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

4 April 20, 2004
5

6 Committee Chair Sam Crawford called the meeting to order at 11:00 a.m. in
7 the Council Chambers, 311 Grand Avenue, Bellingham, Washington.
8

9 Present:

10 Dan McShane

11 Sharon Roy
12

Absent:

None

13 Also Present:

14 Barbara Brenner

15 Laurie Caskey-Schreiber

16 Seth Fleetwood
17
18

19 **SPECIAL PRESENTATION**

20
21 **1. LEGISLATIVE UPDATE BY STATE REPRESENTATIVE DOUG ERICKSEN**
22 **(AB2004-164)**

23
24 This item was cancelled.
25
26

27 **COMMITTEE DISCUSSION AND RECOMMENDATION TO COUNCIL**

28
29 **1. ORDINANCE AMENDING THE 2004 WHATCOM COUNTY BUDGET,**
30 **FOURTH REQUEST (AB2004-160)**

31
32 Dewey Desler, deputy Administrator, read a list of items in the request.
33

34 Crawford asked if the restroom is open.
35

36 Desler stated it is. This request is to complete work around the restroom.
37

38 ***McShane moved*** to recommend approval to the full Council.
39

40 ***Motion carried unanimously.***
41

42 **2. ORDINANCE REVISING WHATCOM COUNTY CODE 3.40.030, BONA**
43 **FIDE CHARITABLE OR NONPROFIT ORGANIZATIONS (AB2004-161)**
44

45 Dewey Desler, Deputy Administrator, stated this item is a request from
46 Treasurer Cory.
47

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1 **Roy** stated she is inclined to support this to be consistent with State
2 regulations. She ***moved*** to recommend approval to the full Council.

3
4 ***Motion carried unanimously.***

5
6
7 **COUNCIL "CONSENT AGENDA" ITEM**

8
9 **1. RESOLUTION AMENDING WHATCOM COUNTY'S HARTFORD 457**
10 **DEFERRED COMPENSATION PLAN (AB2004-169)**

11
12 Dewey Desler, Deputy Administrator, stated the County serves a fiduciary
13 responsibility for an employee investment plan authorized under an internal
14 revenue code. With recent changes in federal law, there is additional flexibility that
15 is allowed and mandated.

16
17 ***McShane moved*** to recommend approval of Consent Agenda items one and
18 two.

19
20 ***Motion carried unanimously.***

21
22 **2. RESOLUTION AMENDING WHATCOM COUNTY'S ICMA-RC 457**
23 **DEFERRED COMPENSATION PLAN NO. 304613 (AB2004-170)**

24
25 See Consent Agenda item one.

26
27 **3. REQUEST AUTHORIZATION FOR THE EXECUTIVE TO ENTER INTO A**
28 **CONTRACT AGREEMENT BETWEEN WHATCOM COUNTY AND**
29 **PARAMETRIX, INC. TO COMPLETE THE REVIEW OF THE**
30 **COMPREHENSIVE PLAN FOR COMPLIANCE WITH THE REQUIREMENTS**
31 **OF THE GROWTH MANAGEMENT ACT AND TO AMEND THE**
32 **COMPREHENSIVE PLAN AND CRITICAL AREAS ORDINANCE AS**
33 **NEEDED, IN THE AMOUNT OF \$75,000 (AB2004-171)**

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

36
37 Caskey-Schreiber stated tasks are listed. She asked if channel mitigation
38 zones are meander limits.

39
40 Jeff Chalfant, Senior Planner, stated they are generally the same. The
41 meander belt is the geology. Channel migration zones are similar to meander
42 limits, which takes the human element into consideration. This will be closely
43 coordinated with the Flood Division, which is working on meander zones. They look
44 closely at the infrastructure that can't be moved. They are considering things like
45 bridges and other structures. The strict application of channel migration zone
46 doesn't put as much emphasis on those structures.

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1 ***Motion carried unanimously.***
2

3 **4. REQUEST AUTHORIZATION FOR THE EXECUTIVE TO ENTER INTO A**
4 **CONTRACT AGREEMENT BETWEEN WHATCOM COUNTY AND**
5 **PARAMETRIX, INC. TO INVENTORY AND ANALYZE SHORELINE**
6 **ECOLOGICAL CONDITIONS AND LAND USE; DEVELOPMENT OF GOALS,**
7 **POLICIES, ENVIRONMENT DESIGNATION, AND USE REGULATIONS,**
8 **IN THE AMOUNT OF \$330,000 (AB2004-172)**
9

10 ***Roy moved*** to recommend approval to the full Council.

11
12 Caskey-Schreiber asked about the approaches they will use to look at
13 regulatory integration. She asked if they will integrate the work done by the
14 Nooksack Tribe.

15
16 Jeff Chalfant, Senior Planner, stated Parametrix will facilitate the advisory
17 committee, which will include the Lummi Nation, Nooksack Tribe, the County, and
18 other technicians around the basin.

19
20 Roy stated it seems like there are a lot of meetings and information review.
21 She asked if there would be any on-the-ground evaluations. There are areas all
22 along county shorelines with problems. Chalfant stated they're developing
23 regulations to apply on the ground. They entered into a contract with a company
24 to provide aerial photographs the County will use to identify features and impacts
25 that are already there. The photos will also allow them to identify structures.

26
27 Hal Hart, Planning and Development Services Director, stated they're going
28 to field-truth those photos, which gets to the concern about on-the-ground work.

29
30 Roy asked if they are going to evaluate water movement and its effect on
31 shorelines and banks. Chalfant stated it has been studied extensively in years past
32 by Wolf Bauer. It's part of the effort of the technical advisory committee. A lot of
33 this stuff has already been analyzed. Jim Johansson is part of the Parametrix team
34 and is familiar with the Birch Point area. He is a local scientist that will analyze
35 aerial photos and the Wolf Bauer report to see if there is field work that needs to be
36 done.

37
38 Caskey-Schreiber stated there is a reference to a County project manager
39 who will provide formal direction to the consultant. Hart stated Jeff Chalfant will be
40 the point person on this project through 2005.

41
42 ***Motion carried unanimously.***
43

44 **5. REQUEST AUTHORIZATION FOR THE EXECUTIVE TO ENTER INTO A**
45 **CONTRACT AGREEMENT BETWEEN WHATCOM COUNTY AND**
46 **STEWART+KING PARTNERSHIP FOR CENTRAL SHOP ALTERATIONS,**
47 **IN THE AMOUNT OF \$32,150 (AB2004-173)**

1
2 Crawford asked about the funding source.

3
4 Dewey Desler, Deputy Administrator, stated the administration
5 recommended 2004 budget additional services requests (ASR's) for these items
6 that the Council approved.

7
8 **Roy moved** to recommend approval to the full Council.

9
10 **Motion carried unanimously.**

11
12 **6. REQUEST AUTHORIZATION FOR THE EXECUTIVE TO ENTER INTO A**
13 **CONTRACT AGREEMENT BETWEEN WHATCOM COUNTY AND**
14 **STEWART+KING PARTNERSHIP FOR NORTHWEST ANNEX**
15 **ALTERATIONS TO CREATE THE "ONE-STOP" PERMIT CENTER IN THE**
16 **AMOUNT OF \$34,700 (AB2004-174)**

17
18 **McShane moved** to recommend approval to the full Council.

19
20 Crawford asked if this is just for architectural consulting.

21
22 Dewey Desler, Deputy Administrator, stated they have to redesign the
23 permit center for purposes of customer services. The Council approved an
24 additional service request (ASR) for the 2004 budget. The administration will come
25 back to the Council for construction.

26
27 Crawford asked if this eliminates one or two parking spots. Desler stated
28 that it does.

29
30 Crawford asked what the customer service area is for. Desler stated it's a
31 place for people to meet and lay out their documents.

32
33 Hal Hart, Planning and Development Services Director, stated the customer
34 service area is also a place to take customers away from the counter.

35
36 Caskey-Schreiber stated this is a good thing to alleviate time lost traveling
37 between departments.

38
39 Crawford asked if the Health Department employee that will work out there
40 is included. Hart stated there is area near the counter that will be used by that
41 person. They're trying to eliminate the number of times a customer has to go to a
42 different location during the permitting process.

43
44 Desler stated they are trying to do better customer service and integrate
45 staff. They are going to displace a conference room at that building. The
46 administration proposes to provide a double-wide portable to serve as a new

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1 conference room, with a separate entrance to provide a safe and secure spot for
2 meetings, such as the Planning Commission, in the evenings.
3

4 Crawford stated he endorses the plan. The conference room portable may
5 need to be bigger than the current space. Consider instead a 28' by 32' modular
6 structure. Desler stated the administration would have to look at the potential
7 future use of the modular.
8

9 ***Motion carried unanimously.***

10
11 **7. REQUEST AUTHORIZATION FOR THE EXECUTIVE TO ENTER INTO AN**
12 **ANNUAL CONTRACT BETWEEN THE WHATCOM COUNTY SHERIFF'S**
13 **OFFICE AND USDA MT. BAKER-SNOQUALMIE NATIONAL FOREST FOR**
14 **THE PROVISION OF PATROL SERVICES OF A DEPUTY AND A FULLY**
15 **EQUIPPED, MARKED SHERIFF'S VEHICLE TO PATROL ANY AND ALL**
16 **AREAS ON NATIONAL FOREST LAND WITHIN WHATCOM COUNTY, IN**
17 **AN AMOUNT NOT TO EXCEED \$60,000 (AB2004-175)**
18

19 Crawford asked the true cost of a full-time deputy and patrol service. It
20 probably costs more than \$60,000. He asked if the deputy would do other work.
21

22 Dewey Desler, Deputy Administrator, stated the person might do other work.
23 The sheriff agrees that he will ask for more money from this funding source to
24 comply with the realistic cost, which is in excess of \$110,000. This is an activity
25 that has been going on for ten to twelve years. It is a continuation of services.
26

27 McShane stated this is the Baker Lake area. He asked if they patrol that
28 area in the winter. Desler stated they do some work there during the winter.
29

30 Roy asked the amount of total area covered.
31

32 McShane stated the only area patrolled is the paved road into the Baker Lake
33 area, including camping areas and the dam.
34

35 ***Roy moved*** to recommend approval to the full Council, understanding that
36 the County will ask for more money in the future.
37

38 Crawford stated this is indicative of the County's unique location and its
39 relationship with the federal government.
40

41 Desler stated the administration recommends that money from federal
42 recreation be put toward costs such as this.
43

44 McShane stated an issue of more intensive recreational use that is occurring
45 is whether the people using the areas for recreation are truly paying for the cost of
46 that use, including the cost of emergency rescue.
47

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1 Desler stated the County has a radio repeater that allows good
2 communication for the Baker Lake deputy. There is a mutual aid agreement with
3 the sheriff from Skagit County to provide backup more rapidly than a Whatcom
4 County deputy.

5
6 McShane stated one idea is to subcontract this work to Skagit County. Baker
7 Lake tourist dollars are generated for Skagit County.

8
9 ***Motion carried unanimously.***

10
11 **8. REQUEST AUTHORIZATION FOR THE EXECUTIVE TO ENTER INTO A**
12 **RESIDENTIAL LEASE AGREEMENT BETWEEN WHATCOM COUNTY**
13 **PARKS & RECREATION AND TRACEY R. WILLIAMS AND MICHAEL J.**
14 **BISCONER TO LEASE A STUDIO APARTMENT LOCATED IN THE**
15 **NIELSEN HOUSE AT THE TENNANT LAKE INTERPRETIVE CENTER**
16 **(AB2004-176)**

17
18 ***McShane moved*** to recommend approval of Consent Agenda items eight
19 through eleven.

20
21 Mike McFarlane, Parks and Recreation Director, stated the lease agreements
22 are for housing within the park system. Contracts went through the end of last
23 year, and administration did a market assessment on all facilities and brought up
24 the rates. The bulk of these agreements are changes in tenants.

25
26 Crawford asked how the County owns residential housing. McFarlane stated
27 that as the County acquired properties for future park purposes, there have been
28 homes and residences that are too good to take down. They've leased out the
29 housing until the County is ready to do park development.

30
31 ***Motion carried unanimously.***

32
33 **9. REQUEST AUTHORIZATION FOR THE EXECUTIVE TO ENTER INTO A**
34 **RESIDENTIAL LEASE AGREEMENT BETWEEN WHATCOM COUNTY**
35 **PARKS & RECREATION AND TIMOTHY AND MANDY SWITZER TO**
36 **LEASE THE HOUSE LOCATED AT 311 E. LAKE SAMISH DRIVE,**
37 **BELLINGHAM FOR A TERM OF ONE YEAR COMMENCING ON JANUARY**
38 **30, 2004 AND ENDING ON JANUARY 29, 2005 (AB2004-177)**

39
40 See Consent Agenda item eight.

41
42 **10. REQUEST AUTHORIZATION FOR THE EXECUTIVE TO ENTER INTO A**
43 **RESIDENTIAL LEASE AGREEMENT BETWEEN WHATCOM COUNTY**
44 **PARKS & RECREATION AND PHIL O'CONNOR AND CATHERINE**
45 **WILSON TO LEASE THE HOUSE LOCATED AT 367 E. LAKE SAMISH**
46 **DRIVE, BELLINGHAM FOR A TERM OF ONE YEAR COMMENCING ON**
47 **MARCH 20, 2004 AND ENDING ON MARCH 19, 2005 (AB2004-178)**

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1
2 See Consent Agenda item eight.
3

- 4 **11. REQUEST AUTHORIZATION FOR THE EXECUTIVE TO ENTER INTO A**
5 **RESIDENTIAL LEASE AGREEMENT BETWEEN WHATCOM COUNTY**
6 **PARKS & RECREATION AND JUSTIN AND CARISSA HAUG TO LEASE**
7 **THE HOUSE LOCATED AT 5305 NIELSEN AVENUE, FERNDALE, FOR A**
8 **TERM OF ONE YEAR COMMENCING ON FEBRUARY 19, 2004 AND**
9 **ENDING ON FEBRUARY 18, 2005 (AB2004-179)**

10
11 See Consent Agenda item eight.
12

- 13 **12. REQUEST AUTHORIZATION FOR THE EXECUTIVE TO ENTER INTO A**
14 **RENTAL AGREEMENT BETWEEN WHATCOM COUNTY PARKS &**
15 **RECREATION AND CHRIS FULTON FOR REAL PROPERTY SITUATED ON**
16 **THE MAPLE FALLS TO GLACIER TRAIL, GLACIER, WASHINGTON FOR A**
17 **TERM OF FIVE YEARS COMMENCING ON JANUARY 1, 2003 AND**
18 **ENDING ON DECEMBER 31, 2007 (AB2004-180)**

19
20 Mike McFarlane, pulled this item and put it before the Property Management
21 Committee.
22

- 23 **13. REQUEST AUTHORIZATION FOR THE EXECUTIVE TO AWARD BID #04-**
24 **32 FOR THE SUPPLY OF A REPLACEMENT HIGH ROOF CARGO VAN TO**
25 **THE LOW BIDDER, BELLINGHAM CHRYSLER, IN THE AMOUNT OF**
26 **\$35,588.06 (AB2004-181)**

27
28 *McShane moved* to recommend approval to the full Council.
29

30 *Motion carried unanimously.*
31

- 32 **14. REQUEST AUTHORIZATION FOR THE EXECUTIVE TO AWARD BID #04-**
33 **35 FOR THE ANNUAL SUPPLY OF ASPHALTIC MIXES FOR COUNTY**
34 **ROAD PROJECTS TO THE APPROPRIATE LOW BIDDER, BASED ON JOB**
35 **LOCATION AND DISTANCE FROM PLANT, AND PRODUCT**
36 **AVAILABILITY, FOR A TOTAL EXPENDITURE OF APPROXIMATELY**
37 **\$400,000 (AB2004-182)**

38
39 *Roy moved* to recommend approval to the full Council.
40

41 Brenner asked if this is one of those times when the County is dealing with
42 trying to keep some of the bids local.
43

44 Dewey Desler, Deputy Administrator, stated the bid includes the cost of
45 driving the material to the site.
46

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1 Mary Green, Equipment Revolve and Rental Division Manager, stated they go
2 out for bid, so they have to award the bid to lowest responsive bidder. Projects are
3 based locally. By this bid, they have the ability to use the closest vendor to the
4 project. That's the best they can do at this point.
5

6 McShane stated the advantage is driven by who has the gravel pit nearest
7 the project.
8

9 ***Motion carried unanimously.***

10
11 **15. REQUEST AUTHORIZATION FOR THE EXECUTIVE TO AWARD BID #04-**
12 **37 FOR A REPLACEMENT VIBRATORY ROLLER TO THE LOW BIDDER,**
13 **SAHLBERG EQUIPMENT, IN THE AMOUNT OF \$47,698.20 (AB2004-**
14 **183)**
15

16 ***Roy moved*** to recommend approval to the full Council.
17

18 ***Motion carried unanimously.***

19
20 **16. REQUEST AUTHORIZATION FOR THE EXECUTIVE TO AWARD BID #04-**
21 **38 FOR THE SUPPLY OF AN ASSORTMENT OF CUT STEEL FOR THE**
22 **RIFLE RANGE TO THE LOW BIDDER, SKAGIT RIVER STEEL &**
23 **RECYCLING, IN THE AMOUNT OF \$46,550.81 (AB2004-184)**
24

25 ***McShane moved*** to recommend approval to the full Council.
26

27 Crawford asked why they need cut steel for bullet containment walls.
28

29 Mike McFarlane, Parks and Recreation Director, stated this is a welded steel
30 wall to contain the bullets. The containment wall runs along the side of the range,
31 which is useful during law enforcement quick draw training. The wall directs the
32 bullet to go into the containment berm.
33

34 Roy asked if people use lead bullets. McFarlane stated they do.
35

36 Roy asked if snow geese are picking up the lead shot. McFarlane stated they
37 are not. There is no geese activity in the area.
38

39 ***Motion carried unanimously.***
40
41

42 **OTHER BUSINESS**

43
44 Dewey Desler, Deputy Administrator, stated the administration has set June
45 8 for the Council budget retreat.
46

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1 Crawford asked the status of capital facilities and interim jail planning.
2 Desler stated he will receive today Councilmember Nelson’s project ranking matrix.
3 When received, he will consolidate that information with the matrices from the
4 other councilmembers. When that’s done the councilmembers will be asked to
5 deliberate on the administration’s options for next steps. He hopes to complete the
6 plan this spring or early summer.

7
8 Regarding the Division Street property, the administration retained an
9 appraiser to finish evaluations of County property that could potentially be traded
10 for the Division Street property. When that’s done, the City and County
11 administrations will make recommendations to their councils. The County will hire
12 a design construction manager to manage all the work to build a series of facilities.
13 Administration is continuing to work with the Sheriff on a strategy for further steps.

14
15

16 **ADJOURN**

17
18 The meeting adjourned at 11:50 a.m.

19
20
21

22 _____
23 Jill Nixon, Minutes Transcription

24

25 ATTEST:

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

26
27
28
29
30

31 _____
Dana Brown-Davis, Council Clerk
