

DISCLAIMER: This document contains the Whatcom County Council or Committee minutes, as approved. However, unless an attested signature page is attached, they are not the final approved minutes.

1 WHATCOM COUNTY COUNCIL
2 **Finance and Administrative Services Committee**
3

4 March 23, 2004
5

6 Committee Chair Sam Crawford called the meeting to order at 12:00 p.m. in
7 the Council Chambers, 311 Grand Avenue, Bellingham, Washington.
8

9 Present:

10 Sharon Roy

Absent:

L. Ward Nelson

11
12 Also Present:

13 Barbara Brenner
14

15 **COMMITTEE DISCUSSION AND RECOMMENDATION TO COUNCIL**
16

17 **1. ORDINANCE AMENDING THE 2004 BUDGET, THIRD REQUEST**
18 **(AB2004-138)**
19

20 Dewey Desler, Deputy Administrator, stated this request is a bit more
21 involved than most supplemental budget requests. It includes grant funding and
22 support for additional analysis by the Prosecutor related to the BP co-generation
23 plan. There is a series of project-related funding items where the projects from last
24 year are not quite finished, and they need to reestablish the budget authority to
25 complete those programs. The administration supports the additional work crew
26 coordinator, meal carts, and other maintenance items.
27

28 Crawford asked about the item for exterior painting. He asked if they can
29 avoid the expenditure, given the long term facilities plan for the jail facility, which
30 is marginal. Desler stated the administration is going to propose doing additional
31 work on the interior portion of the jail, knowing that the jail may not be a facility
32 that is used for many more years. It is appropriate to operate the jail for the
33 remaining years in a way that is safe. The painting and repair to the exterior is for
34 that issue.
35

36 Mike Russell, Facilities Maintenance Division Manager, stated the material on
37 the outside of the building is falling off the building, which is dangerous. They don't
38 know how much is loose. They do know other patches are loose. Part of the
39 painting and sealing project is to stop any more from coming down and to seal it
40 from any further deterioration.
41

42 Roy stated it is going to be awhile before they give up the jail. There will be
43 a lot of prisoners and staff in the jail for awhile. Staff doesn't deserve to be in an
44 unsafe environment.
45

46 ***Roy moved*** to recommend approval to the full Council.
47

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1 Crawford asked where they're getting the money. He asked if the requests
2 are in addition to what the Council budgeted. Desler stated the budget authority
3 for projects lapses at the end of the year, and the money goes back to the general
4 fund. The unfinished contracts and projects will be funded from money designated
5 last year. The biennial budget process will get away from that type of issue.

6
7 ***Motion carried unanimously.***

8
9 **COUNCIL "CONSENT AGENDA" ITEM**

10
11 **1. RESOLUTION SETTING HEARING AND NOTICE OF HEARING ON THE**
12 **SALE OF COUNTY TAX TITLE PROPERTY BY PUBLIC AUCTION,**
13 **REQUEST NUMBER 01-04 (AB2004-141)**

14
15 Barbara Cory, Treasurer, stated this is the second part of the process of
16 purchasing the restrictive covenant on all the Sudden Valley lots. The County and
17 City paid 50 percent of the cost to place the restrictive covenant on the lots. The
18 contract with the Sudden Valley Community Association and Water District 10 is to
19 pick up the other 50 percent. Part of the contract is to offer all lots at auction as
20 one lot.

21
22 ***Roy moved*** to recommend approval to the full Council.

23
24 ***Motion carried unanimously.***

25
26 **2. REQUEST AUTHORIZATION FOR THE EXECUTIVE TO ENTER INTO A**
27 **CONTRACT AGREEMENT BETWEEN WHATCOM COUNTY AND EES**
28 **CONSULTING, INC. TO ASSIST LEAD ENTITY IN COORDINATING AND**
29 **FACILITATING LOCAL REVIEW AND RANKING PROCESS FOR ALL**
30 **SALMON HABITAT PROJECTS TO BE SUBMITTED TO THE SALMON**
31 **RECOVERY FUNDING BOARD, IN THE AMOUNT OF \$47,333 (AB2004-**
32 **142)**

33
34 John Thompson, Resources Planner/Endangered Species Act, submitted a full
35 version with Exhibit B (*on file*). The purpose of the contract is to use grant monies
36 from the State Department of Fish and Wildlife to do the administrative pieces and
37 facilitation support for the current round of the Salmon Recovery Funding (SRF)
38 Board funding process. Whatcom County is lead entity and responsible for
39 coordinating that process.

40
41 Brenner stated the hourly rates for clerical and administrative work is high.
42 Thompson stated that is the typical rate for consulting firms. The bid said the
43 contracts were not to exceed a certain amount. That is the amount the contractor
44 is spending on that service. The clerical services include meeting support services,
45 note taking, generation of meeting summaries, and things like that.

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1 Roy stated that whether or not she agrees, there is no secretary that's
2 making \$37 per hour. The corporation that provides the service is making the
3 money. The person transcribing the meeting is probably getting minimum wage.
4 The County hires consultants that have overhead and do advertising. That's where
5 the money goes.
6

7 Thompson stated the County is asking for a higher level of expertise and
8 knowledge of the biology of salmon, restoration techniques, and things like that to
9 perform the facilitation and development of the list. They will evaluation projects to
10 make sure they fit the strategy. Staff is looking for a higher level of expertise
11 rather than something like an intern.
12

13 Crawford stated the reality is the County is looking for a product, which is a
14 service in this case. It's up to the contractor to divide up the categories of
15 payment. Every company treats these formulas differently. These are highly
16 competitive positions. It's a real cost of doing business. It has little to do with
17 what the person gets paid compared to the output of the service or product. The
18 per hour cost will only come into question if the contractor comes back later and
19 asks to increase the contract amount. Then the Council would probably do a
20 careful analysis of why they didn't bid enough.
21

22 ***Roy moved*** to recommend approval to the full Council.
23

24 ***Motion carried unanimously.***
25

26 **3. REQUEST AUTHORIZATION FOR THE EXECUTIVE TO ENTER INTO A**
27 **CONTRACT AGREEMENT BETWEEN WHATCOM COUNTY AND VP**
28 **CONSULTING, INC., TO IMPLEMENT A COUNTY-WIDE DOCUMENT**
29 **IMAGING SYSTEM, IN THE AMOUNT OF \$257,000 (AB2004-143)**
30

31 Dewey Desler, Deputy Administrator, stated the County Executive
32 recommended converting many of the County's records to an imaging format. This
33 is a longer term goal related to providing a more solid, safe, and lower cost method
34 of capturing storage of many documents and records to secure. The Council
35 approved the implementation of the project during the budget process. The
36 administration put out a request for proposals (RFP) and received proposals. The
37 Records Management Committee has made a recommendation to use this
38 consultant to acquire software and hardware for implementation of the system.
39 There is information in the Council packet on the benefits of the system to the
40 County. The system will replace an expensive microfilming process that has been
41 in effect for more than 25 years and also paper documents.
42

43 Crawford asked if this will include public records. Desler stated it will. The
44 objective is to gain maximum use of the system.
45

46 Crawford stated he can see in the long run that having web access will cut
47 down tremendously on staff overhead.

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1
2 Ann Bjertness, Records Services Supervisor, stated it will. They are buying a
3 module that will put the Auditor's documents on the County's website.
4

5 Desler stated other departments will use the system for posting documents
6 to the website.
7

8 Crawford asked if this item is in the budget for 2004. Desler stated it is.
9

10 Crawford asked if this sets up the system or puts documents into the
11 system. Bjertness stated this does not include any backfilling. They would only
12 add documents from this time forward. Backfilling conversion is very expensive.
13

14 Desler stated the storage of records is important to the business of the
15 community.
16

17 Crawford asked about 18 x 24 mapping. Bjertness stated 11 X 17 is the
18 maximum size. The State Archives can digitize the bigger maps. The cost for that
19 has come down. The County departments have scanners that can input those
20 documents into the system.
21

22 ***Roy moved*** to recommend approval to the full Council.
23

24 ***Motion carried unanimously.***
25

26 **4. RESOLUTION SUPPORTING FAIR HOUSING IN WHATCOM COUNTY**
27 **(AB2004-144)**
28

29 Dewey Desler, Deputy Administrator, stated the administration has been
30 more aggressive about going after funding for housing programs for the
31 community. The County has to adopt a fair housing resolution. It is a requirement
32 under federal law.
33

34 ***Roy moved*** to recommend approval to the full Council.
35

36 ***Motion carried unanimously.***
37

38 **OTHER BUSINESS**
39

40 There was no other business.
41

42 **ADJOURN**
43

44 The meeting adjourned at 12:25 p.m.
45
46
47

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1 Jill Nixon, Minutes Transcription

2

3

4 ATTEST:

WHATCOM COUNTY COUNCIL

5

WHATCOM COUNTY, WASHINGTON

6

7

8

9 _____
Dana Brown-Davis, Council Clerk

Sam Crawford, Committee Chair