policy makers
- Housing partners
- Funding partners
- Medical professionals
- Vocational specialists
- School district staff
- Planning staff
- People with lived experience
- Concerned residents and members of the public

Our Vision: A home for everyone.

Guiding Principles

The housing community's guiding principles date to 2005, when planning sessions for our first strategic plan generated a list of consensus principles that continue to hold true today. These principles shaped the development of all phases of the Plan: how we write policies, the methods of service delivery, how we talk about our work, and the way we interact and engage with people seeking services.

- Housing is a basic human right
- Housing saves lives
- Housing restores dignity and instills hope
- Failures across multiple systems contribute to the prevalence of homelessness
- Homelessness is expensive; investments in strategies that work and are sustainable are fiscally responsible
- Prevention of homelessness is a primary intervention

- Communicating our work and using consistent messages will increase community support and produce better results

Our Core Values

The core values identified in earlier Plans continue to represent the position of housing partners and others in the community:

- We believe that every resident should have access to a safe and stable home.
- Stable housing is the foundation upon which people build and improve their lives – the foundation for good health, for positive educational outcomes, and for reaching their economic potentials.
- Therefore, we maintain agreement to strive to end homelessness for all. We are committed to seek long term solutions to homelessness in Whatcom County.

Homelessness in Whatcom County

This section describes the community-wide challenges facing Whatcom County residents and provides data that explains the particular barriers faced by people experiencing homelessness locally.

Whatcom County's Housing Stability Needs

It would be difficult to overstate the severe need for housing in Whatcom County. In Bellingham alone (Whatcom County's largest city and home to about half of the population), planners have estimated that there is a need for an additional 11,000 affordable housing units. Although not as precisely quantified, this need is prevalent across all of Whatcom County's populated areas, and the housing shortage hits the community's most vulnerable residents the hardest. Specifically, people with the lowest incomes, highest housing barriers, or with ongoing health needs are those most likely to struggle with housing stability, to become homeless, and to enter the homeless crisis response system.¹

Western Washington University's Center for Economic and Business Research in 2019 found that Homelessness and Housing Affordability were the first and second most highly rated challenges facing the City of Bellingham in a survey completed by 1,295 residents.² Although a comparable study was not completed for all of Whatcom County, a database of households seeking services in Whatcom County suggests that these issues are not unique to Bellingham residents. In July of 2019, there were 123 homeless households signed up and waiting for housing services who reported their last stable address had been a place in Whatcom County outside of Bellingham. Of all the households who had most recently been housed in Whatcom County, 62% were from Bellingham and 38% were from elsewhere in Whatcom County. Additionally, many who list their last address as "Bellingham" may not technically live within city limits, such as the neighborhoods of Sudden Valley, Alderwood, Geneva, Tweed Twenty, Lake Samish, and elsewhere; potentially, half of the Whatcom County residents who seek services here did not live within Bellingham's city limits. Regarding affordability in Whatcom County, Zillow reports that rate of rent increase from July 2018 through June 2019 was greater for Whatcom County as a whole than it was for the City of Bellingham (15.1% vs 14.5%). All of this suggests that our housing crisis is not a problem created in or confined to the county's largest city, but is spread throughout western Whatcom County.

Affordability of Housing Units

Each individual who has experienced homelessness has a story that is theirs alone. But in those unique stories there are frequently shared components. The most common element that leads to homelessness in those stories is financial stress. This underlying economic hardship is a combination of high housing costs and low incomes, and often spirals out of control following an unexpected financial hardship like job loss, expensive medical bills, or even unanticipated automotive expenses.

¹ <https://www.cob.org/Documents/council/Issues/housing/Narrative%20A%20Why%20is%20housing%20expensive%206-28-19.pdf>

² <https://cbe.wvu.edu/files/2018%20City%20of%20Bellingham%20Residential%20Survey%20Executive%20Summary.pdf>

A national study completed in May of 2019 by the Consumer and Community Research Section of the Federal Reserve's Division of Consumer and Community Affairs found that 27% of survey respondents would need to sell something and 12% would simply be unable to pay an unexpected expense of \$400.³ To put this in local terms, at the rate identified in the survey (12%), the number of Whatcom County residents who would be unable to withstand a \$400 economic blow is over 27,000 people. In other words, there are tens of thousands of Whatcom County residents who are one mishap away from homelessness.

The terms "cost-burdened" and "severely cost-burdened" are used among service providers to describe households spending more than 30% or 50% of their gross income on housing costs. The 2017 American Community Study estimated that approximately 65% of Whatcom County's renter households pay more than 30% of their income in rent. A comprehensive study completed in 2018 identified an affordability inflection point at which the rate of homelessness increases at a quicker pace with subsequent rent increases.⁴ That is to say, the impact of rising cost burden, as shown in Figure 1, does not have a linear relationship with homelessness. The study compared area median income for metropolitan areas with its median cost of rent, and found that where median rent exceeded 32% of the median income, the rate of homelessness increased at an accelerated rate. That rate for Whatcom County was 28.7% in 2018.

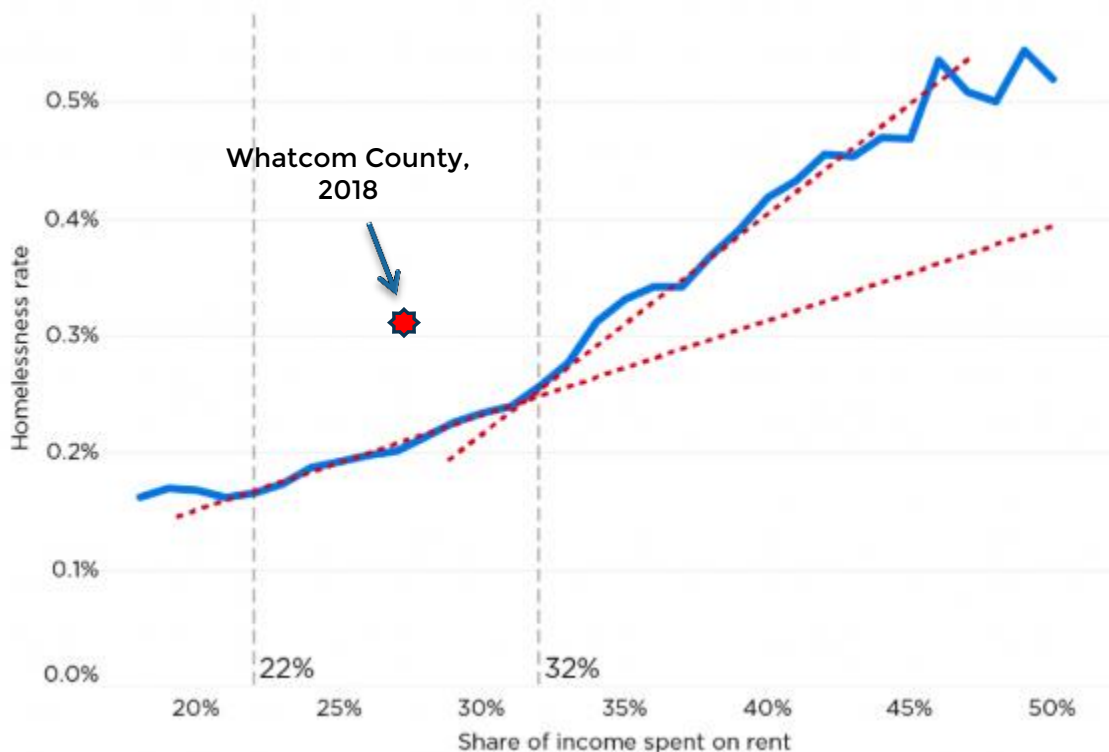


Figure 1: Homelessness rates increase more dramatically once a community's median rent exceeds 32% of its median income. This model was created using national income, rent, and Point In Time data, and shows the relationship between housing affordability and homelessness. The rate of homelessness in Whatcom County exceeds the model's prediction based on the amount of income spent on rent.

³ <https://www.federalreserve.gov/publications/2019-economic-well-being-of-us-households-in-2018-dealing-with-unexpected-expenses.htm>

⁴ Chris Glynn, Thomas H. Byrne and Dennis P Culhane. "Inflection Points in Community-level Homeless Rates" (2018)
Available at: http://works.bepress.com/dennis_culhane/228/

In July of 2018, Zillow reported Whatcom County's median rent index had reached \$1,543 per month. The median household income in Whatcom County in 2018, as estimated by the Washington State Office of Financial Management was \$64,681.⁵ This computes to a household that earns the median income spending 28.7% of their income for a median-priced rental. At the time of writing (using July 2019 figures), Zillow estimates the county-wide median rent increased by 6.4% from a year earlier.⁶ The homelessness rate, as measured with Point In Time figures, is just over 0.3%. The model predicts that for an area with a median rent that is 29% of the median household income, the rate of homelessness would be below 0.25%. The rate of homelessness in Whatcom County is higher than the model estimates, but it is worth noting that homelessness is more concentrated in certain areas of the country, and is much more prevalent on the West Coast. While rent is certainly a contributing factor, this suggests that it is not the only factor to influence the rate of homelessness in Whatcom County.

Availability of Rental Units

The rental vacancy rate in Whatcom County was measured by the University of Washington's Runstad Department of Real Estate at 0.4% in the spring of 2019.⁷ Whatcom County's rental vacancy rate has not been above 2% since 2013, which is below the state average and well below the 7% that is often considered a healthy, "natural" rate by the Joint Center for Housing Studies at Harvard University.⁸ Low vacancy rates often drive increases in rents, and also make it more difficult for individuals who would benefit from rental subsidies to remain competitive against conventionally funded tenants. Although measures have been taken to outlaw discrimination against potential tenants with vouchers both locally and at the state level, there have been reports from individuals in Whatcom County who believe discrimination is still taking place. The competitive nature of securing a unit has created an environment that is difficult for households with poor credit or the inability to pay large move-in costs.

The rental market remains constrained in part because of the high cost of purchasing a home. For households currently occupying rentals, the ability to purchase a home and create a rental vacancy has become more and more difficult. The Runstad Department of Real Estate measures housing affordability as a function of median home prices and median household incomes for each county. Using this index, Whatcom County was identified as the 5th worst of Washington State's 39 counties for affordability and 6th worst for first time homebuyers in the second quarter of 2019 for county residents to purchase locally.⁹

Population Growth

From April 1, 2010 through April 1, 2018, the natural population increase (births in excess of deaths) has accounted for about 29% of growth, while migration from outside of Whatcom County has constituted the other 71%.¹⁰ In the five years following 2013, the population of Whatcom County grew by 19,578 people, and the average household size has been 2.48 persons per household (American Community Survey, 2013-2017). Over that period of time, the number of housing units increased by only 5,457 units. Given the average household size (one unit needed per 2.48 people), this created a deficit of 2,437 housing units. This has contributed to a housing shortage and increased the challenge of housing in Whatcom County, especially for the local households who are competing with newer residents for the scarce units- some of which are moving from areas with higher average incomes and/or selling homes in higher-valued areas and are less sensitive to rising costs.

⁵https://www.ofm.wa.gov/sites/default/files/public/dataresearch/economy/median_household_income_estimates.pdf

⁶ <https://www.zillow.com/research/local-market-reports/>

⁷ <http://realestate.washington.edu/wp-content/uploads/2019/06/2019SpringApartmentMarketReport.pdf>

⁸ <http://www.jchs.harvard.edu/sites/jchs.harvard.edu/files/w07-7.pdf>

⁹ <http://realestate.washington.edu/research/wcrr/housing-reports/>

¹⁰ https://www.ofm.wa.gov/sites/default/files/public/dataresearch/pop/april1/ofm_april1_poptrends.pdf

Health Services for Housing Stability

Behavioral health disorders, including mental illness and the proliferation of opiate and methamphetamine abuse, are contributing factors that lead some to become homeless. Although mental illness and substance abuse rates have remained relatively steady and are not the leading causes of homelessness, a shortage of treatment options for those struggling with substance use disorder and/or poor mental health is an enormous challenge for people experiencing homelessness. The issue is further complicated by property damage (contamination) that occurs when methamphetamine is used within rental units. Both publically and privately owned rentals have been damaged in this way, and the result is often loss of housing for the tenant and the withdrawal of that housing unit (or units) from our housing system. The Bellingham Housing Authority reports that the average cost for an environmental clean-up following the identification of methamphetamine contamination is approximately \$15,000 in addition to the several months of forgone rent collections. They have decontaminated and rebuilt a total of 21 units in just the two years leading up to September 2019. This issue is not unique to Bellingham Housing Authority properties however, and a stakeholders' meeting will be convened in 2020 to address this issue in a way that addresses the individuals' needs, complies with fair housing laws, and supports landlords in their effort to preserve local housing opportunities.

A new coordinated care program in Whatcom County, *Ground-level Response And Coordinated Engagement* (GRACE), has brought providers together to rally in support of those with the most complex situations. Strengthening partnerships between housing and behavioral health providers is contributing to a reduction in untreated behavioral health disorders, largely through improved accessibility. Expansion of permanent supportive housing programs, including a brand new facility purpose-built at the end of 2018 for those who have experienced chronic homelessness have also helped to house those with multiple barriers to housing. The permanent supportive housing model has shown that individuals afflicted with behavioral health disorders can be successful and retain housing when given the proper supports. Despite expansions of permanent supportive housing programs and behavioral health services in recent years, there is still a severe shortage of purpose-built housing and associated services for those with chronic behavioral health needs. Planning is currently underway by the Lighthouse Mission Ministries, the Whatcom Homeless Service Center, and PeaceHealth St. Joseph Medical Center, to increase capacity for medical respite care offered at the Mission, which currently offers two beds for medical respite care. This will address a critical need in the community to provide medical respite care for those experiencing homelessness with serious medical problems. There is also an identified need for an urban rest stop with health services for people who are homeless. This issue is in the planning stage, but has been approved in the 5-year strategic plan of Unity Care NW.

In 2013, the Affordable Care and Patient Protection Act's began reducing the number of uninsured Washingtonians. When the last update to this plan was released in 2012, the uninsured rate was at about 14% statewide. By 2017 the rate had decreased to just 5.5%. The decrease was seen across all age groups, all race/ethnic groups, and for both male and female sexes.¹¹ The persistent disparities seen along racial and ethnic lines closely resemble those seen in Whatcom County's homelessness, with people of Hispanic origin and American Indian/Alaska Native populations three to four times as likely to be uninsured.

Local Homelessness Data

Collecting complete data about people experiencing homelessness is challenging. Many individuals and families are difficult to locate because they have no predictable residence, while others actively avoid being located. Many are reluctant to share personal information with people who have not earned their trust, and some go to great lengths to blend in. For these reasons, quantitative data about homelessness should be used as general indicators of trends, not as definitive facts, and generally we should assume true numbers to be greater than reports can count.

¹¹ <https://www.ofm.wa.gov/sites/default/files/public/dataresearch/researchbriefs/brief089.pdf>

Point In Time Count

At the time of writing, the most recent Point In Time Count was conducted on January 24th, 2019. Volunteers surveyed 514 households who had spent the previous night either unsheltered or sheltered in interim housing. The number of individuals counted (700) represents a 14% decrease from the 2018 count, and the consistency in counting methodology adds validity to the suggestion that the number decreased. This reduction is attributed to moderating rent growth, wage increases, a new 40-bed permanent supportive housing facility, and increased services for people experiencing homelessness. The Point In Time report, although likely an undercount of the homeless population, provides important demographic and descriptive information about people experiencing homelessness locally.

Sheltered and Unsheltered Homelessness

Sheltered homelessness is used to describe the living conditions for individuals or households staying in emergency shelters or in transitional housing programs.

Unsheltered homelessness is used to describe the living conditions for individuals or households who sleep in places not meant for human habitation, such as tents, doorways, abandoned buildings, vehicles, or other places outside.

Number of Individuals Using Shelters

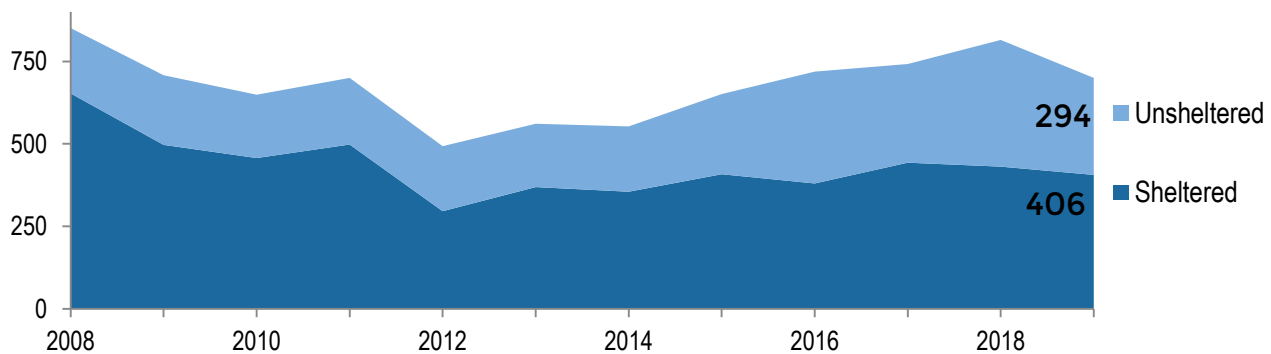


Figure 2: Whatcom County Point In Time Count of Sheltered and Unsheltered Individuals 2008-2019. There were 700 individuals counted in 2019.

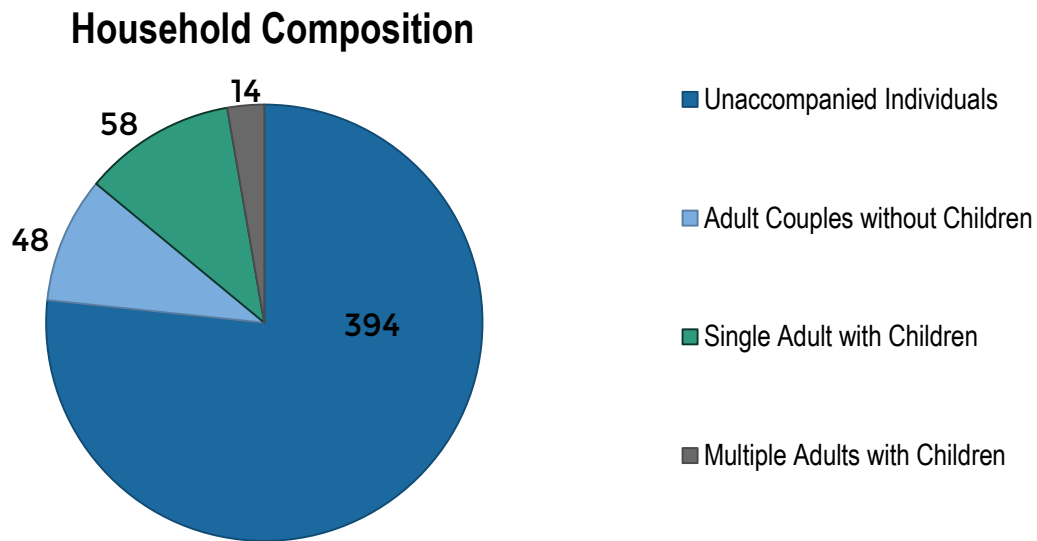


Figure 3: Whatcom County Point In Time Count household configurations 2019. There were 514 households counted.

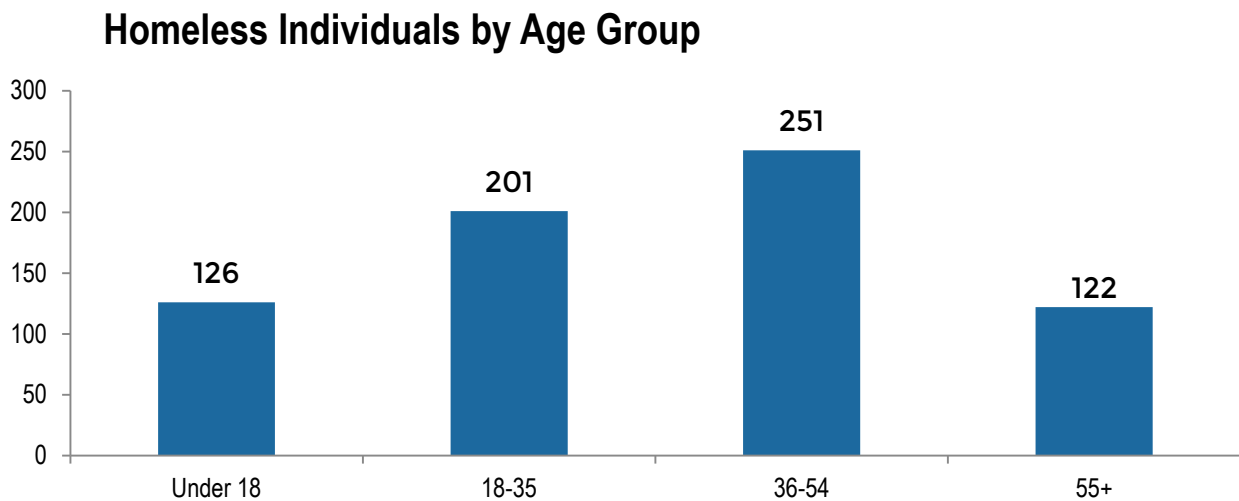


Figure 4: Whatcom County Point In Time Count ages of individuals experiencing homelessness 2019

Factors Leading to Homelessness (%)

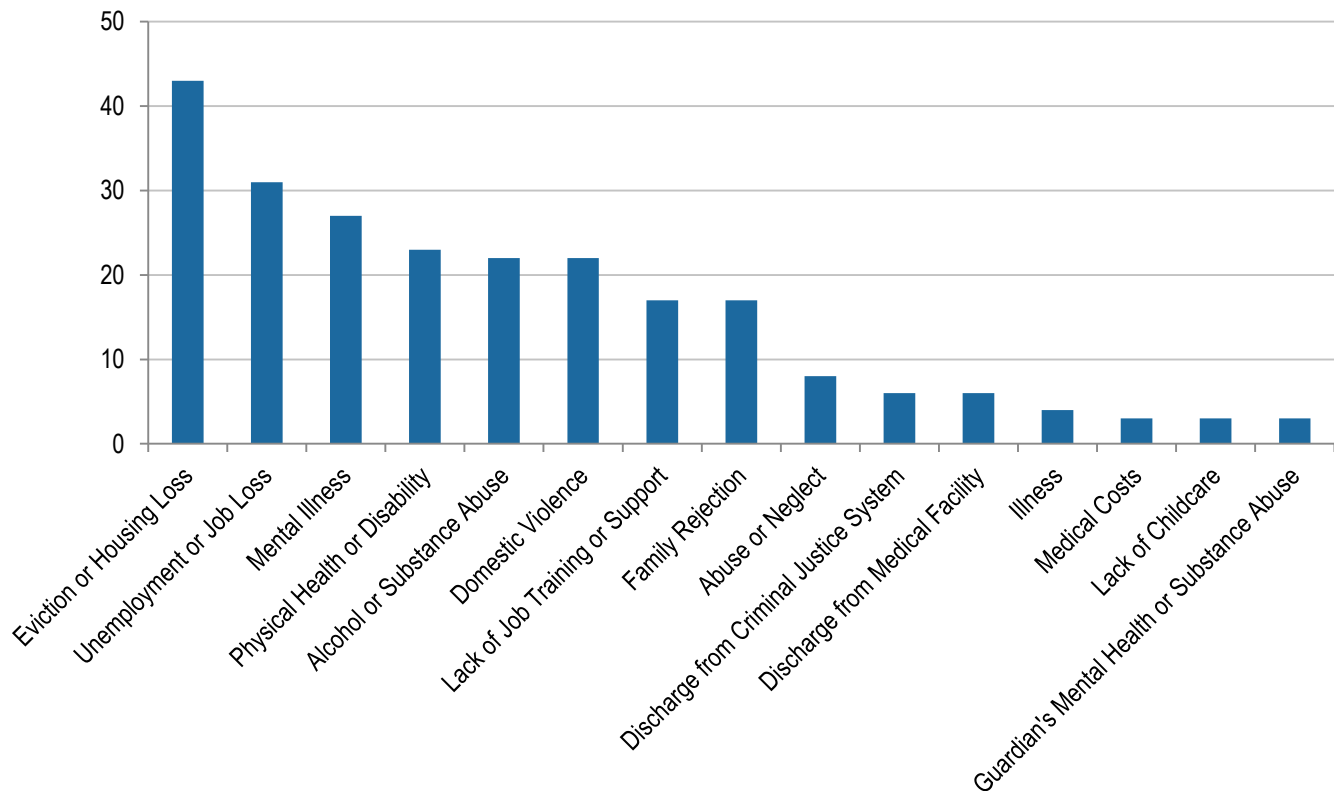


Figure 5: Whatcom County Point In Time Count self-identified factors that led to homelessness 2019 as reported by survey respondents.

The 2019 Whatcom County Point In Time Count identified 72 households that included children. The total number of individuals in these families was 207, and more than 80% of these families had only a single adult. The Count also revealed that 119 individuals experiencing homelessness were at least 55 years of age. The median age of all people was 37 years old, and 64% had their last stable housing within Whatcom County. In contrast to the common belief that people who experience homelessness are overwhelmingly men, almost half (47%) of individuals counted in the 2019 PIT identified themselves as female.

Local Housing Pool Data

The local *Housing Pool* is a database that holds household data, including housing history and eligibility considerations, and is used to determine which households will be selected to fill program openings when requested by participating housing partners. Households in the pool have been assessed to determine their level of need and their barriers to stable housing. The eligibility often hinges on a combination of income, household composition, duration of homelessness, veteran status, and/or the presence of a documented disability, in accordance with funding requirements. The level of need attempts to understand the consequences and likelihood of harm with continued homelessness for the individual. When partner agencies have openings in their programs they contact the Whatcom Homeless Service Center to request a referral. The Whatcom Homeless Service Center then uses data from the Housing Pool database to refer an eligible household for that program's opening. When more than one individual or family is eligible, they refer in order of greatest need. More details about the referral process are available in the Central Point of Entry strategy on page 28.

There are several ways that households are removed from the pool. The best outcome is when a household either self-resolves (finds housing on their own) or is matched to a program vacancy and moves directly into permanent housing or into a supportive transitional program that will likely lead to permanent stability. Another way removal from the pool occurs is through loss of contact. For a household to stay in the pool there must be ongoing verification that the household is still seeking services, remains income eligible, is still experiencing homelessness, and continues to reside in Whatcom County. Periodically, the households that have left the county, have found housing independently, have increased income and lost eligibility, technically stopped being considered homeless due to prolonged institutionalization, lost interest in services, or cannot otherwise be located are removed from the pool. Sudden drops in the number of households in the pool are usually explained either by this process, or when a new facility opens and many are housed in a short period of time.

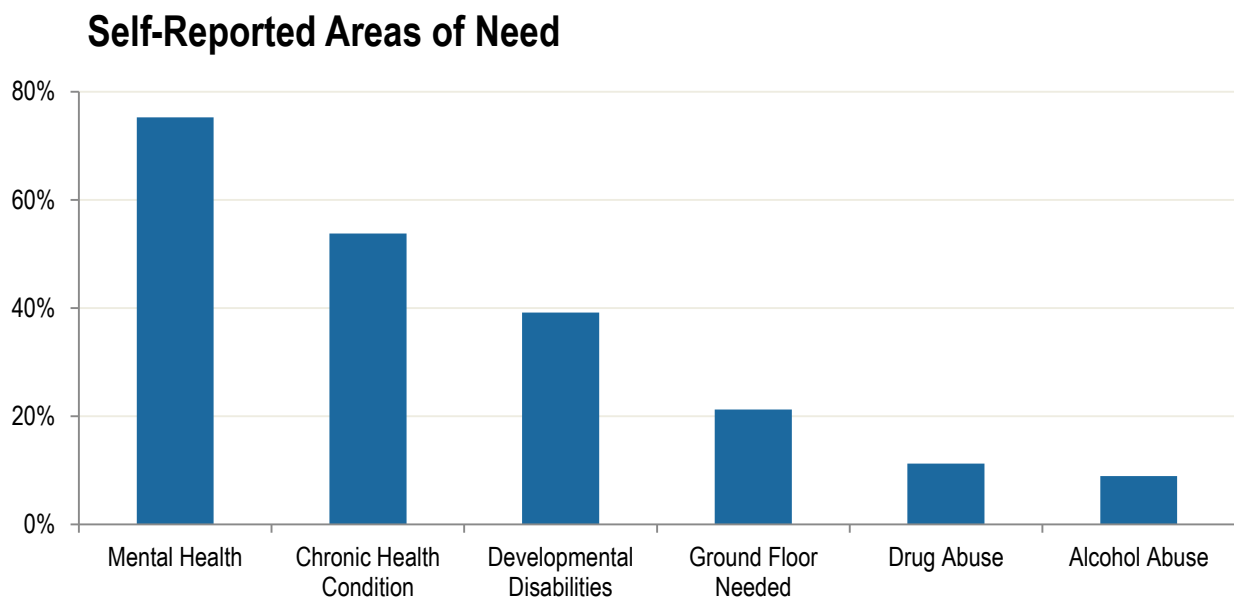


Figure 6: Prevalence of self-identified needs and barriers to stable housing for households in the housing pool at Intake (January – June 2019)

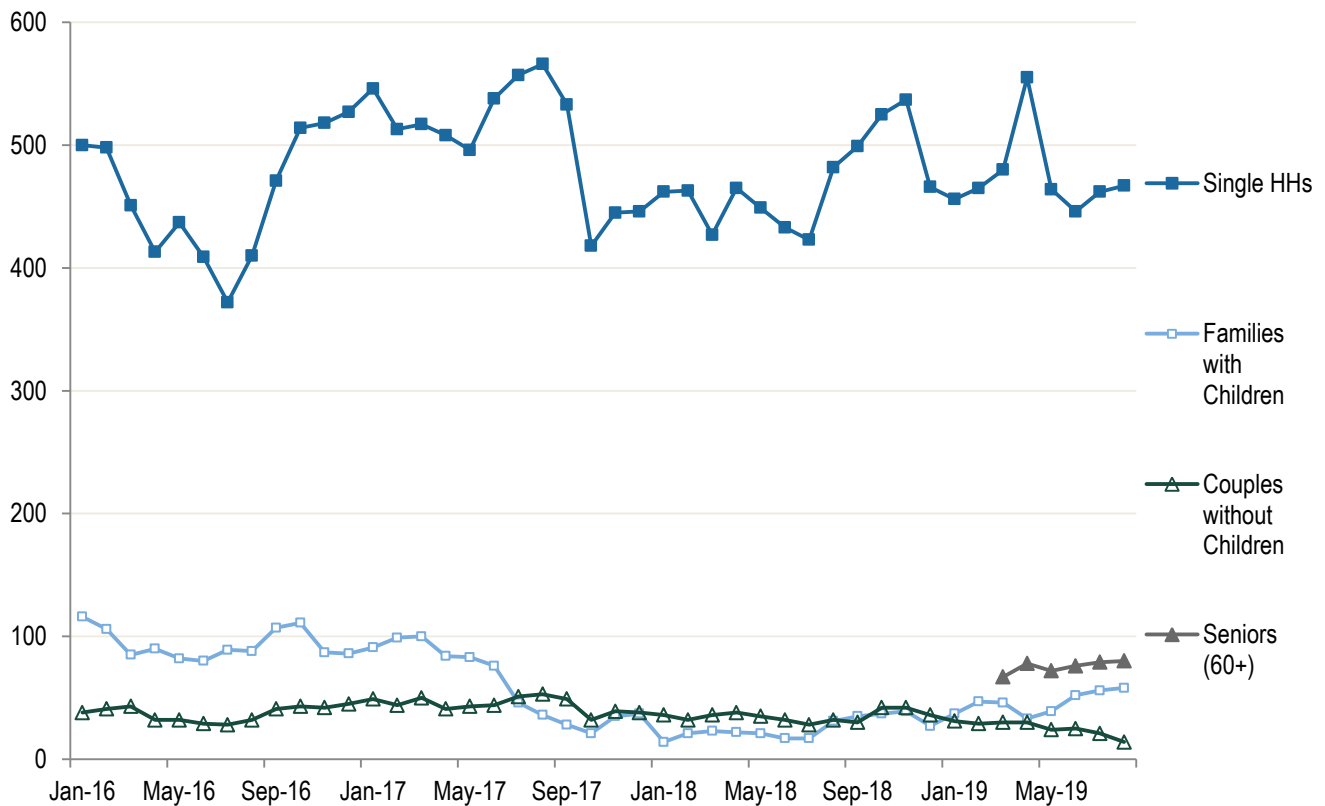


Figure 7: Number of households in the housing pool who are waiting for placement (Jan '16 - Aug '19). The number of families with children (and adult couples without children) almost reached functional zero in 2018, but rebounded slightly as vouchers from HUD were exhausted.

Households on the housing pool list are grouped into categories corresponding to the type of intervention most likely to fit their needs. At the time of writing, August 2019, there were 236 households waiting for placement in Rapid Re-Housing programs, 259 waiting for placement in Permanent Supportive Housing Programs, and another 42 households in need of move-in or deposit assistance. More information about these program types is available in this plan's section on local strategies.

Office of Superintendent of Public Instruction

Each year school districts in Washington State report information about homelessness among their students to the Office of the Superintendent of Public Instruction (OSPI). OSPI makes this data available for the public.^{12,13} Although OSPI's definition of homelessness differs from the federal definition used for the Point In Time Count (more than half of their reported students are "doubled up"), the information they provide adds depth to our understanding of homelessness in Whatcom County. Across the county's seven school districts, a total of 966 students (3.1%) were identified as having experienced a housing crisis during the 2017-2018 school year. This ratio is significantly higher than what is seen in the Point In Time Count, albeit with use of a different definition. The largest district in the county, Bellingham School District, accounts for about 42% of the county's students but has about 53% of the students experiencing housing instability. The Mount Baker School District, though much

¹² <http://www.k12.wa.us/HomelessEd/Data.aspx>

¹³ The sum of these numbers does not equal 100% because the sensitive nature of the topic requires that school districts not report numbers that could lead to personal identification of students. The numbers for groups that make up smaller, more identifiable populations are not reported when fewer than 10 students of a specific race within a school district are homeless. In effect, this leads to an undercounting of Asian, Black, Multiracial, and Native American students.

smaller, has a matching rate of instability among its students at 3.9%, which speaks to the presence of rural housing needs as well as the urban needs.

	Bellingham	Blaine	Ferndale	Lynden	Meridian	Mount Baker	Nooksack	Total
Total Enrollment 2017-18	12,923	2,514	5,287	4,081	1,970	2,066	2,001	30,842
Students that Experienced Housing Crisis	509	79	120	81	31	81	65	966
Percent of Students that Experienced Housing Crisis	3.9%	3.1%	2.3%	2.0%	1.6%	3.9%	3.2%	3.1%

The OSPI data also is broken out by other characteristics of the students, which allows us to see elevated rates of instability within certain groups. In particular, the data show non-white students and students with limited English proficiency experiencing particularly high rates of housing instability. Although Whatcom County's Hispanic population accounts for only 9.1% of Whatcom County residents, Hispanic school children make up 31.2% of students who experienced a housing crisis during the school year.¹⁴ The table below shows these trends among other racial minority groups as well.

Race	Percent of Homeless Student Population (n=966)	Percent of Community Population (n=225,685)	Homelessness Probability Differences by Race
Native American	4.2%	3.1%	135%
Asian	Too few to report	4.1%	n/a
Black	1.9%	1.0%	190%
Hispanic	31.2%	9.1%	343%
Multiracial	7.0%	4.2%	166%
White (non-Hispanic)	50.5%	79.8%	63%

A Community Wide Response to Homelessness

This report is a product primarily of the Whatcom County Health Department, but the vision and strategies were created jointly with stakeholders and require the contributions of an organized coalition of partners to make them possible. The wide mix of housing programs and services in Whatcom County would not be possible without significant efforts, energy, and funding from a large number of like-minded agencies and individuals.

Funding

The Whatcom County Health Department funds affordable housing, interim housing, supportive services, and permanent supportive housing with funding collected from a variety of source. The bulk of this funding, as seen in Figure 7 below, comes in the form of document recording fees collected locally, and from state grants awarded by the Department of Commerce. The taxes and fees for these sources is collected specifically for housing programs and may not be used for any other purpose. Additional funding, which amounted to nearly \$1.2 million in 2019 was added to housing programs from sales and property taxes raised specifically to benefit local veterans and people with behavioral health disorders. With support of elected officials,

¹⁴ The OSPI definition of housing instability includes multiple families sharing a home. When comparing across cultural groups, it is important to consider that customs and traditions, especially as they pertain to shared housing, will impact these figures. At the same time, inequities and lack of opportunity are factors that decrease the access of disadvantaged populations to housing.

the health department was able to fund over \$5 million in services for people experiencing (or at risk of) homelessness in 2019.

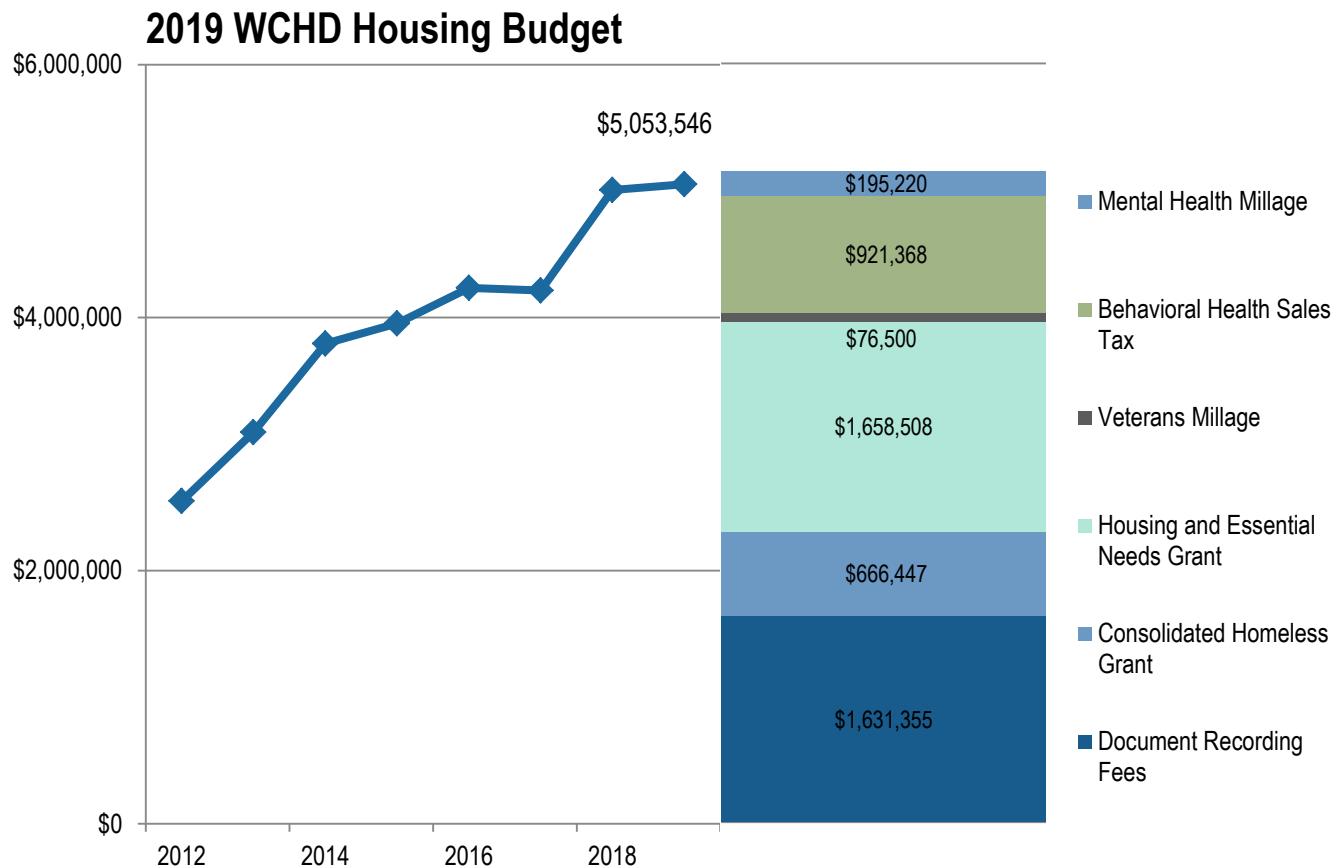


Figure 7: Expenditures of Housing Services Contracted by Whatcom County Health Department exceeded five million dollars in 2019 (left). The sources of revenues to pay 2019 contracts are shown at right.

Even with the addition of the veterans’ and behavioral health dollars, the health department’s funding accounts for less than 30% of spending on services for Whatcom County’s homeless population. Non-profit agencies and other government agencies play a vital role in the sponsorship of homelessness and housing services. The City of Bellingham contributes generously in the affordable housing arena, and with services and resources for those experiencing homelessness within city limits. The 2018 renewal of the City of Bellingham’s Housing Levy for an additional 10 years boosted the community by ensuring continuity of services and affordable housing projects that fill gaps in housing capacity. Through the Housing Levy, together with the City’s entitlement funds from the federal Department of Housing and Urban Development, the City of Bellingham contributes over \$5 million annually to the county’s housing programs. The City of Bellingham’s Planning and Community Development Department and the Whatcom County Health Department work together closely and jointly fund many critical services.

In Washington State’s Fiscal Year 2019, Whatcom County’s non-profit and faith-based agencies reported that they had raised more than \$5 million in private contributions. These donations are raised largely through the hard work associated with creating and hosting fundraiser events, and with dedicated development specialists that help community members understand the importance and impact of giving to organizations that work on behalf our vulnerable neighbors.

Another key agency is the Whatcom County/Bellingham Housing Authority, which is responsible for the majority of federal funding distributed to Whatcom County’s low-income rentals, and who also worked very hard to use a variety of resources to

construct new units that will be reserved for households with modest incomes and for formerly homeless households, too. Federal funding, in the form of vouchers issued by Whatcom County/Bellingham Housing Authority, and in grants issued directly to local non-profit organizations amounted to approximately \$4 million in the State Fiscal Year of 2019.

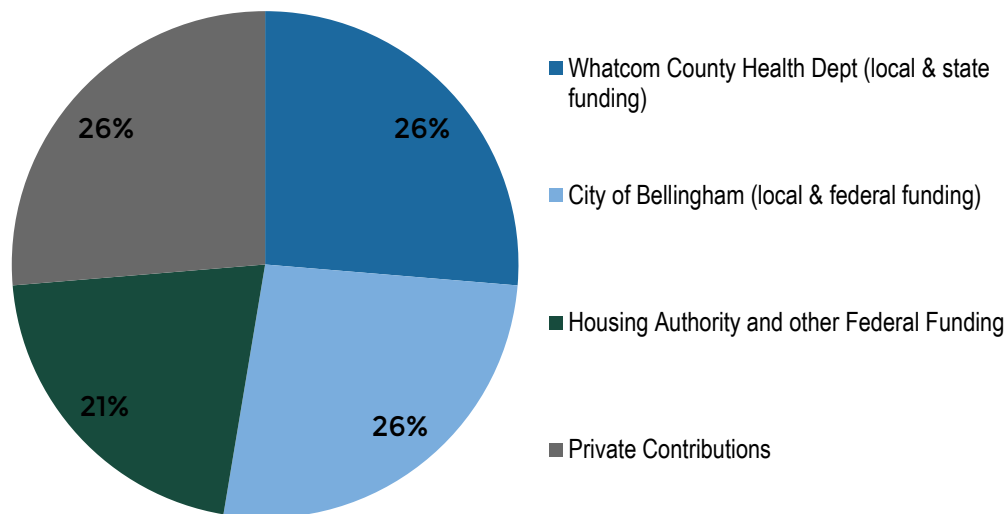


Figure 8: This graph shows the four leading categories of funding for housing programs in Whatcom County. It does not include in-kind or volunteer contributions.

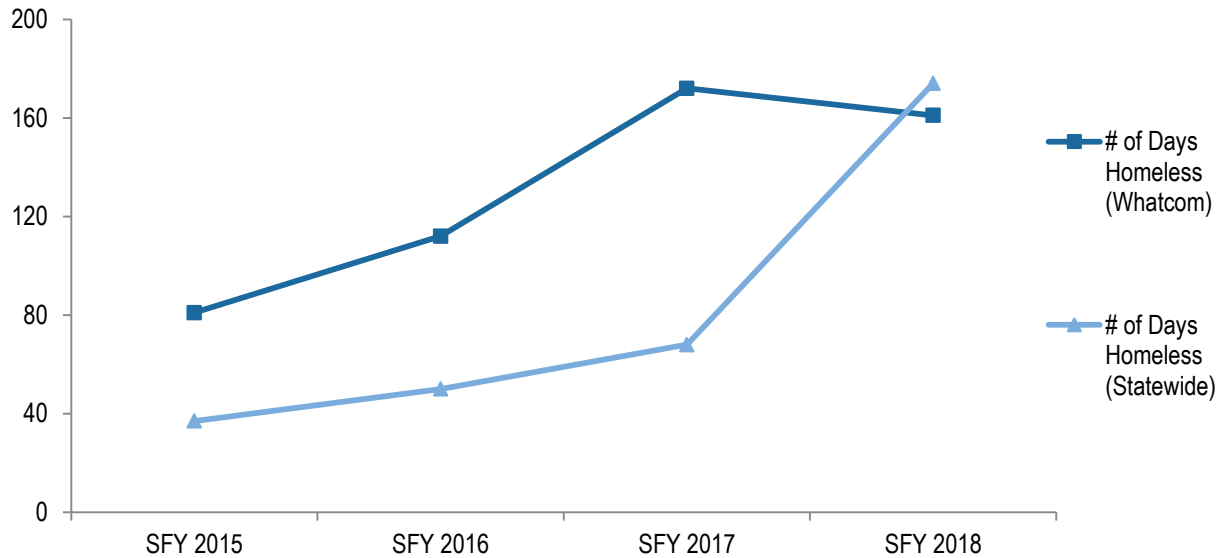
In addition to the main sources of state, local, and federal funding from the government and charitable donations from local residents, many foundations award grants to the county's hardworking non-profit agencies for specific programs or projects that serve people experiencing homelessness. All of these resources add value to the county's housing system.

Community Services Partners

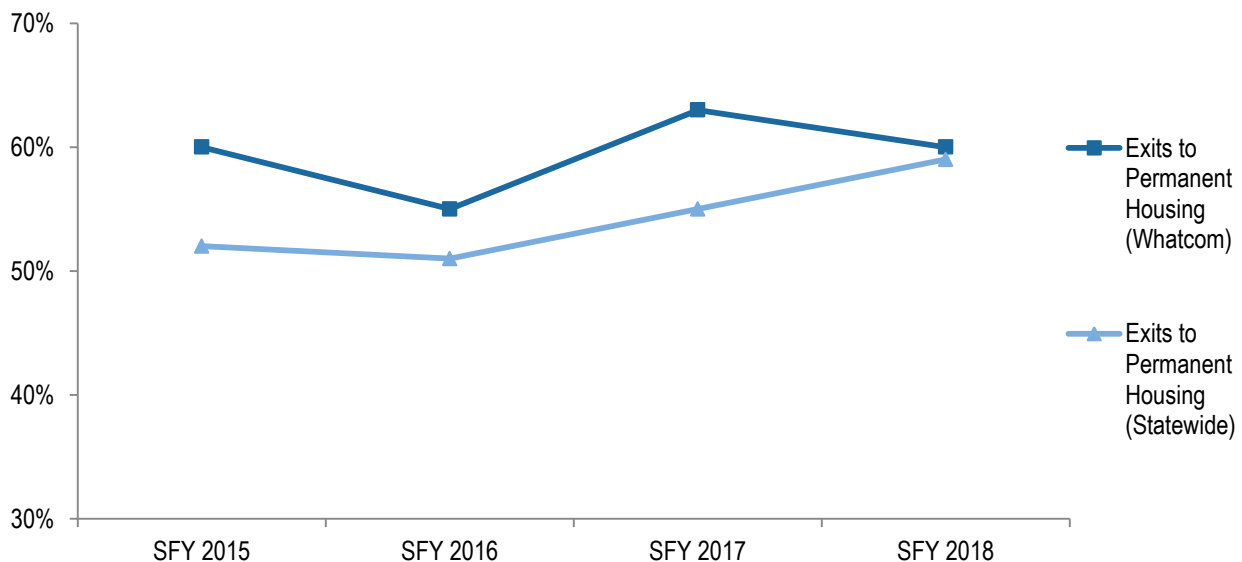
Whatcom County is fortunate to have many partner organizations that contribute towards ending homelessness. These agencies combine public funding with grants and/or private contributions to deliver a wide range of programs in response to our community's needs. Anti-poverty, legal support and other social service agencies provide invaluable support for people experiencing or at-risk of homelessness, as do a number of medical and behavioral health providers. The community's strong base of volunteers has given generously of time, money, material items, and compassion for the cause of homelessness. Our faith-based community has strengthened local efforts by filling gaps of public funding, some opening their doors to provide emergency and transitional housing for our residents. In early 2019 a local congregation completed extensive renovation of their basement to provide a comprehensive day center for youth. The Lighthouse Mission Ministries programs, funded solely by private donations, provides emergency shelter for an average of approximately 130 people per night, as well as a wide range of complementary services for their guests. There are two new grassroots efforts that were championed by local residents in the past year, some having a history of homelessness themselves. These projects include a safe camping site for those in recovery from alcohol and other drugs, and a safe storage program is being developed for those living unsheltered. Other contributing community members include the seven school districts of Whatcom County, as well as the local hospital and the Whatcom County Jail, which both connect homeless individuals with service providers prior to discharge. Partners provide essential housing support for homeless clients within the Mental Health Court and Drug Court programs, while others, such as Mercy Housing, have chosen to fill desirable senior housing units partially from the Whatcom Homeless Service Center's housing pool candidates.

Changes in Whatcom County Homeless System Performance

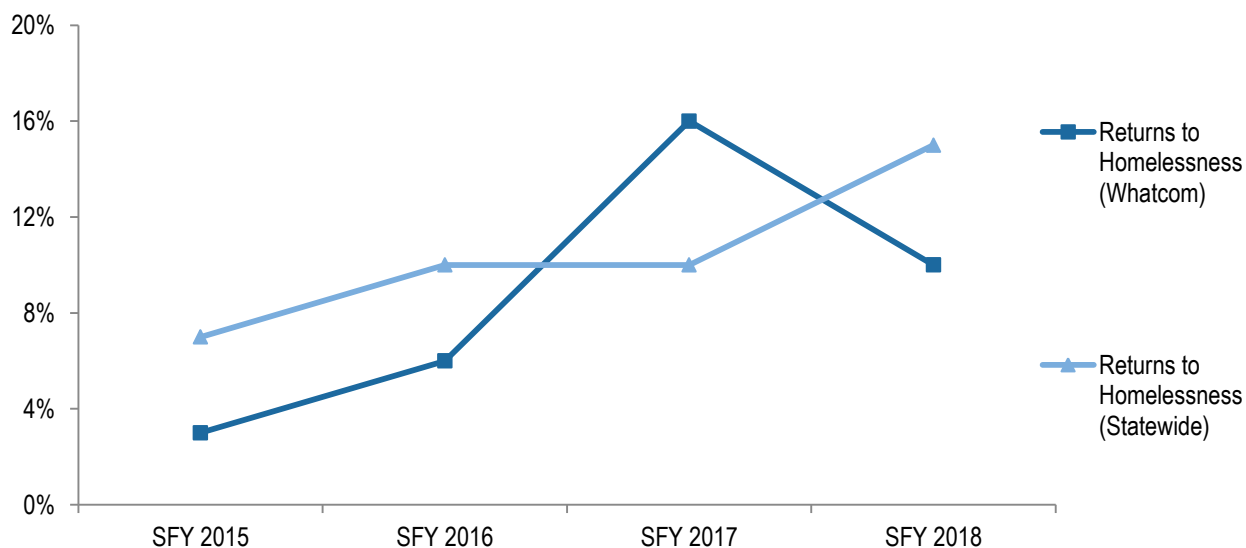
There are four system-wide measures that the Department of Commerce uses to track key indicators of each crisis response system. They include the length of time households spend homeless while working towards permanent housing, the percent of exits to permanent housing, the percent of households that return to homelessness within two years, and the percent of households that are entering into services who have recently spent times unsheltered.



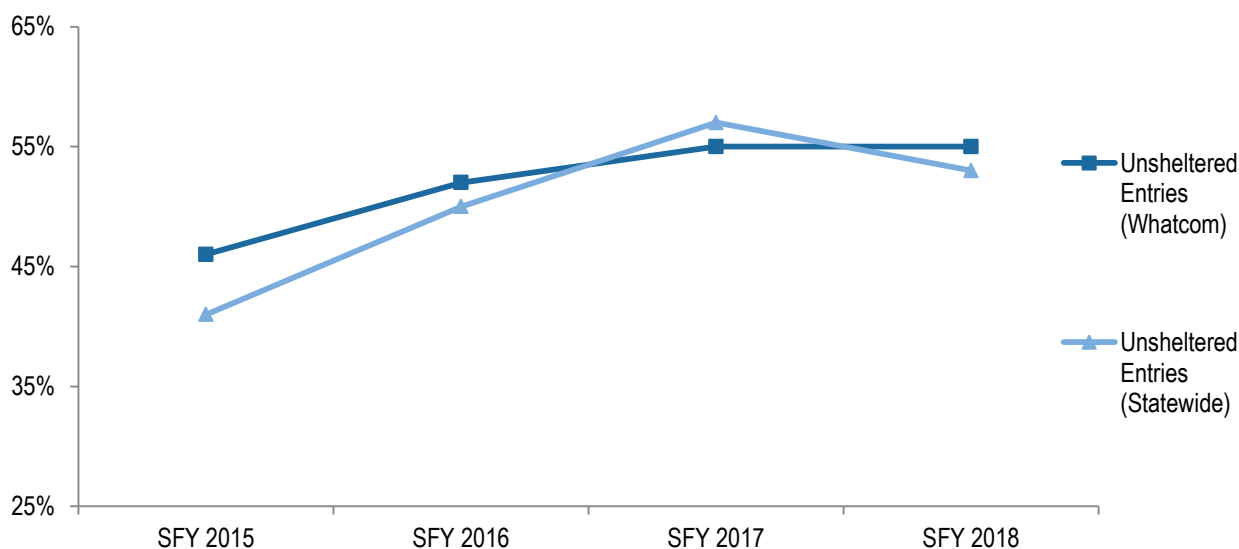
Length of Time Homeless: The median number of days people who are active in Emergency Shelter, Safe Haven, and Transitional Housing experience homelessness. This includes the length of time homeless in any Emergency Shelter, Safe Haven and Transitional Housing projects during the report period, and prior to the report period going back no further than October 1, 2012. If the person reports that homelessness started prior to project enrollment, the project date is essentially extended back in time to the date reported.



Exits to Permanent Housing: The percent of people who exited Emergency Shelter, Safe Haven, Transitional Housing, and Rapid Re-Housing projects to permanent housing destinations.



Returns to Homelessness: The percent of people in Street Outreach, Emergency Shelter, Safe Haven, Transitional Housing, and any permanent housing type projects who exited to permanent housing destinations two years prior to the reporting period.



Unsheltered Entries: The percent of people served who were unsheltered or had a recent history of unsheltered homelessness or were fleeing domestic violence.

The above data is reported in Washington State Department of Revenue County Report Cards and is derived from the statewide HMIS Database. To view updates or compare across counties, visit <https://public.tableau.com/profile/comhau#!/>.

Alignment of Local Context with Federal and State Plans

Homelessness is not unique to Whatcom County. Although there are a unique combination of advantages and disadvantages locally, the five leading causes of homelessness identified by the National Alliance to End Homelessness¹⁵ are all very important at the local level as well.

1. Lack of affordable housing
2. Insufficient income
3. Poor health
4. Domestic violence
5. Racism and discrimination

Alignment with other strategic plans (federal, state, and municipal) ensures that those working to end homelessness are striving to meet the same goals and objectives, and thus have an additive effect with this plan.

Federal and State Plans

The Washington State Department of Commerce guidelines require that Local Plans align with federal and state strategic plans to prevent and end homelessness. The current federal plan, *Home, Together*, was released by the United States Interagency Council on Homelessness (USICH) in July 2018, and covers fiscal years 2018-2022.¹⁶ The Washington State Department of Commerce's *State of Washington Homeless Housing Crisis Response System 2019-2024 Strategic Plan*¹⁷ was released Spring of 2019. Overlap between the goals, objectives and strategies of these two plans and our Local Strategic Plan for Whatcom County may be summarized by the following themes:

- The overarching goal is to end homelessness
- If homelessness occurs, it should be rare, brief, and a one-time experience
- A systemic response is needed by multiple partners from a wide range of sectors to end and reduce homelessness
- Equity must be addressed in strategic planning
- The voice of those with lived experience in homelessness is critical in seeking solutions for preventing and ending homelessness
- Affordable housing resources must be expanded to end homelessness
- Employment opportunities support housing stability and independence

Housing First

Housing First is an approach to connect households experiencing homelessness to permanent housing without preconditions to entry. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to mandating treatment prior to entry.

Housing First emerged as an alternative to the linear approach in which people experiencing homelessness were required to first participate in and graduate from short-term residential and treatment programs before obtaining permanent housing. In the linear approach, permanent housing was offered only after a person experiencing homelessness could demonstrate that they were "ready" for housing. By contrast, *Housing First* is premised on the following principles:

- Homelessness is a housing crisis and can be addressed through the provision of safe housing.
- All people experiencing homelessness, regardless of their housing history, can achieve stability in permanent housing. Some may need very little support while others may need more intensive and long-term supports. These supports must be available to all who wish to participate.
- Everyone is "housing ready;" sobriety, compliance in treatment, or expunged criminal histories are not necessary to succeed in housing.
- Many experience improvements in quality of life, in health, mental health, substance use, and employment, as a result of achieving housing.
- People experiencing homelessness have the right to self-determination and should be treated with dignity and respect.
- The exact configuration of housing and services depends upon the needs and preferences of the population.

¹⁵ <https://endhomelessness.org/homelessness-in-america/what-causes-homelessness/>

¹⁶ https://www.usich.gov/resources/uploads/asset_library/Home-Together-Federal-Strategic-Plan-to-Prevent-and-End-Homelessness.pdf

¹⁷ <http://www.commerce.wa.gov/wp-content/uploads/2018/02/hau-strategic-plan-2018.pdf>

- Systems should be held accountable through performance standards
- Embrace a Housing First approach that offers behavioral health services but does not require preconditions to housing

Local Plans

Consistency between the Local Plan Update with other local strategic plans builds community momentum to identify and implement solutions for homelessness locally. The City of Bellingham's Consolidated Plan¹⁸, the Whatcom County Comprehensive Plan¹⁹, and the Community Health Improvement Plan²⁰ of the Whatcom County Health Department all address local housing needs. These local planning efforts identify similar key challenges:

- Whatcom County has a need for additional affordable housing of a wide range from standard type units to innovative solutions for people with special needs
- Health and housing are inextricably related; substandard housing and homelessness leads to poor health outcomes and vice versa.
- We need to preserve our existing housing stock and address expiring tax credit projects that risk becoming unaffordable
- All over Whatcom County, many people are paying more for housing than they can afford

While our Local Strategic Plan to End Homelessness focuses on the explicit goal of ending homelessness, each of the above strategic plans encompass the vision that Whatcom County is able to offer all residents safe, healthy, and affordable homes. It is essential that we share a common understanding of why homelessness exists in Whatcom County, and have a shared map to guide us in engaging in proven strategies and solutions to implement in our community.

Foundational Pillars and Locally-Identified Strategies

Four essential pillars of our homeless housing system that are woven into some or all of the seven strategies of this plan are described below.

Pillar 1: Collaboration

Collaboration is a crucial component of the strategies listed below. This plan cannot be successful without broad support across sectors. We need strong leadership and shared vision to break down silos and organize our resources. Homelessness is rarely caused by a single barrier to housing, and for most people and families, permanent housing will require multiple types of support before becoming truly sustainable. For example, obtaining legal identification through LAW Advocates' Access ID program may be the first of many steps taken before even applying for housing services.

The scale of our challenge demands that we approach our solutions with all hands on deck. We must develop public, private, and non-profit partnerships and investments with citizens, including people who have had firsthand experience with homelessness working alongside local public officials, businesses, nonprofits, faith-based organizations, charitable foundations, and volunteers. As we make progress toward our goal of ending homelessness, we should expect growing community interest in Plan efforts and the shared belief that it is unacceptable for anyone in our community to be without a home, and that we can truly end homelessness. Intentional communication about plans, progress, and opportunities will be important to foster alignment among the many actors involved in ending homelessness.

¹⁸ <https://www.cob.org/services/housing/Pages/consolidated-plan.aspx>

¹⁹ <http://whatcomcounty.us/1171/Current-Comprehensive-Plan>

²⁰ <https://wa-whatcomcounty.civicplus.com/2930/Community-Health-Improvement-Plan>

Highlight 1: DVSAS and Lydia Place

Since 2015, Domestic Violence and Sexual Assault Services (DVSAS) has partnered with Lydia Place, another local non-profit agency whose mission is to “disrupt the cycle of homelessness and promote sustained independence” for people living in Whatcom County. Through this partnership, Lydia Place Housing Case Managers visit the DVSAS Safe Housing Program shelters and meet with survivors one-on-one. They assist clients to better understand the local housing landscape and identify safe housing options that best fit the clients’ situations. Housing Case Managers work closely with DVSAS Safe Housing Advocates to help clients make and carry out plans that give them the best chance of achieving stability and independence upon leaving the Safe Housing Program. For some clients, this plan includes accessing supportive housing programs through the local Coordinated Entry System and the Bellingham Whatcom County Housing Authority. For others, it means increasing their income and finding an apartment to rent. For many, it means working to overcome debt, bad credit, poor or nonexistent rental history, or prior criminal convictions, all of which are barriers to becoming independent renters. Throughout this process, Lydia Place Housing Case Managers and DVSAS Safe Housing Advocates communicate frequently to make sure that updates are shared, paperwork is turned in, and mostly importantly, that clients are supported and empowered. In 2018, this partnership helped make it possible for 64% of clients to secure stable housing upon leaving the Safe Housing Program.

By DVSAS and Lydia Place forming this strategic partnership, both agencies have been able to provide expert services that align with their mission and strengths (survivor advocacy for DVSAS and housing case management for Lydia Place), ensuring that Safe Housing Program residents have access to the best level of care and support possible while on their journey to safety and permanent housing.

Highlight 2: Mental Health Court & Pioneer Human Service’s City Gate Apartments

Another successful cross-agency collaboration involving housing programs is the relationship between Pioneer Human Services, the agency that operates City Gate (a permanent supportive housing facility in Bellingham) and the two local Mental Health Court programs. Mental Health Court members have pending criminal charges and are diagnosed with a serious mental illness, usually schizophrenia or bipolar disorder. All are found to be “high risk and high need” as defined by the likelihood of committing further crimes and the relationship between their mental health symptoms and the criminal behavior. Most experience substance use issues either at the “severe” level or at a level that negatively impacts their mental health. Needless to say, access to stable housing is crucial for members’ recoveries and for their success in the Mental Health Court program. A history of homelessness is not uncommon among program participants.

Mental Health Court members are granted access for up to 6 of the 10 re-entry apartments set aside at City Gate for people involved in the criminal justice system. City Gate staff and the Mental Health Court program manager meet on a bi-weekly basis to consider referrals, review status and treatment plans of mutual clients, and explore long-term housing plans. Since Mental Health Court members usually have multiple service providers including mental health, substance use disorder treatment, housing case managers and others, the Mental Health Court program manager brings together all service providers in a coordinated plan. The entire treatment and on-site housing team provides weekly updates to the Mental Health Court program so the individual’s successes can be noted and celebrated at court.

Highlight 3: HSSP and Youths (OC, NWYS, Bellingham School District)

The Homeless Student Stability Program (HSSP) is a partnership between the Opportunity Council, Northwest Youth Services, and the Bellingham School District. This program is funded by grants from the Department of Commerce and Office of Superintendent of Public Instruction for the purpose of offering support for unaccompanied homeless students and homeless families. The objective is to improve educational outcomes for identified students by supporting housing stability. Case management and housing navigator services provide in-school support, connection to coordinated entry and housing services, and diversion.

Pillar 2: Quality Assurance

A benefit that we anticipate from growing public interest and cross-agency collaboration is collective accountability and responsibility. Given the broad array of strategies, it will be necessary to have a multi-tiered governance structure to oversee and guide Plan efforts, with managers, supervisors, and front-line staff engaged, coordinated, and working towards the same goals. An engaged public will ensure that this is done transparently and that it remains a top priority. To further guarantee that programs are implemented as intended and that the plan results in quality services, the Whatcom County Health Department will use the action plan detailed in the table below.

Quality Assurance Action Plan for Case Management				
Actions	Who	Frequency	Milestones	How to measure success?
Contract Monitoring	WCHD Housing and Fiscal Staff; City of Bellingham; partner agencies	Annually or biennially	Monitoring is conducted as per funder requirements	No findings issued to partner agencies
Robust training provided for housing partners	WCHD; Community Training Committee; partner agencies	Quarterly	Trainings offered for <ul style="list-style-type: none"> • Trauma-Informed Care • Harm Reduction • Motivational interviewing 	Zero grievances filed against service providers; housing staff reports that they consider themselves supported and prepared through available training
Survey WHSC partner agencies	WCHD	Annually	Partner agencies complete surveys and share needs and ideas about their work	Surveys completed by a majority of case managers within the coordinated entry system
Survey a random sampling of partner agency clients	WCHD	Annually	Clients complete surveys to share about their experience with case management	Surveys call attention to system-wide issues that highlight training or supportive needs

To assist organizations in coordinating service delivery, we need common standards and procedures while at the same time allowing for agencies to stay true to their missions. The common values and guiding vision needs to be shared and strategically communicated to the public as well as the participating partners that provide coordinated services. And it will be important that the work of this plan is reviewed by the very people it is intended to serve. Those who have been homeless in the past or continue to live without adequate housing need to have their voices heard as this plan and our programs change over time.

Pillar 3: Case Management

A third pillar that runs through the following strategies is high quality case management services for people experiencing homelessness, at risk of homelessness, or not yet stable in their new homes. Case management services may be needed infrequently or daily for households; briefly, for a month or two, or for a lifetime. Case managers throughout the housing system work diligently in increasingly complex systems to help individuals identify their strengths and overcome the barriers that led to homelessness. Clients are assisted with navigation of bureaucratic social services and medical systems, accessing legal counsel, managing difficult relationships, resolving landlord/tenant issues, and making ends meet in the face of economic disadvantages, among other roles case managers fulfill. Their more pragmatic support might involve taking clients to

appointments or helping them to fill out paperwork, but they also must deal with behavioral health complications and cultural stigma that negatively impacts their clients. Case managers are most successful when they benefit from the support of system administrators, receive high quality training, have reasonably sized and appropriate caseloads, work in positive team-focused environments, and are recognized in a way that encourages them to stay in their jobs, build experience, increase skills over time.

The need for additional case management positions in our homeless housing system has long been recognized by funders and nonprofit housing providers. However, funding levels have been insufficient to fill this gap. Increased capacity of case management is critical to ensuring an adequate level of support for responding quickly to crisis situations, to providing ongoing support to help build trust and avoid crises, and relieving strain on current case managers with unreasonable caseloads. More case management resources would also allow case managers to spend more time with colleagues and make important connections across the network of social support service providers. Smaller caseloads and more experienced staff are expected to lead to a decrease in the time it takes households to establish permanent housing, and access essential resources and supportive services.

One area related to case management in which significant progress has been made is the increasingly intentional manner in which training has been provided locally and by state partners. A Community Training Committee comprised of Human Services and nonprofit staff came together in 2016 and began identifying the most critical training needs for direct service staff in homeless housing programs. In 2017, Whatcom County began assisting with the coordination of and funding for several key trainings. Maintaining this committee is a challenge due to limited staff capacity, yet efforts made to find quality trainers, who are vetted by Community Training Committee members and Human Services staff, have paid off as indicated by feedback forms collected at the events.

Pillar 4: Whatcom Homeless Service Center

The fourth pillar of support for the following strategies is the Whatcom Homeless Service Center (WHSC), based in the Opportunity Council, which fulfills a unique role in our local homeless housing system. The primary functions of the WHSC, in addition to operating the county's Coordinated Entry system (see Strategy 1), are explained below.

Leadership and expertise related to homelessness is provided by the WHSC county-wide. The WHSC Director serves in leadership roles as Chair for the Whatcom County Coalition to End Homelessness and the Steering Committee for the Coalition. The WHSC also has a responsibility for ensuring effective functioning of the homeless housing system in Whatcom County, working with government agencies at the local, state, and federal levels, to maintain a high-functioning system to the extent possible with available funding. The WHSC serves as a resource for the entire community on homelessness-related issues.

Data Management is provided by the WHSC, the center for our Homeless Management Information System (HMIS).. Our local Systems Administrator for HMIS has three primary roles: 1) providing ongoing support and consultation for all local users of HMIS; 2) offering assistance accessing data reports by partner agencies of HMIS; and 3) monitoring data quality. The WHSC also assists with coordination of the annual Point in Time Count (PIT) for Whatcom County, which culminates in a report prepared by the WHSC, providing an analysis of data from the most recent and previous PIT Counts.

Outreach provided by the WHSC Homeless Outreach Team (HOT) connects people experiencing homelessness with services. The HOT operates primarily in the City of Bellingham, which is the largest city in Whatcom County and the primary funder for the team. HOT's additional funding from the US Department of Veterans Affairs' SSVF (Supportive Service for Veteran Families) grant and the Substance Abuse Block Grant's Opioid Substance Use Disorder Program provide for modest outreach into the county and bring expertise and resources specifically to people with opiate use disorders. Outreach staff is available five days weekly and engages those new to homelessness, as well as those with a history of homelessness in the

community. Assistance is offered to connect people to community resources, such as the WHSC, shower facilities, medical care, employment, and income supports. HOT focuses mostly on unsheltered households and encampments, but also does weekly on-site outreach at the Lighthouse Mission to facilitate check-ins for Coordinated Entry, perform intakes, and to provide additional resources and referrals. The HOT also provides support for businesses and community members in working through issues related to homelessness.

Landlord liaison services were implemented in the WHSC in 2017 with funding from the City of Bellingham and the VA's SSVF grant. The landlord liaison's services are available to anyone, regardless of vulnerability or income, and include:

1. Recruit new landlords to participate in the homeless housing system by choosing to rent to households exiting homelessness. This helps to increase the number of units available to people seeking re-housing opportunities.
2. Maintain existing relationships through support, education, and mediation for tenant disputes. Communication and mediation from a third party is a positive influence on housing retention.
3. Assist households experiencing homelessness with housing search and application support through the Housing Lab program, a weekly drop-in client-driven service that utilizes advocates who help create custom plans to help attain housing. This service reduces the time it takes for people to find new housing options and can also reduce reliance on vouchers or rental assistance.

In addition to these three central services, the landlord liaison hosts a weekly Roommate Café for adults who are unable to afford living alone but need help finding good matches for roommates who are in similar positions. This assistance, in effect, creates arrangements that make housing affordable to people who would otherwise be unable to pay rent for a place of their own. The low-barrier, cost effective program is open to anyone experiencing homeless or housing instability and does not require participation in the Coordinated Entry system. A similar program, focused on the growing number of at-risk or homeless seniors, is the Generations Housing Program that helps seniors find roommates or host homes.

Distribution of rental assistance for some eligible households is available through the WHSC. A wide range of rental assistance resources are provided to the WHSC through the County and City of Bellingham, along with federal and state grants. The WHSC works with partner agencies including Catholic Community Services, Lake Whatcom Treatment and Residential Center, Lydia Place, Northwest Youth Services, Opportunity Council, and Pioneer Human Services to distribute rental assistance. Unfortunately, the need for these resources exceeds the amount of financial support available. Prioritization for households most in need of rental assistance is determined through the policies and procedures of our Coordinated Entry system. Use of a coordinated entry system is the first of seven strategies, which include or are best practices in resolving homelessness.

Evidence-Based Strategies

The strategies below reflect a plan of action focused on meeting our goal and objectives. Strategies are evidence-based practices: tried and true methods that have been proven to affect and sustain changes when implemented correctly. The seven strategies below were components of the last local plan in 2012, and they will continue to be refined in the future to include new approaches to homelessness and to meet evolving local needs.

Strategy 1: A Centralized Point of Entry

Whatcom County works closely with the Whatcom Homeless Services Center (WHSC) to operate a coordinated services approach for those seeking housing. The coordinated service protocol follows the Housing First approach, which has been shown to improve mental health and quality of life while decreasing health services use and improving housing stability.²¹ In an effective and efficient crisis response system, people are quickly identified, assessed, and connected to housing and homeless assistance based on their needs and strengths. Standardized tools are used and consistent practices are utilized to maximize transparency and fair distribution of scarce resources. Participant choice is provided to the greatest extent possible. Within the array of coordinated services provided by the WHSC, the federal, state, and locally supported Coordinated Entry (CE) system is a process that aspires to help all people experiencing a housing crisis in a defined geographic area. CE also makes strong efforts to ensure that all have a fair and equal access to assistance, with that assistance prioritized for those with the greatest needs. WHSC is the CE lead agency, and provides referrals to partner agencies for individuals or households that best match the type of housing and supportive services they provide.

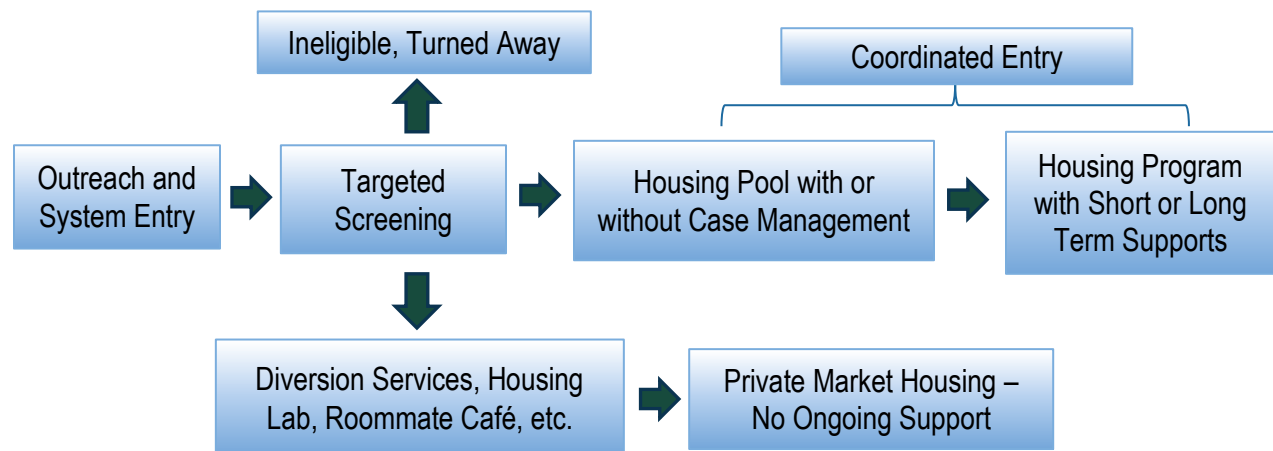
Prior to the introduction of the coordinated services approach, households seeking services needed to contact each agency independently and respond to information requests from each agency. This was a burdensome task, and often required people to relive trauma repeatedly as they spoke with the many intake professionals around the county. Now, a household can connect at the community resource center at the WHSC office and in effect, be connected with all of the housing services available from the entire network of Coordinated Entry agencies. Coordinated Entry evolves based on changing requirements from funders, community needs, resource availability, partner capacity, and emerging best practices. The Coordinated Entry lead for Whatcom County is the Whatcom Homeless Service Center (WHSC), a department of the Opportunity Council, which is a local not-for-profit organization based in Bellingham. A secondary entry point managed by Northwest Youth Services provides access for youth at a youth-specific provider location, and intakes are also completed by the Homeless Outreach Team specialists, at the DVSAS safe shelters with Lydia Place staff, at Opportunity Council's East Whatcom Regional Resource Center, and the Lake Whatcom Residential and Treatment Center. Partner agencies participating in our CE System in 2019 are listed on a chart found in the Appendix, along with the type of interventions offered and population(s) served. Partner agencies are nonprofits that specialize in serving Whatcom County residents with a history of homelessness.

One achievement of this strategy since 2012 includes local implementation of the statewide homeless services database, the Homelessness Management Information System (HMIS), with the majority of CE housing partners. Additionally, an updated and more thorough risk assessment tool, the Service Prioritization Decision Assistance Tool (SPDAT) was adopted in 2019.

The SPDAT scores those with highest level of vulnerability to be prioritized for housing and services. Community values also guide CE; families with children, veterans, seniors, and people experiencing chronic homelessness have been prioritized. Partner agencies providing case management and housing support receive referrals for the population they serve as program

²¹ Baxter AJ, Tweed EJ, Katikireddi SV, et al. J Epidemiology and Community Health 2019;73:379–387., <https://jech.bmj.com/content/jech/73/5/379.full.pdf>

openings occur. There are hundreds of households awaiting housing on the Housing Pool (HP), and case management to assist those on the HP is limited to families with children and the most vulnerable single adults.



This diagram shows the pathways for housing services through the Whatcom Homeless Service Center

In 2018, the most recent year for which we have complete data, there were 1,304 households that received some level of support at the Whatcom Homeless Service Center. These households included 2,281 individual people.

In the state fiscal year (SFY) of 2018 (July 2017-June 2018), there were 1,698 project entries logged in Whatcom County's HMIS database. This includes services that range from one-time homelessness prevention funding to medium term Rapid Re-Housing (RRH) or long-term Permanent Supportive Housing (PSH) programs. The average length of time homeless while enrolled in programs, but before receiving permanent housing, was 161 days, and 60% of program exits were to permanent housing situations. Of all the people served, 55% were unsheltered at their time of entry. Of the people who exited to permanent housing over the last two years, only 10% returned to homelessness.²²

Recently, new Coordinated Entry Guidelines have been released by the State Department of Commerce. CE systems statewide are also being evaluated by the Department of Commerce, and Whatcom County is awaiting a final evaluation report in response to the evaluation that took place in the summer of 2019.

Coordinated Entry Action Plan				
Actions	Who	Timeline	Milestones Prior to 2022	How to measure success?
Implementation of revised 2019 CE policies	WHSC Director and Manager; CE Partners	By end of 2019	n/a	Results of monitoring by Commerce; annual evaluations by WCHD

²² This data is updated annually by the Department of Commerce. Both current and historical data can be found here: <https://public.tableau.com/profile/comhau#!/vizhome/WashingtonStateHomelessSystemPerformanceCountyReportCardsSFY2018/ReportCard>

Establishment of CE Governance Committee	WHSC Director and Manager; WCHD Housing Program; Committee members	CE Governance Committee membership established by WHSC and approved by WCHD by September 30, 2019	CE Governance Committee will be formed and active with scheduled meeting	Records of meetings will be kept by WHSC
		2. WHSC will ensure Committee meets twice annually.	Committee will provide suggestions to improve coordinated entry	Changes incorporated into CE policies and procedures
Quarterly WHSC Partner Coordination Meetings	Coordinated by WCHD and WHSC Director and Manager; CE Partners	Beginning May, 2019	Improved system measures for partner agencies	County report cards

Strategy 2: Rapid Re-Housing

Rapid Re-Housing (RRH) helps families and individuals living outdoors, in emergency shelters, or in transitional housing to obtain permanent housing through a custom package of supportive services and time-limited financial assistance. Households will typically pay 30% of their income towards rent, and the sponsoring agency will cover the rest of the rent. The model has shown positive results by helping households exit homelessness permanently. A fundamental goal of RRH is to reduce the length of time households are homeless.

According to the United States Interagency Council on Homelessness, RRH moves people into permanent housing with costs that are significantly less than emergency shelter or transitional housing. The high rate of successful transitions that RRH provides and the absence of permanent subsidies are the key factors that make this such an economical approach. Because households enter leases directly with landlords, there is no obligation to relocate when rental assistance tapers off. This makes the transition to independence much easier for the household. The biggest challenge for RRH in Whatcom County is the lack of suitable units that are affordable to the households after the subsidies are discontinued. For households unable to acquire full time employment with adequate pay, or struggle to pay prior debts, keeping up on rent remains a challenge.

Core components of RRH include finding available units, financial assistance for rent and move-in costs, and case management and other supportive services that promote housing stability. This is colloquially referred to as a “find, pay, and stay” model. Services are always voluntary and respectful of people’s right to self-determination.

Who is served? RRH serves more people than any other intervention type. Eligible families and individuals can receive RRH if they can live independently and maintain a lease.

Partner agencies providing RRH in Whatcom County include Catholic Community Services, Lydia Place, Northwest Youth Services, and the Opportunity Council.

Number served, cost, and length of time served: The table below provides information on these measures from the last two State Fiscal Years.

Whatcom County Rapid Re-Housing Data for State Fiscal Years 2018 and 2019	SFY 2018	SFY 2019
Total Households served in RRH (service began or continued from previous year)	492	539
Total Households Entries in RRH (service began)	389	344
Households Entering from Unsheltered Homelessness	300 (77%)	235 (68%)
Households Entering from Sheltered Homelessness	71 (18%)	83 (24%)
Households Entering from Institutions	17 (4%)	22 (6%)
Total Exits from RRH	347	397
Exits to Permanent Housing	255 (73%)	261 (66%)
Exits to Sheltered Homelessness	12 (3%)	15 (4%)
Exits to Unsheltered Homelessness	11 (3%)	46 (12%)
Exits to Institutions	2 (1%)	2 (1%)
Exits to Unknown Destinations	48 (14%)	56 (14%)
This information is derived from data entered into the Homeless Management Information System by partners participating in Coordinated Entry in Whatcom County. Updates can be found online by accessing the Washington State Department of Commerce's Housing Assistance Unit dashboard: https://public.tableau.com/profile/comhau#!/ .		

Strategy 3: Permanent Supportive Housing

Permanent Supportive Housing (PSH) is a housing intervention based on the Housing First Model in which homes are provided for people who would otherwise be unlikely to maintain stable housing. PSH offers housing combined with supportive services for people with a history of chronic homelessness. In order to be considered as CH two requirements must be documented: First, that the individual has a disability. Secondly, the individual must have a documented history of homelessness for at least one year or on at least four occasions (which totaled at least 12 months) in the last three years. Deep subsidies may be provided for rental assistance. Although the experience of homelessness can lead to health problems or make existing physical and mental illnesses worse, PSH has been shown to improve physical and mental health and reduce the need for expensive treatment services. People's lives improve dramatically with PSH and the community benefits too. PSH is designed to meet the long term needs of homeless individuals and families who have been

Chronic Homelessness

Often the public face of homelessness, chronic homelessness involves either long-term (12+ months) or repeated periods of homelessness (totaling 12+ months over three years) as well as a disability. People experiencing chronic homelessness may be sheltered or unsheltered, and they are considered the least likely to self-resolve their experience of homelessness.

chronically homeless using the Housing First model, which does not require any preconditions to housing or participation in supportive services. PSH interventions in Whatcom County may be provided in a staffed “single-site” facility or in unstaffed “scattered site” units. The increase of PSH units in Whatcom County has been among our greatest assets developed since our last Local Plan Update in 2012.

Chronic Homelessness was identified as a likely (though unverified) characteristic of 165 unaccompanied households during the January 2019 Point In Time Count. This represents more than a 50% increase in the three preceding years and highlights a need that is growing faster than resources. An exciting opportunity to use federal funds (Foundational Community Supports) to sponsor care for these households may play a critical role in reversing the trend of a growing population of chronically homeless individuals.

In January of 2019, the Whatcom County Point In Time Count identified 514 households experiencing homelessness. At the same time, an additional 350 formerly homeless households were enrolled in Whatcom County’s permanent supportive housing programs, according to our Homeless Management Information System data. These 350 households included 530 household members who would likely have remained homeless were it not for the permanent supportive housing programs.

In the spring of 2019, when the most recent county-wide survey of housing resources was conducted, there were 365 project beds in permanent supportive housing projects for people with disabilities and another 213 beds for people without diagnosed disabilities. The total cost of administering these programs, including both the facilities and services, was approximately \$4,012,160. Looking at just the units dedicated for people with disabilities, and the fact that the more robust service need necessitates higher spending levels, it’s not surprising that the price per unit is significantly higher. The total operating and service expenditures to house this population totaled \$3,661,247 in State Fiscal Year 2019, which amounts to just over \$10,000 per bed year.

A 2017 study conducted by RAND Corporation found that similar interventions (high intensive permanent supportive housing) in Los Angeles County provided net savings to their communities of approximately 20% while improving the lives of the individuals they housed. Cost savings were primarily attributed to fewer ER visits, fewer inpatient hospital stays, and reduced outpatient visits as well as decreased use of financial assistance for indigent adults.²³ If comparable savings are found in Whatcom County, the 365 beds dedicated to PSH would have generated positive economic externalities (social, legal, and medical) of approximately \$732,250 (\$2,000 per person) above the cost of providing the services. In other words, for every \$100 spent serving this population, \$120 of benefit is returned to the community.

The state and locally-funded Consolidated Homeless Grant’s primary performance measure for PSH is the exits to or retention of permanent housing. The 2018 State Fiscal Year baseline for Whatcom County was a 93% retention rate, which is a remarkable percentage for those members of our community with lengthy histories of homelessness *and* a disability. The more intensive support provided for people in PSH may be a significant reason for the high percentage of retention of and exits to permanent housing for this subpopulation. In the 2019 State Fiscal Year, this retention rate increased to 97%, a reduction of more than 50% in the negative discharges and putting Whatcom County’s rate above the state average of 95%. PSH has clearly seen success for some of our most vulnerable people in the community.

²³ https://www.rand.org/content/dam/rand/pubs/research_reports/RR1600/RR1694/RAND_RR1694.pdf

Strategy 4: Increase the Supply of Affordable Housing

Housing is considered affordable when rent or mortgage expenses account for no more than 30% of gross household income. People are considered *severely* cost burdened when they pay 50% or more of their gross income for housing. Transportation needs must be considered when providing affordable housing because it is critical for connecting people to jobs, schools, health care, and child care. Many of the more affordable places to live in Whatcom County require households to incur greater expenses associated with commuting, both financially and in terms of their time. One measure, the Housing and Transportation Affordability Index, considers housing as affordable if the combined housing and transportation costs are less than 45% of household income.

Although eviction and housing loss are cited by a large number of Point In Time respondents as factors leading to homelessness, the rate is particularly high for single parent households with children. This group in particular appears to be strongly impacted by financial constraints exacerbated by high housing costs. When surveyed for the Point In Time count, single parent households reported below average rates of mental illness, substance abuse, and other disabilities compared to the general homeless population, but struggle to maintain housing nonetheless. One contributing factor is likely the high cost of childcare in Whatcom County, which was found to have among the least affordable childcare in Washington State.²⁴

Housing affordability is the product of two distinct factors: the price of rent, and the tenant's income and ability to pay. One way to shrink the gap between ability to pay and price of rent for many households is through rental assistance programs that subsidize some or all of the household's rental payments. The Bellingham Housing Authority uses funding from HUD to issue rental vouchers to eligible households to the greatest extent possible. Another source of federally funded rental assistance is to the HOME Consortium of Skagit, Whatcom, and Island Counties. This consortium allocates federal funds to the Opportunity Council for use outside of the City of Bellingham in Whatcom County, as well as locations in most of Skagit and Island Counties. The City of Bellingham also provides HOME-funded and local Housing Levy-funded rental assistance to the Opportunity Council, Lydia Place, and NWYS as part of or in addition to services contracts that support clients with case management.

The need for affordable housing is acknowledged by local officials in Whatcom County. In the first half of 2019, the permitting office at the City of Bellingham issued permits for 450 new units, which is on track to surpass the 785 permits issued in all of 2018 and 578 in 2017.²⁵ At the same time, the Small Cities Caucus of Whatcom County has formally expressed interest in using local Economic Development Investment funds to renew (and increase) funding for the *Homes Affordable For The Workforce* program. In 2018, City of Bellingham residents approved an initiative to renew and strengthen a tax levy that will provide a variety of housing-related supports for at least ten more years. The smaller cities of Whatcom County however have not found support for these types of programs and may need more support from county government to address the needs that exist in their communities too, albeit at a smaller scale. This need for affordable housing in rural areas of Whatcom County persists, and is addressed in the action plan that follows.

A number of local groups and agencies have organized to address the challenge of our affordability crisis. Not-for-profits, such as Whatcom Skagit Housing, Habitat for Humanity, and Kulshan Community Land Trust have contributed greatly to the

²⁴ <https://childcareawarewa.org/wp-content/uploads/2019/05/2018-Affordability-Analysis-by-County-2019-04-08-FINAL.pdf>

²⁵ <https://www.cob.org/services/permits/Pages/activity.aspx>

construction and retention of housing affordability for aspiring homeowners. The Whatcom Housing Alliance, a broad alliance of public health, economic development, housing development, and private business owners is working to advance diversity and affordability throughout Whatcom County.

The City of Bellingham sponsors a down-payment assistance program for first time homebuyers with modest incomes and makes use of both federal HOME funding and local funding derived from their housing levy to support low-income renters. The City of Bellingham also funds a grant program through the Opportunity Council that offers health and safety repairs for residents of mobile home parks. This grant allows residents to retain their existing affordable housing, and the city is currently assessing potential planning, zoning, and funding strategies to further support mobile home parks over time.

Affordable Housing Action Plan				
Actions	Who	Timeline	Milestones Prior to 2022	How to measure success?
Prepare for expiration of federal affordable housing requirements at risk of losing affordability requirements	WCHD and community partners	By end of 2020	Plan developed to help households maintain tenancy or to relocate without entering homelessness	Households losing affordability protections do not become homeless as a result
Conduct needs assessment to measure the need for farmworker housing together with identified community partners that work with this community	WCHD and community partners	By end of 2020	Needs assessment complete and recommended interventions compiled	Strategy developed that will address housing needs of farmworkers in Whatcom County
Partner with organization(s) to conduct a needs assessment and explore the need for rural housing together with identified community partners, such as the Opportunity Council's East Whatcom Regional Resource Center	WCHD and community partners	By end of 2020	Needs assessment complete and recommended interventions compiled	Strategy developed that will address housing needs of residents in rural Whatcom County
Federal HOME Consortium funding contributes to affordable housing development or acquisition in Whatcom County	WCHD, Consortium partners, and local housing agency	By end of 2020	HOME Consortium funding is used to support down payments for first-time homebuyers or to provide rental assistance to low-income renters	An increased proportion of the Consortium funding is used to support rural or small city Whatcom households
Apply annually for a Community Development Block Grant from the Washington State Department of Commerce that support affordable housing in Whatcom County (outside of Bellingham city limits)	WCHD staff	Annually	A block grant is awarded for a project based in Whatcom County; Project increases supply of affordable housing in Whatcom County	Grant spending will be accompanied by reports that quantify number of households supported by the grant

Strategy 5: Homelessness Prevention and Diversion

Although the most urgent priority of our homeless housing system is to assist the most vulnerable who have lost their homes, some resources are used to divert and prevent certain households from ever becoming homeless or from returning to homelessness. Homelessness prevention and diversion are key components in an effective homeless crisis response system, as they can ultimately reduce the size of a community's homeless population.²⁶ According to the National Alliance on Ending Homelessness, prevention can help households avoid homelessness by preserving their current housing situation, while diversion assistance helps people seeking shelter by helping them identify alternatives and supportive services available.²⁷ The Substance Abuse and Mental Health Services Administration (SAMHSA) reports that research indicates prevention interventions are more cost effective than assisting people after homelessness occurs.²⁸ Examples in which these two interventions are offered by local housing partners are described below.

Diversion is typically used for families with children or seniors that need briefer and less intensive assistance. Short-term case management and services are offered to help the household identify available resources to find an affordable and safe home or maintain stability in the home where they currently reside. The diversion case manager uses practical methods to steer families away from homelessness, which may include advocacy with landlords, or negotiated agreements with an amiable relative that has housing available. Diversion is intended to be used as a first response in working with families experiencing housing instability.

The Opportunity Council reported in 2019 that a grant-funded diversion program they implemented from 2017-2018 had a 69% success rate in keeping households from being added to the Housing Pool, primarily by relying on their own resources and social support networks. The program served approximately 50 households per year and managed to divert more than half without any direct financial assistance. This diversion program, funded by the Seattle non-profit, Building Changes, through a 3-year nonrenewable grant, came to an end in the summer of 2019.²⁹ The 80% success rate for participant diversion from homelessness over the 3 years this program operated and relative low cost of administration firmly established it as an important program to maintain in our local continuum of care. The non-renewable grant was so successful that the Opportunity Council moved other funding from traditional homeless prevention to continue the important work of diversion into the future. While there will be a gap in funding that was formerly used to cover rent shortages formerly targeted with prevention funding, the impact and efficacy of diversion was deemed too valuable to let expire.

In 2019, the City of Bellingham began funding a new diversion program delivered by the Opportunity Council that assists seniors experiencing homelessness and families with children who are at risk of homelessness. This diversion program is intended to re-house households and support housing stability without relying on other more conventional, longer-term programs. The program offers flex funding, deposit assistance, and case management for as many as 72 households, including 36 households that include seniors, and 36 households that include children.

County funding from the Consolidated Homeless Grant (CHG) also began supporting a family diversion program in mid-2019, which primarily offers deposit assistance. Previously, CHG funding had been used for prevention. Other resources are used locally to provide additional prevention funding for veterans as follows:

- The Veteran's Assistance Fund (VAF) assists eligible veterans with eviction prevention using local veteran-specific funding

²⁶ https://www.usich.gov/resources/uploads/asset_library/Prevention-Diversion-Rapid-Exit-July-2019.pdf

²⁷ <https://endhomelessness.org/ending-homelessness/solutions/crisis-response/>

²⁸ <https://www.samhsa.gov/homelessness-programs-resources/hpr-resources/housing-shelter>

²⁹ <https://buildingchanges.org/strategies/diversion>

- A large federal grant awarded to the Whatcom Homeless Service Center, referred to as the Veterans Affairs' Supportive Services for Veteran Families (SSVF), also offers prevention resources for veterans.

The Whatcom Homeless Service Center reports that from 2011-18, a total of 735 total client households were served with the VAF and/or the SSVF program, including 328 households who were re-housed and 407 households who received homeless prevention services.

From a wider perspective, there are many other ways of preventing homelessness further upstream, such as an adequate supply of affordable housing, offering vocational and financial skills, and sufficient behavioral health services. For the purposes of an effective homeless crisis response system, however, interventions generally focus more narrowly on households who are already on the brink of experiencing homelessness.

Strategy 6: Interim Housing

Interim housing is the general term that describes both emergency shelters and transitional housing. Emergency shelters are usually easier to access and are intended for shorter durations than transitional housing, but there is a wide range of approaches to this type of shelter. For purposes of the Point In Time Count and official definitions used by HUD and the Department of Commerce, individuals staying in emergency shelters and transitional housing continue to be homeless until they're able to find a more permanent housing arrangement. Emergency shelters may operate on a night-by-night basis and require shelter users check in each evening. Most night-by-night shelters allow users to stay for as many nights as necessary. Other emergency shelters may limit stays to 90 days and encourage shelter users to find new housing resources as soon as possible. Transitional housing placements may last as long as two years before participants are required to move. When stays in transitional housing reach their limits, residents are required to move to a different residence, and therefore are still considered homeless while in transitional housing. For more detail about Whatcom County's interim housing, please refer to the appendix.

Interim housing resources are best used in support of the bigger goal of helping people get into permanent housing as quickly as possible. Time spent in emergency shelters or transitional housing units can be used to prepare individuals or families for independent or supported living. Often, those using interim housing shelters need time to connect with economic or medical services, resolve legal issues, and/or connect with other community supports. Because the current housing stock is unable to meet the demand for immediate housing for all, these interim programs are a resource for people waiting for longer term placements. However, because people served in these programs remain in a state of homelessness and because these programs are much more costly than rapid re-housing, precisely targeting people for these services is a must.

Significant changes have occurred in the need and availability of shelter beds in Whatcom County since the last Local Plan Update, and offering beds to the unsheltered homeless population remains an urgent priority for the community. The largest interim housing provider in Whatcom County is Lighthouse Mission Ministries (LMM), which houses approximately 250 people at any given time in various arrangements ranging from low-barrier night-by-night shelter, to residential interim housing options as part of longer-term programs. In the fall of 2016, LMM opened a low-barrier shelter, and increased their capacity to serve an additional 80 individuals beyond what already existed in the community. They have since been able to increase this number further, and have been willing partners with other agencies and organizations who have stepped up to help those experiencing homelessness, especially during the winter when local capacity to provide shelter is severely strained. LMM's primary facility that hosts shelter beds has an interim permit that will expire at the end of 2022, putting urgent pressure on the need to find permanent shelter facilities that offer adequate capacity, as well as space for hygiene facilities and other social and health services.

As shown in the appendix, LHM is one of a number of providers that participate in interim housing services, but the demand for shelters is far from being met in Whatcom County. The Point In Time Count of January 2019 identified nearly 300 individuals who were unsheltered in Whatcom County. And while it's true that some of these individuals do not wish to stay in shelters, it's also likely that there are many more unsheltered individuals in Whatcom County that were not counted. In 2018 a group of elected officials and community stakeholders attempted to identify a site for a permanent night-by-night shelter in Bellingham but was unable to find a location that met all of their criteria. Increasing the capacity of existing shelters and adding additional shelters for populations with special needs remain priorities for the local community. In the near-term, work is being done to establish sites and develop policies for severe weather shelters that will operate on an as-needed basis when weather presents life-threatening conditions, and to add additional capacity throughout the winter months when those in need would otherwise be turned away when all available beds are expected to be filled.

The Consolidated Homeless Grant's performance measure for Interim Housing is the percent of exits to permanent housing. The SFY 2019 baseline is 38% for emergency shelters and 66% for transitional housing. The Whatcom County rates are 32% and 52% respectively, indicating room for improvement in our interim housing projects. The target is an increase of 5% for each intervention by June 30, 2020.

Strategy 7: Economic Security

While circumstances vary, the main reason people experience homelessness is because they cannot find housing they can afford. Loss of a job, medical bills, or other emergency expenses can lead to inability to pay the rent, then eviction, and eventually homelessness. For the past several years, during the annual Point In Time Count, household economic factors topped the list of reasons for homelessness; those being the inability to pay rent or mortgages, and job loss.

The good news is that while economic insecurity is a significant factor as a cause of homelessness for many, the strategy of *creating* economic security provides a way *out* of homelessness and supports people at risk of homelessness. Providing services to help people increase workforce skills, build assets and manage income, maximize their earning potential, accessing affordable housing, and avoid financial disruptions (such as large medical bills) are effective at preventing or ending homelessness for many.

In Whatcom County, economic security for those experiencing homelessness can be increased through a myriad of pathways. However, programs designed to connect people to employment need to respond to the concurrent needs of people who have been or still are homeless. Examples of this type of support offered in the community follow.

Income/Employment

Resources related to increasing income and employment or providing financial stability in Whatcom County includes:

Programs to Improve Economic Stability					
Focus Population	Vocational Training and/or Supported Employment	Food and Basic Needs	Financial Planning / Financial Literacy	Direct Financial Support (SSI / SSDI)	Physical and Behavioral Health Care for People Experiencing Homelessness
Youths (13-17)	1, 9	1	1		10, 11, 12
Youths (18-24)	1, 2, 3, 4, 5, 9	1, 2, 5	1, 2, 6, 7	5	10, 11, 12
Veterans	2, 3, 4, 5	2, 5	2, 6, 7	5, 13	10, 11, 12

Adults	2, 3, 4, 5	2, 5	2, 6, 7	5	10, 11, 12
Seniors	2, 3, 4, 5	2, 5	2, 6, 7	5	10, 11, 12
People with Disabilities	1,2, 3, 4, 5, 10	1,2, 5	2, 6, 7	5	10, 11, 12

1. Northwest Youth Services
2. Opportunity Council
3. WorkSource
4. Goodwill
5. Department of Social and Health Services
6. Whatcom Asset Building Coalition
7. Whatcom Dream
8. Department of Children, Youth, and Families
9. Job Corps
10. SeaMar
11. Unity Care NW
12. Compass Health
13. Whatcom County Health Department's Veterans Office

Health Management's Role in Financial Stability Economic security can also be strengthened with affordable health care by reducing costs and improving health and capacity for work. Two federally qualified community health centers serve a high number of those experiencing homelessness in Whatcom County.

- Unity Care Northwest offers a full range of health care services in Bellingham and Ferndale. Payment is based on a sliding fee scale for uninsured patients or with high deductibles and co-pays. Psychiatric care and mental health specialists are available, as well as health coaching, dental care, and general medical care.
- Sea Mar Community Health Center offers similar services, along with long term care services and Health Care for the Homeless. The Health Care for the Homeless program, available in Bellingham, includes case management, migrant outreach, shelter outreach, food vouchers, community voice mail, and bus and shower passes, among other services.

Economic Security Action Plan				
Actions	Who	Timeline	Milestones Prior to 2022	How to measure success?
Support federal, state, and local policies that contribute to the economic wellbeing of low-income populations and reduce homelessness; connect interested community members with the Washington Low Income Housing Alliance (WLIHA)	WCHD, interested community members, WLIHA	Continuous	Local priorities and ideas are included in new policy agendas	Whatcom County Coalition to End Homelessness meetings include time for policy suggestions at least once per year
Organize a resource fair that connects case management staff and other interested professionals to learn about various organizations working in Whatcom County to promote economic opportunities and stability	WCHD and community partners	Once every two years	Resource fair held in 2021	Number of attendees and number of participating organizations that table at the event

Statewide Goal and Objectives

Washington State is adopting the 2018 federal strategic goal to end homelessness and the federal criteria and benchmarks for ending homelessness for each subpopulation. This plan is required to include the five objectives that have been adopted by our state partner, the Department of Commerce. While the objectives and measures of success are mandatory components of the local plans, the methods by which we achieve success are created specifically for Whatcom County. This local methodology encompasses the actions, responsible parties, timeline, milestones prior to 2022, and how success will be measured in the charts under the following five objectives. The seven strategies of our local plan, included in an earlier section, support the accomplishment of these objectives.

Objective 1: Quickly identify and engage people experiencing homelessness under the state definition, and all unaccompanied youth under any federal definition, through outreach and coordination between every system that encounters people experiencing homelessness.

Measure of Success	Action	Responsible Parties	Timeline	Milestones Prior to 2022	How Success Will Be Measured
1.1 Street Outreach will increase the percentage of exits to positive outcome destinations to the level of the top performing 20 percent of homeless crisis response systems nationwide.	1.1a Increase training opportunities for outreach and day center staff in behavioral health care, community resources, trauma informed care, motivational interviewing, & harm reduction strategies, to give them tools to support people moving indoors.	1.1a WCHD; WHSC; Street Outreach staff; NWYS staff at Ground Floor.	1.1a 3-4 local trainings offered annually for outreach workers beginning in 2020	1.1a Trainings will occur according to timeline; all staff working in outreach will receive training in at least 3 areas listed by the end of each calendar year.	1.1a % exits to positive outcome destinations increase by 2% annually and by at least 5% between 1/1/20 and 6/30/22

Measure of Success	Action	Responsible Parties	Timeline	Milestones Prior to 2022	How Success Will Be Measured
	1.1b Increase use of emergency shelters by expanding the total capacity, improving accessibility, expanding choice, and improving quality of stay	1.1b WCHD; City of Bellingham; partner agencies providing shelter	1.1b Annual increase in # of shelter beds and in proportion of people who are homeless that stay in emergency shelters; and fewer people unsheltered	1.1b Reduction in proportion of unsheltered households by 2% annually and a minimum of 6% by 2022; provide more case management to increase availability of PSH	1.1b PIT annual report on sheltered/unsheltered; HMIS; Annual Report (# of ES units reported)
1.2 Compliance with state and federal Coordinated Entry Data Collection requirements in order to build and maintain active lists of people experiencing homelessness and to track the homelessness status, engagements and housing placements for each household.	1.2a Conduct annual evaluations of policies and make adjustments as necessary with guidance by Commerce; receive technical assistance by Commerce in continuing to build and maintain active lists as practice evolves	1.2a WCHD & WHSC; WA State Dept. of Commerce; providers using HMIS	1.2a Annual evaluations of CE by WCHD due in February; monitoring of CE by Commerce	1.2a Full compliance with contractual obligations and Commerce and HUD requirements	1.2a Data quality scores on County report cards show consistent improvement on annual basis
1.3 Increase share of individuals served who are entering services from unsheltered homelessness to at least 60%	1.3a Increase engagement of unsheltered population and collect data to capture transitions into shelters	1.3a WHSC, Street Outreach agencies, WCHD, shelter providers	1.3a Annual improvements	1.3a At least 60% will enter from unsheltered homelessness	1.3a County report cards; HMIS data

Measure of Success	Action	Responsible Parties	Timeline	Milestones Prior to 2022	How Success Will Be Measured
	1.3b Coordinated Entry system to hold meetings for Street Outreach and Referral Specialist staff to review progress of unsheltered receiving housing	1.3b WHSC, Street Outreach agencies, WCHD	1.3b Quarterly Meetings	1.3b At least 60% will enter from unsheltered homelessness	1.3b County report cards; HMIS data; partner data

Where we are now:

Program directors from Coordinated Entry partners have traditionally met on an as-needed basis to address system challenges as they are identified. Regular meetings with this team, as have been recently scheduled, are anticipated to improve coordination and make this system more efficient.

The table to the right shows the total number of people on the Housing Pool in January of each of the last five years. Although the number has generally decreased since a high 2017, it remains above a realistic number of who can be served in a reasonable time. Additional measures will be taken to reduce the number of people placed on the Housing Pool list who are unlikely to be served, thereby conveying a more realistic expectation among people in need of services.

According to Point In Time Counts, the ratio of unsheltered individuals has been increasing over time. The average percent of unsheltered individuals was 28% from 2008-2011, but rose to 44% from 2016-2019. Services for people experiencing unsheltered homelessness will be a priority. This includes both outreach efforts and the myriad of factors that can lead unsheltered individuals and households to choose to stay in shelters instead of alternative and less healthy arrangements. Although the drop from 2018's PIT to 2019's PIT count of unsheltered homelessness fell by 23%, continued attention and effort will be required to decrease the number further. Measuring the unsheltered population and the movement from unsheltered to sheltered locations is particularly challenging in our community because there are gulfs between data collected at the largest shelter (LMM's Drop-In Center), the Homeless Outreach Team (HOT) field staff, and the Homeless Management Information Systems.

While the HOT focuses their efforts on unsheltered individuals and households in the field, a day center for homeless youths provides drop-in services for the county's youths and young adults at a set location. The Ground Floor was developed by the First Congregational Church of Bellingham in partnership with Northwest Youth Services. This day center was extensively remodeled from an underused basement in 2018 and began operating in early 2019. The Ground Floor provides access to free laundry machines, free essential needs (hygiene items, clothing, food, etc.), private bathrooms and showers, study spaces, and quiet rooms for rest and regrouping. Staff is available to offer support, and to connect youth with other resources necessary to end homelessness. Ongoing operations of the Ground Floor are made possible by funding from the City of Bellingham. A further expansion of the hours, services, and resources currently offered at the Ground Floor as additional funding becomes available would have a positive impact on young people presently experiencing homelessness or at risk of becoming homeless.

Year	Average number of active households on Housing Pool (January)
2015	487
2016	659
2017	686
2018	512
2019	524

One area of renewed commitment has been to provide trauma-informed care and harm reduction for front-line staff to increase their skills when work with people who have experienced trauma or may struggle with behavioral health disorders. This is expected to improve outcomes for the unsheltered and/or isolated households in Whatcom County as a result of more positive interactions working with agency staff and better communication of needs. Funding has been set aside by the Whatcom County Health Department specifically for training community workers who work directly with individuals experiencing behavioral health disorders.

Number of Unsheltered Individuals

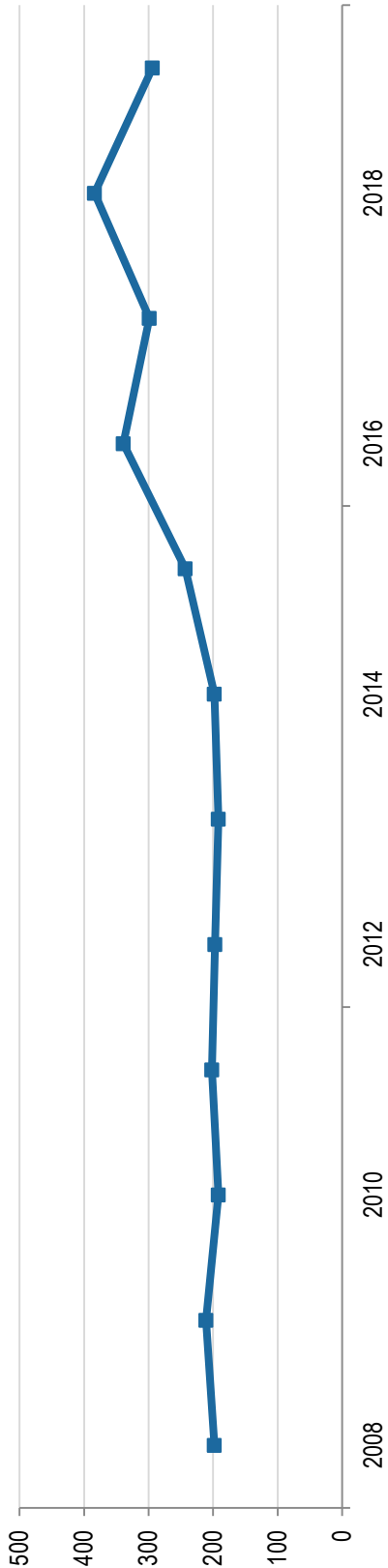


Figure 9: Number of individuals experiencing unsheltered homelessness during Point In Time counts (2008-2019).

Ratio of Unsheltered Homelessness

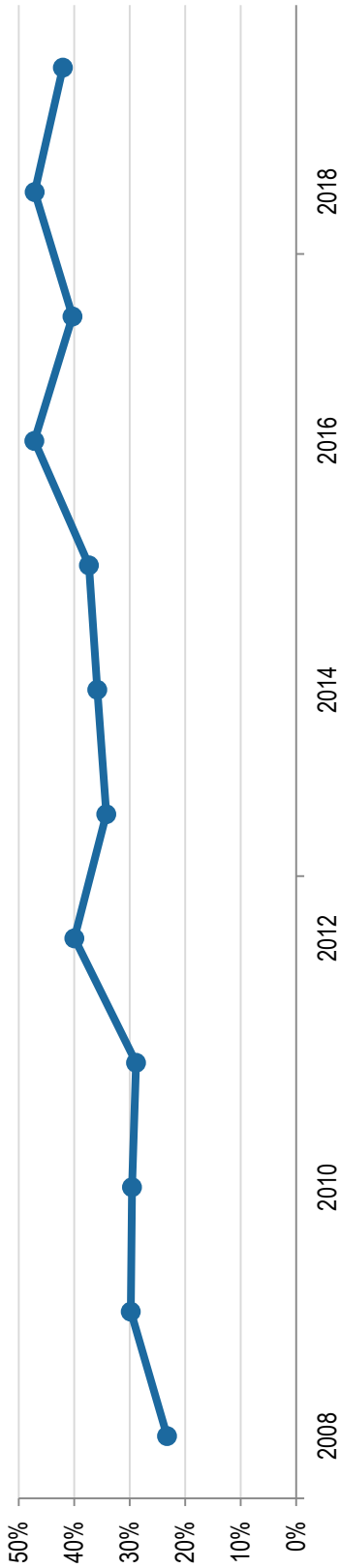


Figure 10: Percent of people experiencing homelessness who are unsheltered during Point In Time counts (2008-2019).

Rate of Homelessness in Whatcom County

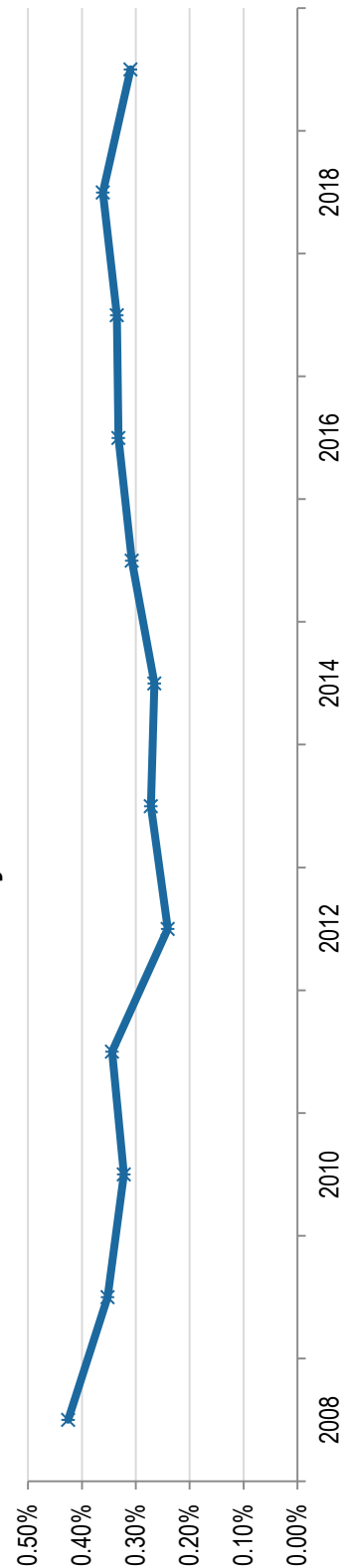
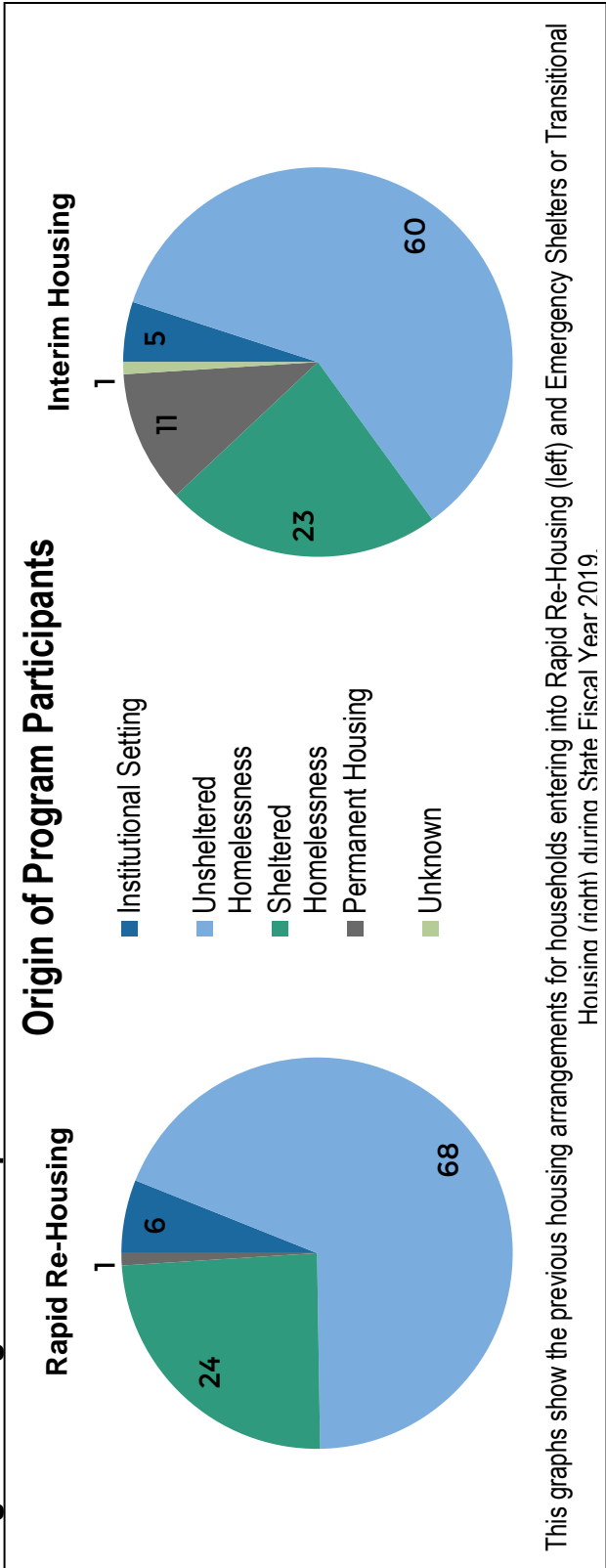


Figure 11: The Percent of Whatcom County residents experiencing either sheltered or unsheltered homelessness during Point In Time counts (2008-2019). The rate of homelessness was 0.29% in Washington State in 2019 and 0.17% nationally in 2018 (most recent available data).

Origin of Program Participants



Objective 2: Prioritize housing for people with the greatest need.

This objective refers to people living unsheltered, in emergency shelters, and in transitional housing. Implementing changes so our system enables people to move quickly into permanent housing is not only a cost-saving and humane measure, but achieves what people want - a home of their own. The primary mechanism for housing prioritization is our Coordinated Entry system operated by the Whatcom Homeless Service Center. A standardized assessment, OrgCode's Service Prioritization Decision Assessment Tool (SPDAT)³⁰, is in use to objectively determine the level of need among households requesting services. As program openings occur, level of need is used to prioritize services for eligible households.

Measure of Success	Action	Responsible Parties	Timeline	Milestones Prior to 2022	How Success Will Be Measured
2.1 Compliance with state and federal Coordinated Entry requirements for all projects receiving federal, state and local homeless funds	2.1a Review requirements with project staff regularly	2.1a WHSC & WCHD	2.1a Quarterly	2.1a Quarterly meetings will be held with new staff beginning in 2020; annual meeting with all HMIS active staff by 2020; new governance committee meets biannually beginning in 2020	2.1a Data quality reports show consistent improvement; monitoring by WCHD and Commerce results in no findings or issues.
2.2 Revisit the Coordinated Entry Core Element recommendations and the Office of Homeless Youth's Five Recommendations for Making Coordinated Entry Work For Youth and Young Adults annually	2.2a Implement recommendations in consultation with local youth services provider; assess need for additional access points for CE for youth	2.2a WCHD, WHSC & NWYS	2.2a WCHD, WHSC & NWYS will meet annually to respond to changes; decision to implement recommendations made by 2/1/20.	2.2a Number of youth-headed households in Point In Time counts decreases	2.2a Point In Time reports
2.3 Successful implementation of prioritization policies for all projects receiving federal, state and local homeless funds, resulting in	2.3a Update assessment tool to more accurately determine needs and improve referrals	2.3a WHSC	2.3a New tool in use for select populations by end of 2019	2.3a SPDAT 4.01 assessments complete for majority of highly vulnerable households on housing pool list	2.3a A detailed assessment is available for placements in services/program from the housing

³⁰ <https://d3n8a8pro7vhm.cloudfront.net/orgcode/pages/313/attachments/original/1479850999/SPDAT-v4.01-Single-Fillable.pdf?1479850999>

Measure of Success	Action	Responsible Parties	Timeline	Milestones Prior to 2022	How Success Will Be Measured
prioritized people consistently housed in a timely manner					pool list for the majority of prioritized households
	2.3b Streamline referral process and communication between CE lead and partner agencies	2.3b WCHD, WHSC	2.3b New referral process in place by end of March 2020	2.3b Regular meetings to discuss referrals with all relevant agencies	2.3b Fewer negative outcomes for clients in programs
	2.3c Increase the percent of system entries for households who were previously unsheltered or fleeing domestic violence to 60%	2.3c WCHD, WHSC, partner agencies	2.3c Increase to 60% by 06/30/2020	2.3c Maintain level of unsheltered entries at 60% or higher	2.3c County report cards from Department of Commerce

Where we are now:

The prioritization of services and resources for people in need is an ongoing challenge. Different opinions, perspectives, and values exist along a continuum. Funding requirements from HUD and the Washington State Department of Commerce require that the most vulnerable - those with the greatest needs - are prioritized for services because they are most likely to suffer the greatest harm as a result of being turned away from services. Much of the state and federal funding spent locally is designated to support people who are experiencing chronic homelessness, which is both 12 months or more of homelessness either continuously or in four or more episodes over the last three years, and the presence of a professionally recognized (and documented) disability. On the other end of the spectrum, others are quick to point out that a greater number of people could be served if resources were spread more thinly for those who need significantly less support- so called "light touch" populations. There are also strong opinions in support of specific special populations - homeless youths, seniors, families with young children, veterans, individuals with medical complications, people with developmental disabilities, and for people with mental illness. Because the needs of the community so greatly dwarf the resources devoted to resolving homelessness, conflicting values about prioritizing those resources will persist.

The Whatcom County Health Department's housing program budget is funded with seven distinct revenue sources, each with its own set of eligible expenses and household eligibility criteria. Details about revenue, expenditures, and eligible uses of funds are available on the Whatcom County website, from the Washington State Department of Commerce, from HUD, in Washington State Administrative Code, and in the Revised Code of Washington. Where flexibility exists, the health department strives to gather input from diverse stakeholders that work in housing-related fields, from elected officials, from open public meetings of the Whatcom County Housing Advisory Committee, from the general public, and from people who have the lived experience of homeless.

Objective 3: Operate an effective and efficient homeless crisis response system that swiftly moves people into stable permanent housing.

For people who experience homelessness, their time without housing is often traumatic, dangerous, and fraught with significant risks to their health. For these reasons, as well as others, it is important to strive to make these homeless experiences as brief as possible. To quickly re-house an individual or family there must be effective outreach, accessible intake processes, and program capacity to enroll new clients.

A key challenge in program capacity has been the scarcity of vacancies and cost of rentals, as detailed on page 11. Many programs struggle to exit households from interim housing or ongoing case management, and rising rents have made it very difficult to continue to expand RRH programs that require rental assistance.

State Fiscal Year	Average number of days spent homeless before housing provided
2015	81
2016	112
2017	172
2018	161

Table 1: Time spent homeless in any living arrangement before being housed

State Fiscal Year	Days in Interim Housing before enrollment in Permanent Housing Projects (mean)	Days in Interim Housing before enrollment in Permanent Housing Projects (median)
2018	126	63
2019	93	44

Table 2: Length of time in emergency shelters or transitional housing before obtaining permanent housing. This does not include time spent unsheltered or in an emergency shelter or transitional housing facilities that does not participate in Washington State's HMIS data system.

It is encouraging to see the length of time decrease in the two tables above from 2017 through present, but it does not capture the experience of all people facing homelessness. According to the 2019 Whatcom County Point In Time Count Report, roughly 20% of the people counted in 2019 were also counted in 2018, and 11% were also counted in 2017. This means that 20% of the people (about 140 individuals) were in roughly the same position they had been in full year ago.

Measure of Success	Action	Responsible Parties	Timeline	Milestones Prior to 2022	How Success Will Be Measured
3.1 Increase percentage of exits to permanent housing to the level of the top performing 20 percent of homeless crisis response systems nationwide.	3.1a Implement recommendations from CE assessment	3.1a WHSC, WCHD	3.1a TBD	3.1a TBD	3.1a TBD
	3.1b Improve referrals to better match needs of clients	3.1b All agencies participating in HMIS	3.1b Continuous	3.1b Increased percent exits to permanent housing by 2% annually from 2019 to 2022	3.1b County Report Cards; HMIS data from WHSC

	3.1c Improve exits to permanent housing from all programs by 5% by 06/30/2020	3.1c WCHD, partner agencies	3.1c Continuous	3.1c Increase system-wide average or successful exits to 70%	3.1c County Report Cards
3.2 Reduce returns to homelessness after exits to permanent housing to less than 10 percent	3.2a Build partnerships with behavioral health providers and expand access to behavioral health services	3.2a WCHD	3.2a Continuous	3.2a Increased number of clients accessing BH services	3.2a Quarterly reports from PSH facilities; County Report Cards
	3.2b Strengthen landlord liaison program	3.2b WHSC	3.2b Continuous	3.2b Annual housing related contacts from LL program increased	3.2b LL Monthly reports
	3.2c Reduce returns to homelessness to 5% or less by 2024	3.2c WCHD, WHSC, partner agencies	3.2c Continuous	3.2c Returns to homelessness will reduce to 7% or less	3.2c County Report Cards
3.3 Reduce average length of stay in temporary housing projects to less than 90 days.	3.3a Increase case management to decrease size of caseloads as funding allows	3.3a WCHD and case management partners	3.3a When funding is available	3.3a Average length of stay in ES and TH decreases	3.3a County Report Cards; quarterly reports from agencies
	3.3b Respond quickly to lengths of stay in excess of 90 day; develop permanent housing plans within 14 days after client enters interim housing	3.3b WCHD; all relevant ES case management and shelter providers	3.3b Quarterly	3.3b Reasons for extended stays are documented in client and agency files	3.3b Analysis conducted to determine causes of long stays; reduction in average # of days spent in ES and TH projects

Objective 4: Project the impact of the fully implemented local plan on the number of households housed and the number of households left unsheltered, assuming existing resources and state policies.

Measure of Success	Action	Responsible Parties	Timeline	Milestones Prior to 2022	How Success Will Be Measured
4.1 An estimate of people experiencing homelessness that will be housed during 2024 after successful implementation of the local plan using existing resources, and the count of households left unsheltered at a point in time in 2024, based on credible data and research; including the data assumptions, calculations, and related citations necessary for outside parties to review and reproduce the estimate	4.1a Update modelling tool provided by Commerce with latest numbers to improve accuracy	4.1a WCHD	4.1a By September 01, 2019	4.1a Completed	4.1a Tool attached as appendix to this plan update and subsequent updates
	4.1b Make annual adjustments in response to variations from predictions	4.1b WCHD	4.1b By September 1 st of each year 2020-2024	4.1b Annual updates	4.1b Annual updates will include updated appendix

The model provided by Department of Commerce predicts that the number of unsheltered homeless households will decrease by 24 over the next five years if demographics and housing costs remain stable, given the current performance of our crisis response system. However, even modest growth in population and rents will reverse the predicted decrease. The table below highlights six potential population and rent scenarios:

	Population Growth (annual %)	Rent Growth (annual %)	Predicted change in number of unsheltered households in 2024	Annual funding increases required to offset inflation (price of service delivery) and to overcome scenario's increase of population and rent prices
Scenario 1	0	0	-24	\$111,272
Scenario 2	0	3	-8	\$192,364
Scenario 3	1.5	3	+27	\$312,275
Scenario 4	1.5	5	+59	\$463,883
Scenario 5	1.5	8	+112	\$693,359

For reference, the population growth rate in Whatcom County has been about 1.5% over the last decade. The year-over-year increase in Whatcom County rent value, according to Zillow was 6.4% in July of 2019. An annual growth rate of 5% has been the average since 2012.

The predictions of the model are using the assumption that performance targets for emergency shelter, transitional housing, and rapid rehousing are met. Specifically, the percent of households exiting to permanent housing from these three interventions should be 50%, 80%, and 80%, respectively, and the returns to homelessness for the same three interventions should be 10%, 5%, and 5%. Although these targets have not yet been achieved, Whatcom County is on track

to meet them in the coming years. The current yearly total of successful housing interventions is 729; meeting the above performance targets would increase that number to 831.

Objective 5: Address racial disparities among people experiencing homelessness.

To better understand the impact of race on homelessness and access to services, the following analysis was derived from questions posed by the Washington State Department of Commerce and data collected in 2018.

- 1) How does your county compare to other like size counties in the state? Are any groups over or underrepresented in the homeless population?
 - a. In Whatcom County, people who belong to minority groups are over-represented among people experiencing poverty, and over-represented even more so among people experiencing homelessness. Although white people make up 86% of the population and 78% of people experiencing poverty, they account for only 68% of those identified during the most recent Point In Time Count. In families with children, white people made up only 48% of the people experiencing homelessness.
 - b. The Native Americans/Alaskans make up only about 3% of the county's population, but they account for 5% of people in poverty and 16% of people experiencing homelessness. These disparities are larger still within families with children experiencing homelessness, where Native American/Alaskan individuals accounted for 31% of all the people in families with children who were experiencing homelessness.
 - c. Black people make up a small percent of the county, and are only 2% of the people living in poverty. Still, they make up 4% of people experiencing homelessness.
 - d. For multi-racial or those who do not identify as white, black, Native American/Alaskan, or Asian/Pacific Islander, there are also elevated rates of homelessness beyond what poverty ratios would predict, but this is seen only among families with children. The "Other/Multi-Racial" group makes up 10% of those in poverty, but 15% of the homeless families with children population.
 - e. Single-parent households with children are disproportionately headed by a female parent. Nationally, single mothers account for about 80% of the single-parent households; however they were identified as 93% of the single-parent households during the Point In Time Count.
- 2) In PIT counts, are there significant differences between sheltered and unsheltered counts?
 - a. For people without children, race appears to play only a very small role in access to shelter. Although white people make up 68% of the people experiencing homelessness in Whatcom County, they account for a larger percent (73%) of people who are unsheltered. This means that people of racial minorities are able to (or choose to) access shelter at a slightly higher rate than their white peers. This phenomenon is more pronounced among families with children, where we see white people make up 48% of the population, but account for 58% of those who are unsheltered.
- 3) Are there specific local or state conditions that might lead to these differences?
 - a. The most startling data here suggests that Native American/Alaskans in poverty are three times more likely to become homeless than others who are in poverty. And although this population is just 5% of the county's people experiencing poverty, they account for 31% of the people in families who are experiencing homelessness. Specific local conditions that may be contributing to this, as well as possible corrections need to be researched; this will be a topic for discussion in the new Coordinated Entry governance body.

Measure of Success	Action	Responsible Parties	Timeline	Milestones Prior to 2022	How Success Will Be Measured
5.1 Completion of an initial analysis using a racial equity tool and data provided by Commerce.	5.1a Include analysis in this document	5.1a WCHD, Steering Committee of Coalition to End Homelessness	5.1a By September 01, 2019	5.1a Completed	5.1a Analysis included in this plan and subsequent updates
	5.1b Revisit analysis and make adjustments annually	5.1b WCHD	5.1b By September 1 st of each year 2020-2024	5.1b Annual updates	5.1b Annual updates will include updated appendix
5.2 Reduce disparities in homelessness seen in the Point In Time Count for people of color, LGBTQ, and formerly institutionalized individuals	5.2a Provide training for partner agency staff on equity and cultural competency	5.2a WCHD with Partner Agencies	5.2a At least one annual training specifically on equity	5.2a Training program in place	5.2a Annual training activities; HMIS and PIT Count Data will indicate fewer disparities in data reporting on successful exits to PH and housing retention
	5.2b Require contractual partners of WCHD to submit annual plan on how they intend to work toward reduction in disparities in at least one identified group with disparities; provide opportunities for more suggestions from partners	5.2b WCHD with Partner Agencies	5.2b Included in contracts/amenities by 01/01/2021	5.2b Increase in # or % of households from minority groups that receive permanent housing, and retain housing for 6 months and 1 year.	5.2b Quarterly reports

	5.2c Develop criteria for CE assessment that recognizes barriers for people of color, LGBTQ, formerly institutionalized individuals and other groups that face disparities in rates of homelessness	5.2c WCHD and WHSC	5.2c WCHD and WHSC and partners will discuss and decide on this by 06/01/2020.	5.2c Assessment tool modified to account for systemic prejudice that adds barriers to housing for minority groups	5.2c Decrease of time spent in housing pool for people that belong to groups facing disparities in rates of homelessness
	5.2d Analyze hiring and recruitment practices of partner organizations to determine if outreach to populations with inequitable outcomes in housing can be improved	5.2d WCHD with Partner Agencies	5.2d Analysis of hiring practices completed by 12/31/2020	5.2d Hiring and recruitment policies include considerations to attract staff that reflects the population being served	5.2d New efforts to recruit from minority populations will be documented and reported in annual updates
	5.2e Fill position for Tribal Representative on Whatcom County Housing Advisory Committee	5.2e WCHD housing staff	Position will be filled by 06/01/2020	Tribal Representative will be present for majority of meetings	List of attendees in minutes will include Tribal Representative

Glossary

Affordable Housing – Housing is considered “affordable” when a household pays no more than 30% of their gross income towards housing, inclusive of utilities.

Chronically Homeless – A subset of the homeless population that has been homeless either for the last 12+ months, or homeless several times over the past three years adding up to 12 months or longer. People who have experienced chronic homelessness are the primary participants in permanent supportive housing projects.

CoC – Continuum of Care (CoC) is a HUD designation for a jurisdiction that receives federal grants for housing programs. In Washington State, the five most populous counties (King, Snohomish, Pierce, Spokane, and Clark) constitute their own CoCs, while the rest of the counties (including Whatcom County) form a sixth CoC called the Balance of State.

Commerce – The Washington State Department of Commerce is the primary state-level funder for housing assistance in Washington State. There are three offices in particular that support people experiencing homelessness, the Office of Family and Adult Homelessness, the Office of Supportive Housing, and the Office of Homeless Youth.

Coordinated Entry – A system that allows people seeking services to have a single point of entry for all participating agencies. This eliminates the need to visit and register with several agencies across the county. A list of people seeking services is used to connect households with agencies that provide services.

Diversión – A relatively brief service that helps households creatively solve housing crises without formal engagement in the coordinated entry housing system. Households that use diversion services typically will relocate to a new living situation but will not losing housing altogether.

ES – Emergency Shelter (ES) is any type of site that houses individuals or families on a temporary basis. Some shelters are reserved for specific populations, such as women fleeing domestic violence or for minors, while others are available for any adult seeking shelter. People using emergency shelters, regardless of their length of stay, are still considered to be homeless.

HMIS – The Homeless Management Information System is a database that keeps statistics about housing services and clients. Information from Whatcom County is connected to other counties and used by Department of Commerce and HUD to analyze performance of each county and Continuum of Care. Data entry is required of agencies that receive funding from the Whatcom County Health Department and for all programs receiving state or federal funds.

Housing Pool – The “housing pool” serves as a quasi-wait list that matches individuals seeking services with appropriate programs. Households in the housing pool are organized by eligibility status, housing needs and vulnerability.

HUD – The United States Department of Housing and Urban Development (HUD) is a funder for many housing subsidy programs delivered locally and the primary funder of the Whatcom County and Bellingham Housing Authority.

Partner Agencies – Non-profit organizations that receive funding from local, state, and/or federal sources and implements programs that serve populations experiencing and/or at risk of homelessness. Many of these organizations also collect private contributions at fundraising events and benefit from significant volunteer support. As a condition of public funding, these agencies must record data in HMIS and populate their programs primarily through referrals from the WHSC.

PH – Permanent Housing (PH) can be subsidized or paid at market rate. PSH and RRH program participants are considered to be in permanent housing and no longer homeless.

Prevention – A program that provides stopgap funding for households in imminent risk of eviction or housing loss. Unlike diversion services, prevention usually helps families maintain their housing without having to relocate.

PSH – Permanent Supportive Housing (PSH) is a service that combines rental subsidies with ongoing case management support. PSH is offered either in single-site facilities that provide on-site staff to assist tenants, or in scattered-site locations that may be integrated into neighborhoods.

Rapid Re-Housing – A rental subsidy that generally lasts for about two years. Households receiving rapid re-housing (RRH) are expected to develop financial independence over the two year period and take over rent payments at the completion of the program. These tenants have leases with their landlords and typically remain in the same housing unit after the subsidy ends.

Referral – A referral for a client is issued by the WHSC when partner agencies identify a vacancy or additional capacity. When requested for a referral, the WHSC accesses the Housing Pool to determine the most appropriate household to refer to the requesting agency.

SPDAT – The Service Prioritization Decision Assistance Tool is used to determine the level of vulnerability of applicants for housing services. The result of this assessment helps determine the most appropriate service for the household.

TAY Triage Tool – This version of the SPDAT is designed specifically for transition-aged youths (TAY). It helps determine the needs of young adults aged 18-24 and is used both for Northwest Youth Services and Whatcom Homeless Service Center intakes for client in that age range.

TH – Transitional Housing (TH) is a temporary arrangement that is expected to provide subsidized housing for up to two years. Unlike RRH, transitional housing tenants are not protected by leases and are expected to move out to a different home at the end of the program. While in TH, households are still considered to be homeless.

WHSC – The Whatcom Homeless Service Center is the lead agency for Coordinated Entry in Whatcom County. It disperses rental assistance funding and fills referral requests when partner agencies have vacancies in their programs.

Appendix A: Interim Housing in Whatcom County

As of early 2019, the number of year-round emergency shelter or transitional housing beds for men, women, and children in Whatcom County was approximately 700. In practice, due to household configurations, the total number of individuals that can be sheltered is typically less, although temporary shelters are used during the winter months and motels can be used to add capacity when necessary. Because many of the organizations that provide shelter do not participate in county-wide data sharing, the number of people in shelters at any given moment is generally not known.

Interim housing operated by partner agencies that work with the Whatcom Homeless Service Center and/or receive funding from the City of Bellingham or Whatcom County Health Department:

- *Domestic Violence and Sexual Assault Services (DVSAS)*
 - DVSAS's Safe Housing Program provides emergency, confidential shelter to individuals and families fleeing domestic violence. Survivors are housed in three buildings at two locations in Bellingham, one for families and two that are limited to adult women. Survivors can be screened through the DVSAS office in downtown Bellingham or over the 24-hour helpline, and can enter the shelter immediately. Shelter stays are typically limited to ninety days, and motel stays are available for survivors who do not identify as female.
- *Interfaith Coalition*
 - Interfaith Coalition uses several houses and housing units to provide emergency shelter and transitional housing for families. These units are located in Bellingham, Ferndale, and Blaine. The goal for the emergency shelter units is to move families into permanent housing within 90 days, however this demographic and the expense of housing families make this target very challenging. Transitional housing units allow for stays up to two years in length. Entry to these units is through Coordinated Entry.
- *Lydia Place*
 - Lydia Place operates a small transitional housing facility with room for five households (women with or without children). Households may stay up to a year, but often move on after only a few months. This facility is located in Bellingham. Lydia Place also provides motel stays to be used as emergency shelter on an as-needed basis for families. Entries to Lydia Place's transitional housing program are facilitated by Coordinated Entry.
- *Northwest Youth Services*
 - Northwest Youth Services operates a Positive Adolescent Development (PAD) program for up to eight minors aged 13-17 that is available on an emergency basis directly through Northwest Youth Services. They also operate an eight-bed emergency shelter for youths aged 18-24. Both shelters limit stays to 90 days and are located in Bellingham. Transitional housing is available for youth at scattered site units with case management support available.
- *Sun Community Services*
 - Sun Community Services operates a nine bed emergency shelter called Sun House in Bellingham. Residents there are expected to limit their stays to 90 days, although these stays are extended on a case-by-case basis when necessary. Their beds are filled through the Coordinated Entry referral process, and their focus is primarily on single adults with serious mental illness.
- *Whatcom Homeless Service Center*
 - The Whatcom Homeless Service works with Opportunity Council's Community Services division to provide emergency motel stays primarily for families with children on an as-needed basis.
- *YWCA*
 - The YWCA in downtown Bellingham provides both emergency shelter and transitional housing for a total of 36 single women. Entry to this facility is through the Coordinated Entry system.

Interim housing operated by agencies that do not work with the Whatcom Homeless Service Center and/or receive funding from the City of Bellingham or Whatcom County Health Department:

- *Engedi Refuge Ministries*
 - The Engedi Refuge works with women who are survivors of sex trafficking. They house up to six women at a time at a facility in Lynden without limits on length of stay. Entries to the refuge come through the Washington Anti-Trafficking Response Network.
- *HomesNOW!*
 - The HomesNOW! organization operates a tiny-home encampment of 15 units on a temporary basis in Bellingham. Entries to this encampment are screened by HomesNOW! staff with consultation from the Bellingham Police Department. This organization intends to expand in the coming years and add operations outside of Bellingham. There is no specific limit to length of stay.
- *Lighthouse Mission Ministries*
 - The Lighthouse Mission's Drop-In Center, in Bellingham, is the largest emergency shelter in Whatcom County. The Lighthouse also operates a transitional housing program for single women and for women with young children and another for single men. There is no limit on the number of nights a person may stay at the Mission.
- *Lummi Housing Authority*
 - The Lummi Housing Authority operates a temporary housing facility for tribal members on the Lummi Indian Reservation called Sche'leng'en Village. This project provides housing and wrap-around services for 30 families. Entry is through the Lummi Housing Authority and residents must comply with clean and sober policies before admittance. There is no limit on length of stay, but the residencies are not expected to be permanent for most households.
- *New Way Ministries*
 - New Way Ministries provides housing for 23 families in Lynden, Washington. Applications for entry are made directly with the facility.
- *Lummi Stepping Stones*
 - Lummi Stepping Stones provide emergency shelter in two facilities on the Lummi Indian Reservation. They provide beds for up to 51 individuals and entries are through the Stepping Stones organization directly.
- *Lummi Victims of Crime*
 - Lummi Victims of Crime is a domestic violence support agency that operates on the Lummi Indian Reservation. They provide emergency shelter for up to five individuals.

Appendix B: Coordinated Entry Programs

Whatcom Homeless Service Center: Coordinated Entry System Partners		
Partner Agency	Intervention Type	Population Served
Catholic Housing Services	Permanent Affordable Housing	Low-income adults and families
Catholic Housing Services	Permanent Supportive Housing with 24-hour On-site Staff	Chronically homeless single adults; some young adults
Catholic Community Services	Case Management	CH single adults
DVSAS	Emergency Shelter	Survivors (families and singles) of domestic violence
Interfaith Coalition	Emergency Shelter	Families with children experiencing homelessness
Interfaith Coalition	Transitional Housing	Families with children experiencing homelessness
Lake Whatcom Residential and Treatment Center	Permanent Supportive Housing	Chronically homeless individuals with mental illness
Lydia Place	Transitional Housing	Families with children
Lydia Place	Case Management	Families with children; some singles
Lydia Place	Rapid Re-Housing	Families with children
Lydia Place	Long Term Support (No disabilities required)	Bellingham Housing Authority project-based voucher holders
Mercy Housing	Permanent Affordable Housing	Low-Income senior households
Northwest Youth Services	Emergency Shelter	Youth and young adults
Northwest Youth Services	Rapid Re-Housing	Families with children
Northwest Youth Services	Transitional Housing	Youth and young adults
Northwest Youth Services	Case Management	Youth and young adults
Opportunity Council	Case Management	Families with children and small number of singles
Opportunity Council	Permanent Supportive Housing	Chronically homeless single adults and single adults with children
Opportunity Council	Transitional Housing	Homeless families with children
Opportunity Council	Rapid Re-Housing	Families with children; veterans; aged, blind, or otherwise disabled adults
Opportunity Council	Emergency Shelter	Homeless families with children
Pioneer Human Services	Permanent Supportive Housing with 24-hour On-site Staff	Singles re-entering the community from institutions; Veterans; chronically homeless
Sun Community Services	Emergency Shelter with 24-hour On-site Staff	Single adults with serious mental illness discharged from correctional and mental health facilities or unsheltered
Sun Community Services	Permanent Supportive Housing	Chronically homeless single adults
YWCA	Emergency Shelter and Transitional Housing with Daytime On-site Case Manager	Single women experiencing homelessness and often history of domestic violence

Appendix C: County Recommendations to the State

- Create legislation to limit the application and move-in fees that increase the cost of securing housing; prohibit excessive and/or repetitive fees for background checks.
- Eliminate unnecessary reporting requirements and regulations for counties to allow county staff time to focus on implementation of system improvements, increased support to partners, and monitoring contract compliance.
- Support counties to use local document recording fees without tying use of the fees to CHG requirements. This provides opportunities for counties to respond effectively to the unique local combination of factors that drives homelessness.
- Seek input from counties before assigning funding requirements for a specific population. For example, the Permanent Supportive Housing funding in the CHG and the ending of TANF specific funding may not be as helpful for Whatcom County as general CHG funding, which allows for more varied uses.
- Consider legislation that would create consistency and factor in special needs when clearing homeless encampments from public property.
- Consider legislation that would revise sitting and lying in public ordinances to create safe alternatives for people without homes.
- Provide funding that can be used to install public bathrooms or urban rest stops to enable better hygiene and health outcomes for people without homes.
- Sanction and support safe parking or camping areas that promote security, stability, and healthy conditions conducive to exiting homelessness.
- Create limits or regulations relating to escalation of rent without improvements or justification.
- Provide more oversight resources to better enforce fair housing laws; provide legal support to applicants who have been illegally discriminated against to bring lawsuits against landlords who break the law.
- Gradually taper withdrawal of social service benefits to avoid abrupt benefit cliffs.
- Fund complete behavioral health and medical services that are accessible for indigent people with mental illness, and support the inclusion of these services in supportive housing programs and operations.
- Create legislation to ban the use of criminal history as criteria that may deny housing to an individual, much like the “ban the box” legislation for job applications.
- Fund an increase of accessibility of legal support services for survivors of domestic violence who wish to separate from spouses and free themselves from their ex-partner’s debts.
- Add contextual flexibility to the criteria that define chronic homelessness or other eligibility restrictions, and develop systems for exceptions that would increase efficiency and effectiveness of the homeless housing system for people in unique situations or who are unable to produce specific types of documentation.



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-590

File ID:	AB2019-590	Version:	1	Status:	Agenda Ready
File Created:	11/06/2019	Entered by:	MCaldwel@co.whatcom.wa.us		
Department:	Finance Division	File Type:	Ordinance		
Assigned to:	Council			Final Action:	
Agenda Date:	11/19/2019			Enactment #:	

Primary Contact Email: mcaldwel@co.whatcom.wa.us

TITLE FOR AGENDA ITEM:

Ordinance amending the 2019 Whatcom County Budget, request no. 15, in the amount of \$49,400

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

Supplemental #15 requests funding from the General Fund:

1. To appropriate \$20,000 in Sheriff to fund OCDETF DEA overtime contracts.
2. To appropriate \$29,400 in Sheriff to fund additional reimbursable overtime contracts.
3. To appropriate \$13,391 in Sheriff to fund ballistic vests from grant proceeds.
4. To appropriate \$24,340 in Sheriff to fund M-ATV acquisition from grant proceeds.

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
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ORDINANCE NO.
AMENDMENT NO. 15 OF THE 2019 BUDGET

WHEREAS, the 2019-2020 budget was adopted November 20, 2018; and,
WHEREAS, changing circumstances require modifications to the approved 2019-2020 budget; and,

WHEREAS, the modifications to the budget have been assembled here for deliberation by the Whatcom County Council,

NOW, THEREFORE, BE IT ORDAINED by the Whatcom County Council that the 2019-2020 Whatcom County Budget Ordinance #2018-064 is hereby amended by adding the following additional amounts to the 2019 budget included therein:

Fund	Expenditures	Revenues	Net Effect
General Fund			
Sheriff	49,400	(49,400)	-
Total General Fund	49,400	(49,400)	-
Total Supplemental	49,400	(49,400)	-

ADOPTED this ____ day of _____, 2019.

ATTEST:

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

Dana Brown-Davis, Council Clerk

Rud Browne, Chair of Council

APPROVED AS TO FORM:

() Approved () Denied



Civil Deputy Prosecutor

Jack Louws, County Executive

Date: _____

WHATCOM COUNTY				
Summary of the 2019 Supplemental Budget Ordinance No. 15				
Department/Fund	Description	Increased (Decreased) Expenditure	(Increased) Decreased Revenue	Net Effect to Fund Balance (Increase) Decrease
General Fund				
Sheriff	To fund OCDETF DEA RE-19-0039 overtime contract.	5,000	(5,000)	-
Sheriff	To fund OCDETF DEA #RL-19-0001 overtime contract increase.	15,000	(15,000)	-
Sheriff	To fund reimbursable overtime increase.	29,400	(29,400)	-
Sheriff	To fund ballistic vests from grant proceeds.	13,391	(13,391)	-
Sheriff	To fund M-ATV acquisition from grant proceeds.	24,340	(24,340)	-
Total General Fund		49,400	(49,400)	-
Total Supplemental		49,400	(49,400)	-

Supplemental Budget Request

Status: Pending

Sheriff

Operations

Suppl ID # 2991

Fund 1

Cost Center 1003519004

Originator: Jacque Korn

Year 1 2019

Add'l FTE ☐

Priority 1

Name of Request: OCDETF DEA RE-19-0039

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4342.1013	Reimb Drug Enforcement	(\$5,000)
	6140	Overtime	\$5,000
	Request Total		\$0

1a. Description of request:

The U.S. Department of Justice Drug Enforcement Administration (DEA) authorized funding for the Whatcom County Sheriff's Office to participate in the Organized Crime Drug Enforcement Task Forces (OCDETF) and assist with the investigation and prosecution of major drug trafficking organizations. The DEA will reimbursement the Sheriff's Office for overtime of deputies engaged in these investigations.

1b. Primary customers:

Citizens of Whatcom County.

2. Problem to be solved:

Budget authority is needed to use these funds for overtime of deputies to participate in the investigations.

3a. Options / Advantages:

Funds were authorized specifically for overtime on OCDETF investigations; they may not be used for any other purpose.

3b. Cost savings:

Overtime reimbursement of \$5,000.

4a. Outcomes:

Deputies assigned to assist in OCDETF investigations may perform a variety of duties; interviewing witnesses, conducting surveillance, performing undercover assignments, handling informant transportation and/or prisoner transportation, preparing and executing search and arrest warrants, serving subpoenas, assisting with trial preparation, and testifying at trials.

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

The U.S. Department of Justice Drug Enforcement Administration State and Local Overtime (SLOT) Funds.

Thursday, October 31, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Sheriff

Operations

Suppl ID # 2990

Fund 1

Cost Center 1003519002

Originator: Jacque Korn

Year 1 2019

Add'l FTE ☐

Priority 1

Name of Request: OCDETF 2019 DEA #RL-19-0001 Increase #1

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4342.1013	Reimb Drug Enforcement	(\$15,000)
	6140	Overtime	\$15,000
	Request Total		\$0

1a. Description of request:

In 2019, The Sheriff's Office entered into an Organized Crime Drug Enforcement Task Forces (OCDETF) Agreement for Fiscal Year 2019 to participate in the investigation and prosecution of major drug trafficking organizations. The U.S. Department of Justice (DOJ) agreed to reimburse the Sheriff's Office for overtime of detectives engaged in these federal OCDETF investigations.

The DOJ authorized \$2,500 and Supplemental Budget ID #2711 was approved for the initial allocation. Subsequent increases of \$15,000 were awarded and budget authority is needed for the additional amount.

1b. Primary customers:

Citizens of Whatcom County.

2. Problem to be solved:

Budget authority is needed to use the remaining OCDETF FY2019 funds for overtime in 2019.

3a. Options / Advantages:

Funds were authorized specifically for overtime on OCDETF investigations; they may not be used for any other purpose.

3b. Cost savings:

Overtime reimbursement of \$15,000.

4a. Outcomes:

Sheriff's Office Drug Task Force detectives will continue participation in federal OCDETF investigations.

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

The U.S. Department of Justice Drug Enforcement Administration State and Local Overtime (SLOT) Funds.

Supplemental Budget Request

Status: Pending

Sheriff

Operations

Suppl ID # 2995

Fund 1

Cost Center 2965

Originator: Jacque Korn

Year 1 2019

Add'l FTE ☐

Priority 1

Name of Request: Reimbursable Overtime Increase - 2019

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4342.1012	Off Duty Overtime	(\$29,400)
	6110	Regular Salaries & Wages	\$512
	6140	Overtime	\$24,879
	6210	Retirement	\$1,378
	6230	Social Security	\$1,942
	6259	Worker's Comp-Interfund	\$656
	6269	Unemployment-Interfund	\$33
	Request Total		\$0

1a. Description of request:

The Sheriff's Office provides extra law enforcement, traffic control, and security services in accordance with contracts, temporary right-of-way permits, and agreements to hire extra-duty deputies in order to enhance safety and response capabilities. These services are provided by deputies on overtime so as not to impact the daily operations and response capabilities of regularly schedule shift duties.

1b. Primary customers:

Citizens of Whatcom County

2. Problem to be solved:

The current budget is inadequate to cover additional law enforcement services requested in 2019.

3a. Options / Advantages:

3b. Cost savings:

4a. Outcomes:

Sheriff's Office deputies provide extra law enforcement, traffic control, and security services as requested.

4b. Measures:

5a. Other Departments/Agencies:

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

Expenditures will be offset by revenue generated from organizations requesting services. Overtime billed at \$78.00 per hour in accordance with Whatcom County Unified Fee Schedule.

Thursday, October 31, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Sheriff

Operations

Suppl ID # 2992

Fund 1

Cost Center 1003519006

Originator: Jacque Korn

Year 1 2019

Add'l FTE ☐

Priority 1

Name of Request: SO Grant COB 2019 JAG - Ballistic Vests

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4333.1673	Byrne JAG Grant	(\$13,391)
	6320.001	Office & Op Supplies	\$13,391
	Request Total		\$0

1a. Description of request:

The Sheriff's Office received 2019 Byrne Justice Assistance Grant (JAG) Program funds through the City of Bellingham to purchase ballistic vests (W.C. #201908024). The vests are National Institute of Justice certified and meet the current 0.06 level IIIA standards of protection.

The Sheriff's Office is required to provide ballistic protective equipment to uniformed personnel who are subject to occupational hazards that include gunfire/ballistic threats and currently issues ballistic resistant vests and helmets to all deputy sheriffs. The vests need to be replaced as they are outside the recommended manufacturer's warranty.

1b. Primary customers:

Whatcom County Sheriff's Office deputies.

2. Problem to be solved:

Budget authority is needed to use grant funds to purchase ballistic vests in 2019.

3a. Options / Advantages:

The Sheriff's Office will use grant funds rather than local funds to purchase ballistic protective equipment.

3b. Cost savings:

\$13,391

4a. Outcomes:

The Sheriff's Office objective is to utilize allocated funds to purchase and replace current ballistic vests for deputies whose vests are outside the recommended manufacturer's warranty.

4b. Measures:

5a. Other Departments/Agencies:

The City of Bellingham will administer the grant and provide \$13,391 to the Whatcom County Sheriff's Office to purchase ballistic vests per the grant agreement.

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

The funds originate from U.S. Department of Justice Edward Byrne Memorial JAG Program Fiscal Year 2019, CFDA No. 16.738.

Thursday, October 31, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Sheriff

Administration

Suppl ID # 3004 Fund 1 Cost Center 1003518003 Originator: Jacque Korn / Dawn Pierce

Expenditure Type: One-Time Year 1 2019 Add'l FTE ☐ Add'l Space ☐ Priority 1

Name of Request: Acquire FEMA funded M-ATV

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4333.8303	FEMA	(\$20,863)
	4334.0181	FEMA Military	(\$3,477)
	6320	Office & Op Supplies	\$500
	6610	Contractual Services	\$14,715
	6710	Postage/Shipping/Freight	\$9,125
	Request Total		\$0

1a. Description of request:

WCSO is requesting budget authority to replace a light armored vehicle (LAV), damaged beyond repair in last winter's storm event, with a mobile armored transport vehicle (M-ATV). The M-ATV is surplus from the Department of Defense and costs of acquisition and make ready will be funded with FEMA funds.

1b. Primary customers:

Citizens of Whatcom County

2. Problem to be solved:

During the incident period of 12/10/18 through 12/24/18, a Winter Storm created an immediate threat to the health and safety of the general public requiring emergency response and protective measures. The Sheriff's Office provided county-wide security control points and blocked roadways to restrict access to damaged and threat areas for the protection of public health and safety during the winter storm. They also provided search and rescue efforts and evacuation of stranded residents. This disaster was Presidentially declared on March 4, 2019 and The Department of Homeland Security Federal Emergency Management Agency Project 4418-DR-WA project was opened up for Whatcom County.

During the incident period, a light armored vehicle (which had been acquired by the Whatcom County Sheriff's Office from the U.S. Department of Defense through the Law Enforcement Support Office (LESO) 1033 Program) was used to evacuate residents in the beach front area that was being flooded by the king tide and storm surge surf. The entire vehicle was engulfed in waves that damaged the electrical systems and other components of the vehicle. The Sheriff's Office received a FEMA grant to fund costs associated with returning the LAV to the WA State Military Department and acquiring another surplus rescue vehicle.

3a. Options / Advantages:

The replacement vehicle is smaller, lighter and more suited to Sheriff's Office needs

3b. Cost savings:

Acquisition and make-ready are funded through the FEMA grant

4a. Outcomes:

By the end of 2019, we hope to have a fully outfitted replacement vehicle in place to be ready for winter storm and other events where such a vehicle is needed.

4b. Measures:

Wednesday, November 06, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Sheriff

Administration

Suppl ID # 3004

Fund 1

Cost Center

1003518003 Originator: Jacque Korn / Dawn Pierce

A fully operational vehicle will be ready for use.

5a. Other Departments/Agencies:

Some participation from AS-Finance for purchasing.

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

FEMA grant reimbursements



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-591

File ID:	AB2019-591	Version:	1	Status:	Agenda Ready
File Created:	11/07/2019	Entered by:	MCaldwel@co.whatcom.wa.us		
Department:	Finance Division	File Type:	Ordinance		
Assigned to:	Council			Final Action:	
Agenda Date:	11/19/2019			Enactment #:	

Primary Contact Email: mcaldwel@co.whatcom.wa.us

TITLE FOR AGENDA ITEM:

Ordinance amending the 2020 Whatcom County Budget, request no. 2, in the amount of \$343,000

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

Supplemental # 2 requests funding from the General Fund:

1. To appropriate \$4,000 in Council to fund increase in code publishing services
2. To re-appropriate \$20,000 in Council to fund outdoor storage lockers
3. To appropriate \$9,000 in Hearing Examiner to fund contract increase
4. To appropriate \$10,000 in Juvenile to fund Volunteer Guardian Ad Litem program training
5. To appropriate \$300,000 in Prosecuting Attorney to fund LEAD program from grant proceeds

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
--------------	---------------------	----------------	-----------------

PROPOSED BY: Executive
INTRODUCTION DATE: 11/19/19

**ORDINANCE NO.
AMENDMENT NO. 2 OF THE 2020 BUDGET**

WHEREAS, the 2019-2020 budget was adopted November 20, 2018; and,
WHEREAS, changing circumstances require modifications to the approved 2019-2020 budget;
and,
WHEREAS, the modifications to the budget have been assembled here for deliberation by the
Whatcom County Council,
NOW, THEREFORE, BE IT ORDAINED by the Whatcom County Council that the 2019-2020
Whatcom County Budget Ordinance #2018-064 is hereby amended by adding the following additional
amounts to the 2020 budget included therein:

Fund	Expenditures	Revenues	Net Effect
General Fund			
Council	24,000	-	24,000
Hearing Examiner	9,000	-	9,000
Juvenile	10,000	-	10,000
Prosecuting Attorney	300,000	(300,000)	-
Total General Fund	343,000	(300,000)	43,000
Total Supplemental	343,000	(300,000)	43,000

ADOPTED this ____ day of _____, 2019.

ATTEST:

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

Dana Brown-Davis, Council Clerk

Rud Browne, Chair of Council

APPROVED AS TO FORM:

() Approved () Denied



Civil Deputy Prosecutor

Jack Louws, County Executive

Date: _____

WHATCOM COUNTY				
Summary of the 2020 Supplemental Budget Ordinance No. 2				
Department/Fund	Description	Increased (Decreased) Expenditure	(Increased) Decreased Revenue	Net Effect to Fund Balance (Increase) Decrease
General Fund				
Council	To fund increase in code publishing services.	4,000	-	4,000
Council	To re-appropriate funding for outdoor storage lockers.	20,000	-	20,000
Hearing Examiner	To fund Hearing Examiner contract increase.	9,000	-	9,000
Juvenile	To fund Volunteer Guardian Ad Litem program training.	10,000	-	10,000
Prosecuting Attorney	To fund LEAD program from grant proceeds.	300,000	(300,000)	-
Total General Fund		343,000	(300,000)	43,000
Total Supplemental		343,000	(300,000)	43,000

Supplemental Budget Request

Status: Pending

Council

Suppl ID # 2999

Fund 1

Cost Center 1100

Originator: Cathy Halka

Year 2 2020

Add'l FTE ☐

Priority 1

Name of Request: Code Publishing Services 2020

X

Cathy B Halka

11/1/19

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:

Object	Object Description	Amount Requested
6630.901	Professional Services	\$4,000
Request Total		\$4,000

1a. Description of request:

The County contracts for professional services to maintain the Whatcom County Code online, ensuring conformity with state and federal law. Legal publishing services include design, production, printing, posting and hosting an online code that is searchable as well as updating ordinances and supplements to the Code as needed.

1b. Primary customers:

Whatcom County citizens and the general public are the primary customers. Every department in the County has elements of the code that direct and impact their operations and services.

2. Problem to be solved:

In 2020, there are additional code updates that require an increase in funding for code publishing services, including but not limited to an update to the Shoreline Management Plan and miscellaneous updates to Title 12, 16, 20, 21, and 22. The Council Office is responsible for code publishing but has no control over the number of updates that come from departments within the County. Code publishing services are typically billed (as an industry standard) by the number of pages effected. A slight policy change in the code can for example impact a number of pages and have a high cost. Council staff estimates with planned code updates for 2020, more funding may be needed and are requesting \$4,000 to bring the 2020 budget for code publishing services to \$20,103. Code publishing services must be fully funded in order to maintain compliance with federal law.

3a. Options / Advantages:

Amending the budget to fully fund code publishing costs will allow the County to maintain compliance with federal law.

3b. Cost savings:

Staff can save time by doing a budget amendment now and including the current estimated maximum cost in the contract with the consultant, rather than doing a contract and budget amendment later.

4a. Outcomes:

Code publishing services are provided throughout the year. As ordinances and code amendments are approved by Council, the online code is updated and code supplements are provided.

4b. Measures:

The code is updated and maintained online and in print.

5a. Other Departments/Agencies:

This request impacts all departments operating under or affected by the Whatcom County Code.

5b. Name the person in charge of implementation and what they are responsible for:

Supplemental Budget Request

Status: Pending

Council

Supp'l ID # 2999

Fund 1

Cost Center 1100

Originator: Cathy Halka

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

Council

Suppl ID # 3000

Fund 1

Cost Center 1100

Originator: Barry Buchanan

Year 2 2020

Add'l FTE ☐

Priority 1

Name of Request: Outdoor Storage Lockers

X

On the Ballalaka

11/1/19

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6610	Contractual Services	\$20,000
	Request Total		\$20,000

1a. Description of request:

Provide outdoor storage lockers for people experiencing homelessness in Whatcom County.

Funding was included in the 2019 budget, and this is a reappropriation of ASR# 2019-5849 to the 2020 budget year. The non-profit is still finalizing agreements with the City of Bellingham after which they will be able to move forward with the use of these funds to purchase outdoor storage lockers for the project.

1b. Primary customers:

People experiencing homelessness in Whatcom County

2. Problem to be solved:

The 2019 Point-In-Time (PIT) Count, an annual snapshot of homelessness in our community, found 700 individuals experiencing homelessness in Whatcom County. It is estimated that one in five of these people have been homeless for more than a year. Those that are fortunate enough to find shelter often do not have access to a safe place to store their belongings. The pilot project sponsored by a community non-profit will install a limited number of storage lockers. The non-profit is still finalizing agreements with the City of Bellingham. This budget item was included in the 2019 budget, and this is a request to roll over the unused funding into the 2020 budget year.

3a. Options / Advantages:

The only current alternative is for people to carry all their belonging in bags or supermarket carts.

Whatcom County agreed to provide one County-owned location in downtown Bellingham for installation of storage lockers as part of a pilot project sponsored by a community non-profit. This request will enhance the pilot project by increasing the number of available lockers and giving the additional homeless individuals the chance to access available services and seek employment without worrying that their personal belongings will be stolen or confiscated.

3b. Cost savings:

A person cannot travel on public transport or apply for a job or seek privately owned accommodations while carrying all their possessions. Enabling people to store their key possessions makes it much easier for people to assist themselves, to escape homelessness, and ultimately reduce their needs for social services. Every year that we prevent a person from being incarcerated or requiring comprehensive social service support saves the community approximately \$40,000.

4a. Outcomes:

It will be much easier for homeless people to help themselves.

4b. Measures:

The results will be measureable through a change in the overall number of homeless people and the number of people that report no longer needing the lockers because they were able to escape

Friday, November 01, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Council

Suppl ID # 3000

Fund 1

Cost Center 1100

Originator: Barry Buchanan

homelessness.

5a. Other Departments/Agencies:

Reducing homelessness will reduce the demand for jail usage, diversion programs, and homeless support services provided by the Health Department.

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

General Fund

Friday, November 01, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Council

Suppl ID # 2997 Fund 1 Cost Center 1600 Originator: Cathy Halka

Year 2 2020

Add'l FTE ☐

Priority 1

Name of Request: Hearing Examiner 2020

X

Cathy Halka

11/1/19

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	6630	Professional Services	\$9,000
	Request Total		\$9,000

1a. Description of request:

The County issued an RFP for Hearing Examiner Services, and Michael Bobbink was the sole respondent. Mr. Bobbink has served in this role for the last 24 years. The last increase in compensation he received was a 7.5% increase in 2015. Mr. Bobbink is requesting a 10% increase in compensation, bringing his total compensation to \$97,661.65 annually.

1b. Primary customers:

The Hearing Examiner acts on behalf of the County Council in considering the application of regulatory enactments for major project permits, planned unit developments, development agreements, conditional use permits, appeals from decisions of the shoreline management program, and other appeals and recommendations.

2. Problem to be solved:

The increase in compensation for the hearing examiner is less than the Cost of Living increases County employees received over the last five years. The total compensation requested is in line with salaries of Hearing Examiners in other counties in Washington State.

3a. Options / Advantages:

The option to not fund the increase in salary would potentially leave the County without someone to fulfill the role and duties of the Hearing Officer, which are responsibilities required by Whatcom County Code. The County would have to issue another RFP for Hearing Examiner services in hopes of receiving additional respondents. Since the original RFP resulted in only one respondent, it is unlikely there would be new respondents to a second RFP.

Funding the salary increase is the best option because it allows the County to retain its current provider who has served as Hearing Examiner successfully over the last 24 years. Mr. Bobbink brings a wealth of institutional knowledge and history to his role as Hearing Examiner. The increase brings the Hearing Examiner compensation in line with market rates.

3b. Cost savings:

The County saves a significant amount by contracting out the position of Hearing Examiner. The standard County benefits package costs the County approximately 35% or more of the base salary of an employee, and a contractor such as the Hearing Examiner position is not offered County benefits.

4a. Outcomes:

This contracted position provides Hearing Examiner Services including reviewing applicable ordinances, statutes, and files in preparation for public hearings, presiding over the hearing, conducting field inspections, reviewing appeals, and preparing written recommendations.

4b. Measures:

Success is measured by the completion of tasks assigned to the Hearing Examiner as defined in the

Supplemental Budget Request

Status: Pending

Council

Suppl ID # 2997

Fund 1

Cost Center 1600

Originator: Cathy Halka

Whatcom County Code as well as the conclusion of cases heard before the Hearing Examiner.

5a. Other Departments/Agencies:

This request will impact the County Council office, which is responsible for ensuring Hearing Examiner services are provided in accordance with Whatcom County Code.

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

General Fund

Supplemental Budget Request

Status: Pending

Juvenile

Administration

Suppl ID # 2998

Fund 1

Cost Center 1935

Originator: Dave Reynolds

Year 2 2020

Add'l FTE

Priority 1

Name of Request: VGAL Training

X

Department Head Signature (Required on Hard Copy Submission)

11/1/19
Date

Costs:	Object	Object Description	Amount Requested
	6320	Office & Op Supplies	\$1,000
	6630	Professional Services	\$3,000
	6780	Travel-Educ/Training	\$3,000
	7110	Registration/Tuition	\$3,000
	Request Total		\$10,000

1a. Description of request:

Whatcom County Juvenile Court Volunteer Guardian Ad Litem Program has received a grant from the Whatcom Community Foundation. We plan on utilizing these funds to enhance the training of the VGAL staff and over 50 program volunteers.

1b. Primary customers:

Abused and neglected youth subject to dependency actions.

2. Problem to be solved:

Quality ongoing training and professional training for our volunteers has been a challenge. Utilizing these funds to provide up to date and regular training will be of great benefit to the services they provide.

3a. Options / Advantages:

While the grant does not direct how we spend the dollars to improve the program, ongoing training will provide the most impact to the quality of our program.

3b. Cost savings:

N/A

4a. Outcomes:

We anticipate monthly professional training for all volunteers, as well as the opportunity to for other volunteers and program staff to attend state and national trainings to benefit the program.

4b. Measures:

We will track all trainings attended by volunteers as well as training opportunities by VGAL staff and volunteers.

5a. Other Departments/Agencies:

Other departments and/or agencies involved in the dependency arena may be able to participate in sponsored training as well.

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

The VGAL program received a \$10,000 anonymous donation through the Whatcom Community Foundation in October 2019.

Supplemental Budget Request

Status: Pending

Prosecuting Attorney

Suppl ID # 3001

Fund 1

Cost Center 2622

Originator: Vanessa Martin

Year 2 2020

Add'l FTE ☐

Priority 1

Name of Request: LEAD Program

X

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	4331.1683	DOJ Lead Grant	(\$300,000)
	6610	Contractual Services	\$300,000
	Request Total		\$0

1a. Description of request:

In the LEAD program, police officers exercise discretionary authority at point of contact to divert individuals to a community-based, harm-reduction intervention for law violations driven by unmet behavioral health needs. In lieu of the normal criminal justice system cycle -- booking, detention, prosecution, conviction, incarceration -- individuals are instead referred into a trauma-informed intensive case-management program where the individual receives a wide range of support services, often including transitional and permanent housing and/or drug treatment. Prosecutors and police officers work closely with case managers to ensure that all contacts with LEAD participants going forward, including new criminal prosecutions for other offenses, are coordinated with the service plan for the participant to maximize the opportunity to achieve behavioral change.

LEAD holds considerable promise as a way for law enforcement and prosecutors to help communities respond to public order issues stemming from unaddressed public health and human services needs -- addiction, untreated mental illness, homelessness, and extreme poverty -- through a public health framework that reduces reliance on the formal criminal justice system.

1b. Primary customers:

The LEAD program will serve community members who frequently cycle in and out of the criminal justice system for low-level, non-violent offenses such as drug possession.

2. Problem to be solved:

The initiative aims to divert people out of the criminal justice system whose infractions are driven mainly by addiction, mental illness, and poverty and who would be better served by quality social services. The effort would reduce recidivism, lower the number of people in our expensive criminal justice system and improve public safety and our communities' quality of life.

Instead of sending low-level drug offenders to jail, police can refer suspects to LEAD, which provides them with intensive long-term case management and a chance to change their lives. Case managers become their clients' personal advocates, offering legal assistance and helping them access social services like housing, health care and therapy with the goal of getting them to a point where they can live drug-free.

When police come across someone with a nonviolent history who they have reason to arrest, they offer LEAD as an alternative to jail and prosecution. If the person refuses to participate, they are charged with the crime they were caught committing.

LEAD uses a "meet you where you are" approach to provide individuals with the help they actually want,

Monday, November 04, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Prosecuting Attorney

Suppl ID # 3001

Fund 1

Cost Center

Originator: Vanessa Martin

which makes this program unique to Whatcom County.

3a. Options / Advantages:

The county recently developed the GRACE (Ground-Level Response And Coordinated Engagement) program, which is a community-based effort to find solutions for individuals who are using crisis services and law enforcement in frequent, yet ineffective ways. The aim is to offer intensive, coordinated services to these "familiar faces" whose needs span beyond any single agency.

The LEAD program will function under the GRACE structure and aims to offer intensive, coordinated services to the "familiar faces" of the criminal justice system.

3b. Cost savings:

Instead of sending low-level drug offenders to jail, police can refer suspects to LEAD, which will have a great impact on our overall incarceration rates, reducing costs, and increasing public safety.

4a. Outcomes:

This is a 3 year grant cycle and at the end of 2020 the outcomes delivered will be a reduction on incarceration rates, reducing criminal justice costs, and increasing public safety.

4b. Measures:

We will know the outcomes have been met by analyzing the data we are required to collect per the U.S. Department of Justice's regulations. Success will be measured by reducing incarceration rates, reducing criminal justice costs, and increasing public safety.

5a. Other Departments/Agencies:

The LEAD program is a collaboration between police, prosecutors, public defenders, political leaders, mental health and drug treatment providers, housing providers and other service agencies, and business and neighborhood leaders -- working together to find new ways to solve problems for individuals who frequently cycle in and out of the criminal justice system under the familiar approach that relies on arrest, prosecution, and incarceration.

All partner agencies are committed to the LEAD program and have dedicated resources to ensure timely implementation and on-going support.

5b. Name the person in charge of implementation and what they are responsible for:

6. Funding Source:

DOJ federal grant



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-592

File ID:	AB2019-592	Version:	1	Status:	Agenda Ready
File Created:	11/07/2019	Entered by:	MCaldwel@co.whatcom.wa.us		
Department:	Finance Division	File Type:	Ordinance		
Assigned to:	Council			Final Action:	
Agenda Date:	11/19/2019			Enactment #:	

Primary Contact Email: mcaldwel@co.whatcom.wa.us

TITLE FOR AGENDA ITEM:

Ordinance establishing the Prox Lock Control Panel Replacement Fund and establishing a project based budget for the Prox Lock Control Panel Replacement Project

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

Request establishes the Prox Lock Control Panel Replacement Fund and requests a project based budget to replace access system control panels and related equipment in the amount of \$238,000.

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
-------	--------------	---------	----------

ORDINANCE NO. _____

**ORDINANCE ESTABLISHING THE PROX LOCK CONTROL PANEL REPLACEMENT FUND
AND ESTABLISHING A PROJECT BASED BUDGET FOR THE PROX LOCK CONTROL
PANEL REPLACEMENT PROJECT**

WHEREAS, the County has access controls (prox locks) on several buildings, and

WHEREAS, most of the current prox lock control panels in place are several generations old and no longer supported, and

WHEREAS, the County needs to replace these panels and it is estimated that the duration of the project will take multiple years to implement and execute, and

WHEREAS, funding is available from Real Estate Excise Tax I Fund, and

WHEREAS, Section 6.80 of the Whatcom County Home Rule Charter allows for project-based capital budget appropriation ordinances that lapse when the project has been completed or abandoned or when no expenditure or encumbrance has been made for three (3) years,

NOW, THEREFORE, BE IT ORDAINED by the Whatcom County Council that a new fund is hereby established effective December 3, 2019 titled Prox Lock Control Panel Replacement Fund. This fund shall be used to account for the revenues and expenditures related to replacing access system control panels and related equipment, and

BE IT FURTHER ORDAINED by the Whatcom County Council that the Prox Lock Control Panel Replacement Fund is approved as described in Exhibit A with a project budget of \$238,000.

ADOPTED this ____ day of _____, 2019.

ATTEST:

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

Dana Brown-Davis, Council Clerk

Rud Browne, Chair of the Council

APPROVED AS TO FORM:

() Approved () Denied



Civil Deputy Prosecutor

Jack Louws, County Executive
Date: _____

EXHIBIT A
Supplemental Budget Request

Status: Pending

Administrative Services

Facilities Management

Suppl ID # 2993

Fund

Cost Center

Originator: Rob Ney

Year 1 2019

Add'l FTE ☐

Priority 1

Name of Request: Prox Lock Control Panel Replacement Project

X

Department Head Signature (Required on Hard Copy Submission)

Date

10/31/19

Costs:	Object	Object Description	Amount Requested
	7060	Repairs & Maintenance	\$238,000
	8301	Operating Transfer In	(\$238,000)
	Request Total		\$0

1a. Description of request:

The Council approved ASR #2019-5865 in the 2019-20 Biennium Budget (see attached). The ASR was a "one-time" expenditure to replace the County's inventory of proximity panels that are part of our access control system. With all the major projects currently on Facilities' plate, there is not sufficient time to begin this major undertaking. Further, it is estimated that the duration of this project will take multiple years to implement and execute. Staff is requesting the "one time" money be converted into a Project Based Budget so facilities can implement as time allows.

1b. Primary customers:

Departments and Staff who reside in buildings with access controls. It is a desire of Facilities to have all buildings controlled by our access control system and is working to achieve this goal in a methodical manner.

2. Problem to be solved:

Converting the "one-time" money to a project based budget will allow Facilities to undertake this major project over multiple years.

Many/most of the AMAG control panels are several generations old and are no longer supported. This effort would replace these aging, non-supported units with a current supported system.

3a. Options / Advantages:

There are not many options available to keep this system working. Parts are no longer available for these older systems. Replacing with new components is the only viable options.

This will allow Facilities to continue to manage an access control system in locations where the non-supported panels exist.

3b. Cost savings:

There are no real cost saving options.

4a. Outcomes:

Once work has been completed, the buildings will be secure and the software/hardware will be supported to limit interruptions in security for the buildings.

4b. Measures:

Upon completion of the installation of the new components.
Continued building security.

5a. Other Departments/Agencies:

This project will impact only those departments where these panels will be replaced. However, Facilities will do everything it can to limit any service interruptions for our tenants.

Thursday, October 31, 2019

Rpt: Rpt Suppl Regular

Supplemental Budget Request

Status: Pending

Administrative Services

Facilities Management

Suppl ID # 2993

Fund

Cost Center

Originator: Rob Ney

Nearly all buildings with access controls.

5b. Name the person in charge of implementation and what they are responsible for:

Rob Ney

6. Funding Source:

REET I

2019-2020 Budget Preparation - Regular Additional Service Request

Administrative Services

Facilities Management

ASR # 2019- 5865

Fund 326

Cost Cente

Originator: Rob Ney

Expenditure Type: One-Time

Add'l FTE ☐Add'l Space ☐

Priority 11

Name of Request: Prox Lock Control Panel Replacement Project

Costs:	Object	Object Description	2019 Requested	2019 Approved	2020 Requested	2020 Approved
	7060	Repairs & Maintenance	\$238,000	\$238,000	\$0	\$0
	Totals		\$238,000	\$238,000	\$0	\$0

1. Description of Request:

a) Describe the proposed activity or service, and indicate whether it is a higher or lower priority than existing services in your department budget.

The County has access controls (Prox locks) on several buildings. The current system in place is the AMAG system. Our Vendor has informed us that they no longer supply parts for our AMAG access control panel system. The County has had a built up inventory of spare parts that has been depleted over the years, most recently with the water damage at Civic Center Building. This request would be to replace the aging system with new panels and the newer firmware.

b) Who are the primary customers for this service?

Departments and Staff who reside in buildings with access controls. It is a desire of Facilities to have all buildings controlled by our access control system and is working to achieve this goal in a methodical manner.

2. Describe the problem this request addresses and why Whatcom County needs to address it.

Many/most of the AMAG control panels are several generations old and are no longer supported. This effort would replace these aging, non-supported units with a current supported system.

3. Options

a) What other options have you considered? Why is this the best option?

There are not many options available to keep this system working. Parts are no longer available for these older systems. Replacing with new components is the only viable options. This will allow Facilities to continue to manage an access control system in locations where the non-supported panels exist.

b) What are the specific cost savings? (Quantify)

There are no real cost saving options.

4. Outcomes / Objectives

a) What outcomes will be delivered and when?

Once work has been completed, the buildings will be secure and the software/hardware will be supported to limit interruptions in security for the buildings.

b) How will you know whether the outcomes happened?

Upon completion of the installation of the new components.
Continued building security.

5. Other Departments/Agencies

a) Will this ASR impact other departments or agencies? If so, please identify the departments and/or agencies impacted and explain what the impact(s) will be.

This project will impact only those departments where these panels will be replaced. However, Facilities will do everything it can to limit any service interruptions for our tenants.
Nearly all buildings with access controls.

b) If another department or agency is responsible for part of the implementation, name the person in charge of implementation and what they are responsible for.

Rob Ney

Tuesday, September 25, 2018

Rpt: ASR - BY DEPT Req and App

2019-2020 Budget Preparation - Regular Additional Service Request

Administrative Services

Facilities Management

ASR # 2019- 5865

Fund 326

Cost Cente

Originator: Rob Ney

6. What is the funding source for this request?

REET I

Tuesday, September 25, 2018

Rpt: ASR - BY DEPT Req and App



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-597

File ID:	AB2019-597	Version:	1	Status:	Agenda Ready
File Created:	11/13/2019	Entered by:	DBrown@co.whatcom.wa.us		
Department:	Council Office	File Type:	Ordinance		
Assigned to:	Council			Final Action:	
Agenda Date:	11/19/2019			Enactment #:	

Primary Contact Email: DBrown@co.whatcom.wa.us

TITLE FOR AGENDA ITEM:

Ordinance imposing an interim moratorium on the acceptance and processing of applications and permits for new or expanded facilities in the Cherry Point UGA, the primary purpose of which would be the shipment of unrefined fossil fuels not to be processed at Cherry Point

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

Ordinance imposing an interim moratorium on the acceptance and processing of applications and permits for new or expanded facilities in the Cherry Point UGA, the primary purpose of which would be the shipment of unrefined fossil fuels not to be processed at Cherry Point

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
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PROPOSED BY: _____
INTRODUCTION DATE: NOVEMBER 19, 2019

ORDINANCE NO. _____

IMPOSING AN INTERIM MORATORIUM ON THE ACCEPTANCE AND PROCESSING OF APPLICATIONS AND PERMITS FOR NEW OR EXPANDED FACILITIES IN THE CHERRY POINT URBAN GROWTH AREA THE PRIMARY PURPOSE OF WHICH WOULD BE THE SHIPMENT OF UNREFINED FOSSIL FUELS NOT TO BE PROCESSED AT CHERRY POINT

WHEREAS, on July 12, 2016, the county received a letter from Chairman Ballew of the Lummi Business Council which included the statement that they "hope that the amendments to the Comprehensive Plan not unfairly impact the current employers within Cherry Point."; and

WHEREAS, the Whatcom County Council previously adopted Title 20 zoning code which regulates land use within unincorporated areas of Whatcom County; and

WHEREAS, the Council adopted the Whatcom County Comprehensive Plan on May 20, 1997, which contains goals, objectives and policies regarding land use compatibility and environmental considerations; and

WHEREAS, the Council recently updated the Whatcom County Comprehensive Plan as required by Revised Code of Washington 36.70A; and

WHEREAS, during the Comprehensive Plan review process the Council received many individual public comments on fossil fuel transshipment, transport, and transfer from Cherry Point related to the protection of the health of Whatcom County's environment, economy, and residents; and

WHEREAS, the County recognizes that the existing refineries have for decades been significant shippers of refined fossil fuels such as jet fuel and calcined coke used in manufacture of aluminum while providing substantial local employment; and

WHEREAS, the refining of fossil fuels at Cherry Point provides high wage jobs which could be lost if the existing refineries were converted to crude oil export facilities; and

WHEREAS, multiple trains carrying crude oil from the Bakken formation moving through the United States and Canada have derailed and exploded causing damage to property and the environment, one derailment caused significant fatalities, which is the reason regulations must be improved; and

WHEREAS, a unit train carrying Bakken crude traveling through Mosier, Oregon, on June 3, 2016, derailed and exploded causing damage to property and the Columbia River, demonstrating that recently adopted state and federal policies and corporate investment intended to reduce the risks associated with oil by rail have proven insufficient to protect communities along the rail corridor; and

WHEREAS, the Washington State Department of Natural Resources has designated waters adjacent to the Cherry Point Urban Growth Area as an aquatic reserve to ensure long-term protection of this unique aquatic environment; and

WHEREAS, the United States recently lifted a ban on the export of crude oil from the country, increasing pressure on deep water ports such as Cherry Point to develop into crude export terminals; and

WHEREAS, existing refineries at Cherry Point have recently increased their ability to accept crude oil by rail by constructing new rail offloading facilities to serve the refineries; and

WHEREAS, existing and proposed pipeline facilities have increased, or proposed to increase, their capacity to move crude oil, diluted bitumen, and natural gas to Cherry Point; and

WHEREAS, Title 20 currently does not explicitly prohibit transshipment, transport, and transfer of unrefined fossil fuels and construction of infrastructure to facilitate expanded shipment of unrefined fossil fuels not to be processed at Cherry Point; and

WHEREAS, according to the June 27, 2016, Land Capacity Analysis report produced by Planning and Development Services, Cherry Point contains only 1,072.6 acres of developable land that is zoned Heavy Impact Industrial (HII) for the purposes of “supplying a reasonable amount of land, commensurate with demand, for the location and grouping of heavy impact industrial uses” and to “minimize the scope of impacts generated within the HII District and to provide protection for nonindustrial districts situated outside thereof...” (WCC 20.68.010); and

WHEREAS, expansion of existing facilities for purposes of shipping unrefined fossil fuels not to be processed or consumed at Cherry Point will increase the transport of dangerous fuels through our community and increase the risk of possible derailment, spills, explosions, and the fallout will pose a serious threat to the community; and

WHEREAS, pursuant to the Washington State Constitution, the general police powers granted to counties empower and authorize Whatcom County to adopt land use controls to provide for the regulation of land uses within the County and to provide that such uses shall be consistent with applicable law; and

WHEREAS, on August 9, 2016, the Council adopted Ordinance 2016-031, an emergency ordinance imposing a sixty day moratorium on the filing, acceptance, and processing of new applications for conversion of land or water, new building or structure permits, or other County permits or authorizations in the Cherry Point Urban Growth Area for new or expanded facilities whose purpose is to facilitate the increased shipment of unrefined fossil fuels not to be processed or consumed at Cherry Point; and

WHEREAS, the Council adopted interim measures on September 27, 2016 (Ordinance 2016-039), March 21, 2017 (Ordinance 2017-011), September 26, 2017 (Ordinance 2017-049), February 27, 2018 (Ordinance 2018-007), August 8, 2018 (Ordinance 2018-044), January 29, 2019 (Ordinance 2019-010), and July 9, 2019 (Ordinance 2019-049), prohibiting the filing, acceptance, and processing of new applications for conversion of land or water, new building or structure permits, or other County permits or authorizations in the Cherry Point Urban Growth Area for new or expanded facilities whose purpose is to facilitate the increased shipment of unrefined fossil fuels not to be processed or consumed at Cherry Point, unless the applications:

1. Were filed and complete prior to the effective date of the ordinance and vested pursuant to Washington statutes;

2. Were for building permits for remodels, maintenance, or repairs of existing structures where no increased capacity for shipping unrefined fossil fuels not to be processed or consumed at Cherry Point would result; or

3. Were necessary to protect health and safety of the community; and

WHEREAS, these interim measures were necessary to allow time for the Council to work with staff and Cascadia Law Group to develop proposed amendments to the Comprehensive Plan and zoning code to address risks to public health, safety, and the environment associated with under-regulated expansion of fossil fuel facilities at Cherry Point; and

WHEREAS, on August 8, 2019, the Council approved Resolution 2019-037, forwarding proposed Cherry Point Urban Growth Area Comprehensive Plan and zoning code amendments to the Whatcom County Planning Commission for review and recommendation; and

WHEREAS, the Council anticipated that the Planning Commission would return findings and conclusions to the Council prior to the end of 2019; and

WHEREAS, the Council has been notified that the Planning Commission needs additional time to prepare its recommendations; and

WHEREAS, the Council finds that extending the moratorium imposed by Ordinance 2019-049 is necessary to allow adequate time for the Planning Commission to complete its work; and

WHEREAS, the Council further finds that extending the moratorium imposed by Ordinance 2019-049 is necessary for the protection of public health and safety; and

WHEREAS, RCW 36.70.790 and RCW 36.70.795 allow for adoption of interim official controls as long as a public hearing is held within sixty (60) days of adoption; and

WHEREAS, the Whatcom County Council is scheduled to hold a public hearing on this issue on December 3, 2019, or a later date; and

WHEREAS, the County Council fully recognizes the limits to its authority over transportation of certain goods imposed by federal statutes and the US Constitution, and finds that this action is within its authority;

NOW, THEREFORE, BE IT ORDAINED that the Whatcom County Council adopts the above "WHEREAS" recitals as findings of fact in support of its action as required by RCW 36.70A.390

BE IT FURTHER ORDAINED by the Whatcom County Council that an interim moratorium is hereby imposed prohibiting the filing, acceptance, and processing of new applications for conversion of land or water, new building or structure permits, or other County permits or authorizations in the Cherry Point Urban Growth Area for new or expanded facilities whose purpose is to facilitate the increased shipment of unrefined fossil fuels not to be processed or consumed at Cherry Point, unless the applications:

1. Were filed and complete prior to the effective date of this ordinance and vested pursuant to Washington statutes;

2. Are for building permits for remodels, maintenance, or repairs of existing structures where no increased capacity for shipping unrefined fossil fuels not to be processed or consumed at Cherry Point will result; or

3. Are necessary to protect health and safety of the community.

BE IT FURTHER ORDAINED by the Whatcom County Council that this interim ordinance shall be effective for not longer than six months following its effective date, but may be renewed for one or more six-month periods if subsequent public hearings are held and findings of fact are made prior to each renewal.

BE IT FURTHER ORDAINED that if a section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason by any court of competent jurisdiction; such decision shall not affect the validity of the remaining portions of this ordinance, and if the provisions of this ordinance are found to be inconsistent with other provisions of the Whatcom County Code, this ordinance shall control.

BE IT FURTHER ORDAINED that for the purpose of this ordinance the definition of "unrefined fossil fuel" includes but is not limited to all forms of crude oil whether stabilized or not; raw bitumen, diluted bitumen, or syncrude; coal; methane propane, butane, and other "natural gas" in liquid or gaseous formats excluding those that are the byproduct of refinery processes in the Cherry Point UGA; and condensate.

BE IT FINALLY ORDAINED that for the purpose of this ordinance, the definition of "facility" includes but is not limited to piers, wharfs, buildings, tank farms, pipelines, rail loading and offloading facilities, road spurs, or any other such physical infrastructure intended to receive, transfer, or store unrefined fossil fuels;

APPROVED this _____ day of _____, 2019.

ATTEST:

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

Dana Brown Davis, Clerk of the Council

Rud Browne, Council Chair

APPROVED AS TO FORM:

WHATCOM COUNTY EXECUTIVE
WHATCOM COUNTY, WASHINGTON

Civil Deputy Prosecutor

Jack Louws, County Executive

() Approved () Denied

Date Signed: _____



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-480

File ID:	AB2019-480	Version:	1	Status:	Agenda Ready
File Created:	09/18/2019	Entered by:	dbrown@co.whatcom.wa.us		
Department:	Council Office	File Type:	Ordinance Requiring a Public Hearing		
Assigned to:	Council			Final Action:	
Agenda Date:	11/19/2019			Enactment #:	

Primary Contact Email: dbrown@co.whatcom.wa.us

TITLE FOR AGENDA ITEM:

Ordinance amending Whatcom County Code Chapters 11.16 and 11.20 to protect Lake Samish shoreline properties and Lake Samish water recreation

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

This ordinance amends Code language recently adopted by the Council related to use and protection of Lake Samish. Lake Samish property owners, boaters, and recreational users have come together to understand the concerns of each group and identify a compromise which would be mutually agreeable to all parties and have developed this alternative solution supported by a majority of area residents.

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
09/24/2019	Council	WITHDRAWN	

ORDINANCE NO. _____

AMENDING WHATCOM COUNTY CODE CHAPTERS 11.16 AND 11.20 TO PROTECT
LAKE SAMISH SHORELINE PROPERTIES AND LAKE SAMISH WATER RECREATION

WHEREAS, a relatively new class of recreational boats carrying large amounts of water for ballast (weight) are designed to displace maximum amounts of lake water around and behind the boats; and

WHEREAS, these vessels are operating on Lake Samish, and wakes from these boats have been observed travelling to shores of Lake Samish with force sufficient to damage private property; and

WHEREAS, property owners around Lake Samish desire a balance between damage to personal property and the need for ongoing water recreation; and

WHEREAS, Lake Samish property owners, boaters, and recreational users have come together to understand the concerns of each group and identify a compromise which would be mutually agreeable to all parties; and

WHEREAS, these parties have developed an alternative solution supported by an overwhelming majority; and

WHEREAS, the Whatcom County Code currently recognizes the need to protect public health, safety, and property with regulations on the speed of vessels on Lake Whatcom, and with regulations on the manner and distance that vessels operate from the shore of Lake Whatcom; and

WHEREAS, the Whatcom County Council values the opinions of our community, the time and effort invested by community members to discuss and find a mutually agreeable solution, and the flexibility and willingness of all parties to agree to such a compromise; and

NOW BE IT ORDAINED by the Whatcom County Council that Whatcom County Code Chapters 11.16 and 11.20 shall be amended as outlined in Exhibit A to this ordinance.

APPROVED this _____ day of _____, 2019.

ATTEST:

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

Dana Brown Davis, Clerk of the Council

Rud Browne, Council Chair

APPROVED AS TO FORM:

WHATCOM COUNTY EXECUTIVE
WHATCOM COUNTY, WASHINGTON

Civil Deputy Prosecutor

Jack Louws, County Executive

() Approved () Denied

Date Signed: _____

EXHIBIT A

CHAPTER 11.16 OPERATION AND SPEED REGULATIONS

Sections:

11.16.010 Operation – Overloading prohibited.

11.16.020 Operation – Right-of-way rules.

11.16.030 Speed regulations.

11.16.010 Operation – Overloading prohibited.

It is unlawful for any vessel to be loaded with passengers or cargo which exceed the safe-carrying capacity of the vessel where the safe-carrying capacity of the vessel is specified by the manufacturer. Such limitation shall be considered the maximum safe load, and in no event shall a vessel be loaded beyond a capacity which is reasonable and prudent under given atmospheric conditions and other actual and potential hazards affecting operation. (Ord. 90-83 (part)).

11.16.020 Operation – Right-of-way rules.

The operation rules as between vessels are provided as follows:

A. When two vessels are approaching each other head on, or so nearly so as to involve the risks of collision, each boat shall bear to the right and pass the other boat on its left side.

B. One vessel may overtake another on either side but shall grant the right-of-way to the overtaken boat.

C. When two vessels are approaching each other obliquely or at right angles, the boat approaching on the right side has the right-of-way.

D. A vessel underway must yield the right-of-way to a craft not underway.

E. A motor-powered vessel underway must yield the right-of-way to a sailboat, rowboat, canoe, or other vessel not propelled by a motor.

F. A seaplane underway shall yield the right-of-way to all other vessels.

G. A swimmer including a person on a flotation device, or a fallen skier, has the right-of-way over any craft.

H. No vessel shall approach within 50 feet of a diver's flag indicating the presence of a person operating under water.

I. All vessels shall reduce speed and, if necessary, stop and, in any event, yield the right-of-way upon the approach of an emergency vessel. (Ord. 90-83 (part)).

11.16.030 Speed regulations.

A. Speed Limits. No vessel shall exceed the following speeds, except as provided in Chapter [11.36](#) WCC:

1. Within 100 feet of a swimmer, six miles per hour;
2. Within 150 feet from docks, floats, or the shoreline on every lake except Lake Whatcom and Lake Samish, six miles per hour;
3. Within 100 feet of any vessel not propelled by a motor, six miles per hour;
4. One-half hour after sunset to one-half hour before sunrise, eight miles per hour;

5. During daylight hours in unrestricted areas, 40 miles per hour;
6. Within 300 feet of any public boat launch, six miles per hour;
7. Within South Bay Lake Whatcom south of a line approximately as defined as extending from 48° 40' 48" N, 122° 18' 49" W to 48° 40' 43" N, 122° 18' 36", shall be designated as a "no-wake" zone.
8. Within Lake Samish the area between county bridge No. 107 (bridge located south of, and adjacent to, Lake Samish Park) and the North-South line of 122° 24' 00" West shall be designated as a "no-wake" zone;
9. Within 300 feet of docks, floats, or the shoreline of Lake Whatcom (except when necessary for a safe take off as defined in WCC 11.20.010(C)), six miles per hour;
10. Within 300 feet of docks, floats, or the shoreline of Lake Samish, for all vessels utilized to displace water for the purpose of surfing, wakesurfing, or wakeboarding or similar activities that produce wakes for surfing, or 150 feet from docks, floats, or the shoreline for all other vessels (except when necessary for a safe take off as defined in WCC 11.20.010(C)), six miles per hour;

B. Due Care and Caution Required. Compliance with the speed regulations contained herein shall not relieve the operator of any vessel from the further exercise of due care and caution as circumstances shall require. (Ord. 2004-036 § 1; Ord. 2002-027; Ord. 90-83 (part)).

CHAPTER 11.20

WATER SKIING, SWIMMING AND SKIN DIVING REGULATIONS

Sections:

11.20.010 Water skiing.

11.20.020 Swimming.

11.20.025 Floatation devices on the South Fork of the Nooksack River.

11.20.030 Skin diving.

11.20.010 Water skiing.

A. Age Requirements. No vessel which has in tow or is otherwise assisting a person on water skis, aquaplane, surfboard, innertube or similar contrivances, shall be operated unless such vessel is occupied by at least two persons, one at least the age of 16 years, and one of at least eight years of age who shall be observer or ski-tender in addition to the operator; provided that this prohibition shall not apply to vessels used in duly authorized ski tournaments.

B. Intoxication Prohibited. No person shall ride or manipulate any water skis, aquaplane, surfboard, innertube or similar contrivance while in tow, or being assisted by a vessel, when such person is under the influence of intoxicating liquor or drugs to a degree which renders said person incapable of safely riding or manipulating such a contrivance.

C. Distance from Shoreline. Except on safe takeoffs and safe landing, vessels and persons under tow on water skis, aquaplane, surfboard, innertube or a similar contrivance, and vessels being utilized to displace water for the purpose of surfing or wakesurfing or similar activities that produce wakes for surfing must keep 150 feet or more from the dock, float, or shoreline except for Lake Whatcom where the distance shall be 300 feet from the shore, dock or float, and Lake Samish where the distance shall be 300 feet from the shore, dock or float for vessels being utilized to displace water for the purpose of surfing or wakesurfing or similar activities that produce wakes for surfing and 150 feet for all other vessels. A takeoff will not be considered "safe" unless the person(s) under tow are heading away from the shore and the takeoff can be accomplished without any risk to swimmers or vessels. The person(s) under tow, but not the vessel, may come within 150 feet of the shoreline when in

the process of landing, provided that the return to the shore must be at any angle of 45 degrees or more to the shoreline.

D. Other Vessels. No vessel shall follow behind a skier closer than 300 feet, not cross the towing boat bow by less than 200 feet, nor alongside a skier closer than 100 feet.

E. Personal Flotation Devices Required. Any person on water skis, aquaplane, surfboard, innertube or similar contrivance shall wear about his body a type I, II, or III personal flotation device as defined and required by the U.S. Coast Guard.

F. Conduct. Any person on water skis, aquaplanes, surfboards, innertubes, or similar contrivances shall conduct himself upon the same in a careful and prudent manner, and shall remain at all times a reasonable and prudent distance from other persons and from the property of others, and shall not come within 100 feet of a swimmer or any other vessel.

G. Hours. No vessel shall have in tow or shall otherwise assist a person on water skis, aquaplane, surfboard, innertube or a similar contrivance from one-half hour after sunset to one-half hour before sunrise; provided, that this subsection shall not apply to vessels engaged in duly authorized water ski competitions or expositions.

H. Pattern. All boats towing skiers shall go in a counterclockwise pattern.

I. Public Boat Launches. No drop-off or take-off of skier or having a person in tow within 300 feet of public boat launch.

J. Skier Down Flags. When your skier is in the water the observer must display a red or orange "skier down" flag. This flag must be 12 inches square and mounted on a two-foot pole. (Ord. 90-83 (part)).

11.20.020 Swimming.

No person shall swim or operate a paddleboard, innertube, rubber raft or similar unlicensed device except in restricted swimming areas or within a distance of 150 feet from the shore, unless the swimmer is accompanied by a vessel. (Ord. 90-83 (part)).

11.20.025 Floatation devices on the South Fork of the Nooksack River.

No person shall operate a paddleboard, innertube, inflatable floatation device, foam floatation device, limb-propelled floatation device, or rubber raft intended for limb use on the section of the South Fork of the Nooksack River between Edfro Creek and the Acme Bridge between the dates of June 1st and October 31st. The provisions of this section shall not apply to:

A. Devices engaged principally in commercial operations constituting an act of interstate or foreign commerce or bona fide scientific research;

B. Use for emergency purposes when there is reasonable belief that such use is necessary to protect or preserve persons, animals or property;

C. Use by law enforcement agencies to enforce the above provisions;

D. Department of Natural Resources-designated and Whatcom County-designated swimming/boating areas on the South Fork of the Nooksack River. (Ord. 2005-089 Exh. A).

11.20.030 Skin diving.

A. No person shall operate (swim, float or walk) under water with the aid of any artificial device such as snorkel or self-contained underwater breathing apparatus (scuba) beyond 100 feet from the shoreline unless closely accompanied by a boat displaying a diver's flag or unless marked by a diver's flag above the water surface and above the operator's position in the water.

- B. The underwater operator shall keep within a 50-foot horizontal radius of the diver's flag at all times.
- C. No person shall display any diver's flag except during the period a person is operating under water within the vicinity of the diver's flag.
- D. Separate diver's flags shall be displayed for each person so operating under water.
- E. No person shall operate under water, except with a permit issued at the discretion of the sheriff's department, within a 300-foot horizontal radius of any boat ramp or landing wharf of any boat marina, nor shall such person operate within a 100-foot horizontal radius of any platform normally used for diving. (Ord. 90-83 (part)).



Whatcom County

COUNTY COURTHOUSE
311 Grand Avenue, Ste #105
Bellingham, WA 98225-4038
(360) 778-5010

Agenda Bill Master Report

File Number: AB2019-583

File ID:	AB2019-583	Version:	1	Status:	Agenda Ready
File Created:	11/04/2019	Entered by:	rwhidbee@co.whatcom.wa.us		
Department:	Treasurer's Office	File Type:	Resolution Requiring a Public Hearing		
Assigned to:	Council	Final Action:			
Agenda Date:	11/19/2019	Enactment #:			

TITLE FOR AGENDA ITEM:

Resolution to sell tax-title property by public auction

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

Pursuant to Whatcom County Code 1.10, the Whatcom County Property Management Committee has recommended sale of the following tax-title property as surplus: Tax parcel number 390705 469379 0033; CLEARWATER CONDOMINIUM UNIT 1409-UNDIV 1/12 INT IN TSU-D TOG WI UNDIV INT IN COMMON AREAS DESC AF 1281254-55. The parcel would be sold at public auction, following notification of adjacent property owners, for no less than \$1,683.04 (total taxes, interest, penalties and foreclosure costs).

HISTORY OF LEGISLATIVE FILE

Date:	Acting Body:	Action:	Sent To:
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PROPOSED BY: Treasurer
INTRODUCTION DATE: 12/3/19

RESOLUTION NO. _____

TO SELL COUNTY TAX TITLE PROPERTY

1 WHEREAS, RCW 36.35.120 allows the County to sell real estate acquired by tax
2 foreclosure where it is found to be in the best interest of Whatcom County to sell the
3 same; and,
4

5 WHEREAS, the Whatcom County Property Management Committee
6 recommends that the resolution be passed to effectively meet the legal requirement for
7 the disposal; and,
8

9 WHEREAS, RCW 36.35.120 requires the Council to establish the minimum price
10 for said unit of property and to determine whether or not a contract will be allowed, or if
11 it will be a cash price; and,
12

13 WHEREAS, the Whatcom County Code as well as the state law allows the
14 County to reserve from the sale coal, oil, gas, gravel, mineral, ores, fossils, timber or
15 other resources if the Council finds that it is in the best interest to reserve these;
16

17 NOW, THEREFORE, BE IT RESOLVED that it is in the best interest of the
18 County to sell:
19

20 Parcel # 390705 469379 0033 / PID 110119
21

22 CLEARWATER CONDOMINIUM UNIT 1409-UNDIV 1/12 INT IN TSU-D TOG
23 WI UNDIV INT IN COMMON AREAS DESC AF 1281254-55
24

25 For no less than taxes, interest, penalties and foreclosure costs of \$1,683.04
26 to the highest and best bidder;
27

28 BE IT FURTHER RESOLVED that said price shall not be allowed under contract
29 and shall be paid in either cash, certified check, or money order to the Whatcom
30 County Treasurer at the time of sale; and,
31

32 BE IT FURTHER RESOLVED that said parcels shall be sold subject to restrictive
33 covenants allowing for imposition of Community Association fees, if any, as set forth in
34 Whatcom County Resolution No. 88-37; and,

35 BE IT FURTHER RESOLVED that this sale transfer to the owners all coal, oil,
36 gas, gravel, minerals, ores, fossils, timber or other resources on or in said land and the
37 right to mine for and remove the same in conformity with zoning regulations in force and
38 effect; and,

39
40 BE IT FURTHER RESOLVED that the Whatcom County Treasurer is hereby
41 directed to sell such property at not less than a certified price and said sale shall take
42 place in accordance with the duties as established in RCW 36.35.120.

43
44
45 APPROVED this _____ day of _____, 2019.

46
47
48 ATTEST:

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

49
50
51 _____
52 Dana Brown-Davis, Council Clerk

Rud Browne, Chair

53
54 APPROVED AS TO FORM:

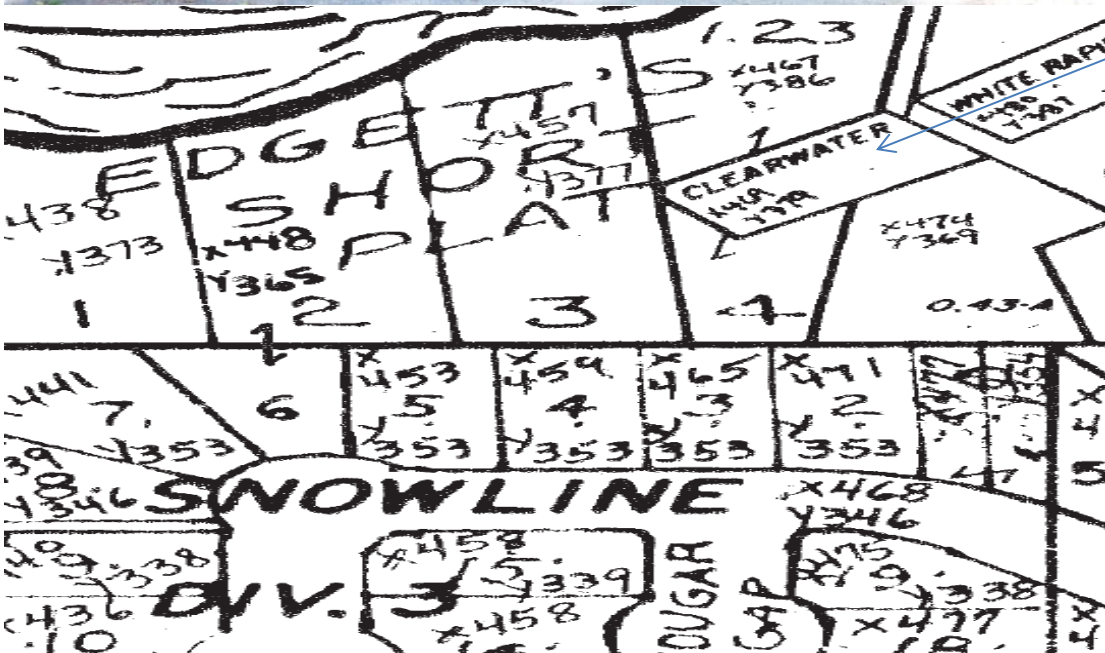
55
56
57 _____
58 Civil Deputy Prosecuting Attorney

Item A Application to purchase County Property

Parcel #390705-469379-0033 PID 110119

Acquired 12/9/2016

Applicant, Snowater Time Share Association



County Property
PID 110119