

**Whatcom County  
Council Finance and Administrative Services Committee**

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



**Committee Minutes - Draft Minutes**

**Tuesday, May 9, 2023  
10:30 AM  
Hybrid Meeting**

**HYBRID MEETING - ADJOURNS BY 11:45 A.M., MAY BEGIN EARLY  
(PARTICIPATE IN-PERSON, SEE REMOTE JOIN INSTRUCTIONS AT  
[www.whatcomcounty.us/joinvirtualcouncil](http://www.whatcomcounty.us/joinvirtualcouncil), OR CALL 360.778.5010); AGENDA  
REVISED 5.8.2023**

**COUNCILMEMBERS**

Todd Donovan  
Carol Frazey  
Kathy Kershner

**CLERK OF THE COUNCIL**

Dana Brown-Davis, C.M.C.

## **Call To Order**

Committee Chair Kathy Kershner called the meeting to order at 10:45 a.m. in a hybrid meeting.

## **Roll Call**

**Present:** 3 - Todd Donovan, Carol Frazey, and Kathy Kershner

Also Present: Tyler Byrd, Barry Buchanan, Ben Elenbaas, and Kaylee Galloway

## **Announcements**

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

*Donovan moved* to approve Consent Agenda items one through ten.

Kershner stated she would like to discuss Consent Agenda items one, eight, and ten.

Frazey stated she would like to discuss Consent Agenda items one and seven.

#### Consent Agenda item number one (AB2023-301)

Joe Fuller, Health and Community Services, answered why all school districts are not in this program since it looks like it is making significant impacts, and whether there is a way to include all of the schools in our community. He stated they would love to expand the program but are limited to the resources they have. They are working to secure additional funding and would love to replicate the program as more resources become available.

Kershner spoke about the "Be the One" program that is in some of the North County school districts and runs on volunteer dollars.

#### Consent Agenda item number seven (AB2023-322)

Frazey stated during the Emergency Medical Services Oversight Board meeting she voted against this because it seemed they were just hiring from the same demographic but then Bellingham Fire Chief Bill Hewitt sent statistics of who applies for this and who the lateral hires will be. She will be voting in favor of this after getting further information from him. This might not be the area to increase diversity in right now. The statistics show that whether we have candidates that are just applying or coming from lateral hires, it is about the same.

Consent Agenda item number eight (AB2023-325)

Kathleen Roy, Health and Community Services, answered why the “Office of Immunizations - COVID-19 Vaccine” program has a negative amount listed in the Memo (on file) under Allocation/Revision Purpose, whether that is money we are returning because we are not doing the vaccine clinics anymore, and whether the plan is that the County will continue to offer and pay for COVID-19 clinics around the county.

Kershner stated if we are offering immunizations she would like to see us offer the other immunizations and decrease the COVID-19 one.

Consent Agenda item number ten (AB2023-323)

Kershner stated she appreciates this Resolution coming forward. It looks like it is a way that we can expedite spending the money we got from the State to help flood victims and help the County buy flood equipment. She stated she wants to give kudos to the Administration for this.

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

1. [AB2023-301](#) Request authorization for the County Executive to enter into a contract between Whatcom County and Communities In Schools of Whatcom-Skagit to support a range of student needs and increase access to critical school and community services, in the amount of \$136,000

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

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

**Nay:** 0

2. [AB2023-308](#) Request authorization for the County Executive to enter into a contract amendment between Whatcom County and Opportunity Council to provide housing case management services in the amount of \$474,072 for a total amended contract amount of \$1,079,307

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

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

**Nay:** 0

3. [AB2023-320](#) Request authorization for the County Executive to enter into a contract amendment

between Whatcom County and Road2Home to operate overnight severe weather shelters in the amount of \$16,000 for a total amended contract amount of \$95,729

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

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

**Nay:** 0

4. [AB2023-327](#) Request authorization for the County Executive to enter into a contract amendment between Whatcom County and Lydia Place to provide funding for motel rooms for families experiencing unsheltered homelessness in the amount of \$108,650 for a total amended contract amount of \$681,779

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

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

**Nay:** 0

5. [AB2023-295](#) Request authorization for the County Executive to enter into a Memorandum of Understanding with Unity Care Northwest for the Way Station in the amount of \$2,000,000

**Donovan moved that the SUBSTITUTE Memorandum of Agreement be RECOMMENDED FOR AUTHORIZATION BY CONSENT. The motion carried by the following vote:**

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

**Nay:** 0

6. [AB2023-311](#) Request authorization for the County Executive to enter into an interlocal agreement amendment between Whatcom County and United General District 304 to support youth cannabis and tobacco prevention strategies and activities in the amount of \$43,945 for a total amended contract amount of \$125,595

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

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

**Nay:** 0

7. [AB2023-322](#) Request authorization for the County Executive to enter into an interlocal agreement

between Whatcom County and the City of Bellingham/Bellingham Fire Department for training and onboarding lateral hire paramedics in the amount of \$66,916

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

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

**Nay:** 0

8. [AB2023-325](#) Request authorization for the County Executive to enter into an interlocal agreement amendment between Whatcom County and the Washington State Department of Health for the delivery and funding of various public health services in the amount of \$381,005, for a total amended agreement amount of \$8,981,095

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

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

**Nay:** 0

9. [AB2023-314](#) Resolution amending the 2022 Comprehensive Economic Development Strategic (CEDS) project list to include a Drainage Improvement District 7 project known as the Atwood Drainage Replacement Project

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

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

**Nay:** 0

10. [AB2023-323](#) Resolution authorizing the County Executive to purchase Department of Commerce grant funded flood response equipment

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

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

**Nay:** 0

### **Special Presentation**

1. [AB2023-241](#) Presentation from the Lighthouse Mission

Kershner stated she took a tour of the new Lighthouse Mission that is being planned to be built and learned about all of the services that are planned to

be provided. She thought it was very impressive and a big goal for our community. She thought the Council would benefit from hearing about the plans.

Hans Erchinger-Davis, Lighthouse Mission, read from a presentation (on file) and spoke about their mission, the model the Mission uses to see lives transformed, current and planned services, and the Mission rebuild. He answered what will be on the first three floors of the new building, whether he has heard of the Fare Start program, and why Christ the King Church will not be able to stand up their winter overflow shelter and the new place on Holly Street is not going to be open this year.

Kershner thanked Erchinger-Davis for the presentation.

**This agenda item was PRESENTED.**

2. [AB2023-329](#) Presentation from Domestic Violence and Sexual Assault Services (DVSAS)  
Susan Marks, Bellingham-Whatcom County Commission on Sexual & Domestic Violence Director, read from a presentation (on file) about the history of the Domestic Violence (DV) Commission, its goals, Commission members, funding, projects they are doing, and the Commission's annual meeting on May 25th. She answered whether their annual meeting is open to the public and stated it is.

Frazey thanked her for the presentation, the work they do, and the fact that they are getting input from survivors and are survivor-focused.

**This agenda item was PRESENTED.**

3. [AB2023-297](#) Report from the Human Resources Division of the Administrative Services Department

The following people read from a presentation (on file):

- Melissa Keeley, Administrative Services Department Human Resources
- Donnie LaPlante, Administrative Services Department Human Resources

They spoke about how many people the County has hired in quarter one of 2023, vacancies by department, recruitment efforts and the new Neogov cloud-based software, staff training & development efforts, the status of collective bargaining, and the simplification of the salary plan for unrepresented employees after a compensation study.

Frazeley thanked them for getting creative with recruitment strategies and providing training opportunities for staff.

Tyler Schroeder, Director of Administrative Services, answered how many of the new FTEs were hired with funds that will be disappearing such as American Rescue Plan Act (ARPA) and Coronavirus Aid, Relief, and Economic Security (CARES) Act dollars. He stated he and Keeley will work on that and follow up with the funding sources for positions.

**This agenda item was REPORTED.**

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

1. [AB2023-298](#) Ordinance amending the 2023 Whatcom County Budget, request no. 7, in the amount of 2,880,144

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

Kershner asked whether the majority of the funding in this Ordinance is the transfer of support to the Way Station.

Tyler Schroeder, Director of Administrative Services, stated it is, and answered how they are justifying using Economic Development Investment (EDI) funds. He stated EDI is the rural sales tax and the County keeps 35 percent of that sales tax to be used for County facilities and the rest goes to economic development purposes. The second floor of the Way Station will have various County operations so that is why they have been able to utilize EDI funds.

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

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

**Nay:** 0

2. [AB2023-299](#) Ordinance amending the project budget for the Way Station Project Fund, request no. 2

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

Tyler Schroeder, Director of Administrative Services, answered where this money is coming from and stated it comes from several different sources.

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

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

**Nay:** 0

### **Items Added by Revision**

1. [AB2023-318](#) County Executive requests approval of the Economic Development Investment (EDI) Board's recommendation for funding to support the Atwood Road Culvert Replacement project from Whatcom County Drainage Improvement District 7

***Frazey moved*** that the Special Executive Only Item be RECOMMENDED FOR APPROVAL OF REQUEST.

Tyler Schroeder, Director of Administrative Services, answered whether this is covered as part of the 35 percent that can be used for public infrastructure, whether the funding is a loan and grant combination, and whether this culvert replacement project is on the County's list of high priority culvert replacement projects.

**Frazey's motion that the Special Executive Only Item be RECOMMENDED FOR APPROVAL OF REQUEST carried by the following vote:**

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

**Nay:** 0

2. [AB2023-331](#) Request authorization for the County Executive to award bid #23-35 and enter into a contract between Whatcom County and Lynden Tribune & Print Co. for the design, production, and distribution of primary and general election voters' pamphlets in the amount of not to exceed \$60,000

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

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

**Nay:** 0

### **Other Business**

There was no other business.

### **Adjournment**

The meeting adjourned at 11:52 a.m.



ATTEST:

WHATCOM COUNTY COUNCIL  
WHATCOM COUNTY, WA

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Dana Brown-Davis, Council Clerk

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Kathy Kershner, Committee Chair

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Kristi Felbinger, Minutes Transcription