### CLEARANCES

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<th>Agenda Date</th>
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### EXECUTIVE

**TITLE OF DOCUMENT:**
Discussion of Preliminary Draft Comp Plan and Zoning Code Amendments-Cherry Point

**ATTACHMENTS:**

**SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:** (If this item is an ordinance or requires a public hearing, you must provide the language for use in the required public notice. Be specific and cite RCW or WCC as appropriate. Be clear in explaining the intent of the action.)
Discussion of preliminary draft Comprehensive Plan and Zoning Code amendments - Cherry Point

### COMMITTEE ACTION:

### COUNCIL ACTION:

**Related County Contract #:**

**Related File Numbers:**

**Ordinance or Resolution Number:**

**Please Note:** Once adopted and signed, ordinances and resolutions are available for viewing and printing on the County's website at: www.co.whatcom.wa.us/council.
Exhibit A
Whatcom County Comprehensive Plan Amendments

Amend the Whatcom County Comprehensive Plan (Chapter 2 - Land Use) as follows:

Major Industrial Urban Growth Area / Port Industrial

Cherry Point

The Cherry Point Urban Growth Area (UGA) contains approximately 7,000 acres of industrial land. The land has long been planned and designated by Whatcom County for industrial development and is currently the site of three major industrial facilities including two oil refineries and an aluminum smelter. Together, these three existing industries own about 4,400 acres of the total Cherry Point industrial lands. A fourth large tract of undeveloped land constituting approximately 1,500 acres is designated for industrial development.

Because of the special characteristics of Cherry Point, including deep water port access, rail access, and proximity to Canada, this area has regional significance for the siting of large industrial or related facilities. General Petroleum constructed the Ferndale Refinery in 1954, Alumax/Pechiney/Howmet constructed the Aluminum Smelter in 1966, and the Atlantic Richfield Company constructed the Cherry Point Refinery in 1971. The existing industries in the Cherry Point UGA, which provide significant employment, have produced and shipped refined fossil fuels and other products for decades.

Cherry Point is also important historically and culturally to the Coast Salish people, and part of the usual and accustomed fishing area for five treaty tribes, reserved under the Treaty of Point Elliot of 1855. The Lummi Nation and Western Washington University have identified an ancestral village dating back over 3,000 years ago in this area. The Cherry Point UGA contains sites of primary archeological and cultural significance.

Since the designation of this area for industrial development years ago, newer scientific study of the shoreline ecology has identified Cherry Point’s unique function as part of the Fraser River/Georgia Strait and greater Salish Sea ecosystem and the associated Cherry Point Aquatic Reserve has been designated by the state Department of Natural Resources to recognize the ecological importance of the aquatic lands in this area.

Since adoption of earlier versions of this Comprehensive Plan, governments have increased their recognition of the observed and projected effects that fossil fuel extraction, transportation and use have on human health and the environment.
Policy 2CC-11: It is the policy of Whatcom County to limit the number of industrial piers at Cherry Point to the existing three piers, taking into account the need to:

- 
  - Honor any existing vested rights or other legally enforceable agreements for an additional dock/pier;
- 
  - Update the Whatcom County Shoreline Master Program to conform with this policy;
- 
  - Encourage the continued agency use of best available science;
- 
  - Support and remain consistent with the state Department of Natural Resources’ withdrawal of Cherry Point tidelands and bedlands from the general leasing program and the species recovery goals of the Cherry Point Aquatic Reserve designation and Management Plan;
- 
  - Recognize federal actions upholding treaty rights;
- 
  - Protect traditional commercial and tribal fishing; and
- 
  - Prevent conflicts with vessel shipment operations of existing refineries that could lead to catastrophic oil or fuel spills.

Policy 2CC-16: The County will, through applicable permitting processes, shall undertake a study to be completed if possible by December of 2017 to examine existing County laws, including those related to public health, safety, development, building, zoning, permitting, electrical, nuisance, and fire codes, and develop recommendations for legal ways the County may choose to seek to limit the negative impacts on public safety, transportation, the economy, and environment from new or expanded crude oil, coal, liquefied petroleum gases, and natural gas, and hazardous substance exports from the Cherry Point UGA, above levels in existence as of March 1, 2017.

To provide clear guidance to current and future county councils on the County’s legal rights, responsibilities and limitations regarding interpretation and application of project evaluation under Section 20.88.130 (Major Projects Permits) of the Whatcom County Code.

The County should consider any legal advice freely submitted to the County by legal experts on behalf of a variety of stakeholder interests, and make that advice publicly available.
Based on the above study, develop proposed Comprehensive Plan amendments and associated code and rule amendments for Council consideration as soon as possible.

Until the above-mentioned amendments are implemented, the Prosecuting Attorney and/or the County Administration should provide the County Council written notice of all known pre-application correspondence or permit application submittals and notices, federal, state, or local that involve activity with the potential to expand the export of fossil fuels from Cherry Point.

Policy 2CC-17: Policy 2CC-16 shall not limit existing operations or maintenance of existing facilities as of March 1, 2017.

Amend the Whatcom County Comprehensive Plan (Appendix A – Glossary) as follows:

**Hazardous Substance:** Any liquid, solid, gas, or sludge, including any material, substance, product, commodity, or waste, regardless of quantity, that exhibits any of the physical, chemical or biological properties described in WAC 173-303-090 or 173-303-100.

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**NOTE:** On June 5, 2018, the County Council’s Special Committee of the Whole provided direction to amend the zoning code to adopt the same definitions as used in the Shoreline Management Program for “hazardous materials” and “hazardous substances.” The term “hazardous substance” is used in the proposed Comprehensive Plan amendments, but not in the proposed zoning amendments (“hazardous material” is not used in either). Therefore, we are asking the Council to consider inserting a definition of “hazardous substance” in the Comprehensive Plan, rather than the Zoning Code, in order to define a term being used in the proposed amendments.
Exhibit B
Whatcom County Code Title 20
Amendments

Light Impact Industrial (LII) District

Amend WCC 20.66.050, LII Permitted Uses, as follows:

.063 Rail, truck and freight terminals; warehousing and storage; parcel delivery service; freight forwarding; inspection weighing services; and packaging and crating; except that new or expanded crude oil, coal, liquefied petroleum gas, and natural gas facilities require a conditional use permit.

.067 Construction contractors’ business offices and related storage and equipment yards.

.068 Wholesale trade or storage of durable and nondurable goods including automobile parts and supplies; tires and tubes; furniture and home furnishings; lumber and other construction materials; sporting goods, toys and hobby goods; metal service centers and offices; electrical goods; hardware, plumbing and heating equipment; machinery equipment and supplies; jewelry, watches and precious stones; other durable goods; paper and paper products; drugs, proprietaries and sundries; apparel, piece goods and notions; groceries and related products; beer, wine and distilled beverages; waste bottles; waste boxes; rags; waste paper; wiping rags and miscellaneous nondurable goods; provided, however, except that:

(1) Trade, storage or processing of sulphur shall be prohibited.
(2) New or expanded crude oil, coal, liquefied petroleum gas, and natural gas facilities require a conditional use permit.

.081 Freight railroad switching yards and terminals; except that new or expanded crude oil, coal, liquefied petroleum gas, and natural gas facilities require a conditional use permit.

Amend WCC 20.66.150, LII Conditional Uses, as follows:

.170 New or expanded transportation, storage, and distribution facilities for crude oil, coal, liquefied petroleum gas, and/or natural gas.
Heavy Impact Industrial (HII) District

Amend WCC 20.68.050, HII Permitted Uses, as follows:

.054 The following are permitted uses except as otherwise prohibited:

(1) The manufacture and process of paper including pulp, paper and paperboard mills; and building paper and board mill products.

(2) The manufacture and processing of chemicals and allied products including industrial inorganic and organic chemicals; synthetic resins, rubber, fibers and plastic materials; soap, detergents and cleaning preparations; paint, linseed oil, shellac, lacquer and allied products; chemicals from gum and wood; and agricultural chemicals.

(3) Refining and accessory storage of petroleum and asphalt.

Question: Is it Council’s intent to continue to allow storage of refined petroleum as a permitted use or require a conditional use permit in the Heavy Impact Industrial zone?

(4) The manufacture and processing of rubber and plastic products.

(5) Leather tanning and finishing.

(6) The manufacture and processing of cement and glass; and concrete, gypsum, plaster, abrasive, asbestos and nonmetallic mineral products.

(7) Primary metal industries including blast furnaces and steel works; mills for primary smelting, secondary smelting, refining, reducing, finishing, rolling, drawing, extruding, and casting of ferrous and nonferrous metals; and the manufacture of miscellaneous metal products.

.059 Bulk commodity storage facilities, and truck, rail, vessel and pipeline transshipment terminals and facilities: except that new or expanded crude oil, coal, liquefied petroleum gas, and natural gas facilities require a conditional use permit.

Question: Is it Council’s intent to continue to allow storage and shipment of refined petroleum as a permitted use or require a conditional use permit in the Heavy Impact Industrial zone?
.081 Freight railroad switching yards and terminals; except that new or expanded crude oil, coal, liquefied petroleum gas, and natural gas facilities require a conditional use permit.

.082 Marine port facilities:

WCC 20.68.100, HII Accessory Uses, currently allows:

.105 Other accessory uses and buildings, including security services, customarily appurtenant to a principally permitted use.

Note: No changes are currently proposed to WCC 20.68.105. It is included for informational purposes.

Amend WCC 20.68.150, HII Conditional Uses, as follows:

.170 New or expanded transportation, storage, and distribution facilities for crude oil, coal, liquefied petroleum gas, and/or natural gas.

Amend WCC 20.68.200, HII Prohibited Uses, as follows:

.201 New piers in the Cherry Point Urban Growth Area. Reserved:
Public Utilities Chapter

Amend WCC 20.82.030, Conditional Uses in the Public Utilities Chapter, as follows:

20.82.030 Conditional uses.
The following uses shall require a conditional use permit or major project permit and shall be subject to a threshold determination in accordance with the Whatcom County-SEPA Ordinance:

(1) **Petroleum Pipelines** – Pipelines carrying petroleum, petroleum products, and/or liquefied petroleum gas, except for:
   (a) Replacement pipelines that are no larger than the pipelines being replaced, which are permitted.
   (b) Natural gas pipelines, which are regulated as set forth in (2) below.

Transmission pipelines, or pipelines termed a distribution pipeline but having characteristics that fit the definition of a transmission pipeline, carrying petroleum and petroleum products other than natural gas when such pipelines will be located outside the zoning district classified as Heavy Impact Industrial.

(2) **Natural Gas Pipelines** – Pipelines carrying natural gas, except for:
   (a) Replacement pipelines that are no larger than the pipelines being replaced, which are permitted.
   (b) Distribution lines that provide service directly to customers for consumption, which are permitted.

Regional transmission pipelines for the bulk conveyance of natural gas, or pipelines termed a distribution pipeline but having characteristics that fit the definition of a transmission pipeline. Except for the above conditions, natural gas pipelines which are owned and operated by a gas utility company regulated by the State Utilities and Transportation Commission and which are distribution lines owned by the utility that provide natural gas service directly to county citizens and businesses shall not be considered regional transmission lines.
Major Project Permits Chapter

Amend WCC 20.88.215, Major Project Permit Procedures, as follows:

.215 Procedures. Major project permit master plan review shall be conducted under current review procedures. Other land use reviews may be conducted concurrently with the major project permit master plan review.

(a) Any modifications, additions or changes to an approved major project permit master plan are subject to the following:

(i) Minor changes may be approved by the zoning administrator, upon consultation with the technical committee. Minor changes are those amendments which may affect the dimensions, location and type of improvements of facilities; provided, the amendment maintains the basic character of the major project permit application approved by the county council including general type and location of dwellings and other land use activities, arrangement of buildings, density of the development, and provisions of the project to meet density bonus and open space requirements; and provided further, the standards of this chapter are met.

Minor changes shall be reviewed for compliance and compatibility with the approved master plan. A determination is made by the director.

(ii) Major changes may be approved by the county council. Major changes are those amendments which, in the opinion of the zoning administrator, upon consultation with the technical committee, substantially change the basic land use, design, density, open space or other requirements of the major project permit. No building or other permit shall be issued without prior review and approval of major changes by the county council. Major changes shall be subject to the original procedural application type, subject to the fees as contained in the unified fee schedule.

(iii) Major project permits master plans may include, as a condition of their approval, a requirement for periodic progress reports and mandatory updates on a predetermined interval.
Definitions Chapter

20.97.434.1 Technical committee.

"Technical committee" or "technical review committee" means the designated representatives of the Whatcom County Planning and Development Services Director, who shall act as chairperson, the Whatcom County Public Works Director, and the Whatcom County Health Department Director.
Exhibit C
Whatcom County Code Title 22
Amendments

Amend WCC 22.05, Project Permit Procedures, as follows:

22.05.110 Final decisions – Type I, II, and III applications.
(1) The director or designee’s final decision on all Type I or II applications shall be in the form of a written determination or permit. The determination or permit may be granted subject to conditions, modifications, or restrictions that are necessary to comply with all applicable codes.

(2) The hearing examiner’s final decision on all Type III applications per WCC 22.05.020 or appeals per 22.05.160(1) shall either grant or deny the application or appeal.

(a) The hearing examiner may grant Type III applications subject to conditions, modifications or restrictions that the hearing examiner finds are necessary to make the application compatible with its environment, carry out the objectives and goals of the Comprehensive Plan, statutes, ordinances and regulations as well as other official policies and objectives of Whatcom County.

(b) Performance bonds or other security, acceptable to the prosecuting attorney, may be required to ensure compliance with the conditions, modifications and restrictions.

(c) Insurance Placeholder

(de) The hearing examiner shall render a final decision within 14 calendar days following the conclusion of all testimony and hearings. Each final decision of the hearing examiner shall be in writing and shall include findings and conclusions based on the record to support the decision.

(ed) No final decision of the hearing examiner shall be subject to administrative or quasi-judicial review, except as provided herein.
(fe) The applicant, any party of record or any county department may appeal any final decision of the hearing examiner to superior court, except as otherwise specified in WCC 22.05.020.

22.05.120 Recommendations and final decisions – Type IV applications.
Recommended decisions to county council.

(1) For Type IV applications per WCC 22.05.020 the hearing examiner's recommendations to the county council may be to grant, grant with conditions or deny an application. The hearing examiner's recommendation may include conditions, modifications or restrictions as may be necessary to make the application compatible with its environment, carry out the objectives and goals of the Comprehensive Plan, statutes, ordinances and regulations as well as other official policies and objectives of Whatcom County.

(2) Each recommended decision of the hearing examiner for an application identified as a Type IV application per WCC 20.05.020 shall be in writing to the clerk of the county council and shall include findings and conclusions based upon the record to support the decision. Such findings and conclusions shall also set forth the manner in which the decision carries out and conforms to the county’s Comprehensive Plan and complies with the applicable statutes, ordinances or regulations.

(3) The deliberation of the county council on quasi-judicial actions shall be in accordance with WCC 22.05.090(4) and Chapter 42.36 RCW.

(4) For planned unit developments and major project permits the following shall apply:

(a) The recommendation of the hearing examiner regarding planned unit developments and major project permits shall be based upon the criteria set forth in WCC 20.85.335 and 20.88.130, respectively.

(b) The hearing examiner shall file the recommendation with the clerk of the county council within 21 calendar days following the conclusion of the open record hearing.

(c) The county council shall conduct the following within the specified timeframes, except as provided in subsection (iii):

   (i) Hold a public meeting, not an open record public hearing, to deliberate on the project application within 28 calendar days after receiving the hearing examiner’s recommendation.
(ii) Issue a final written decision within 21 calendar days of the public meeting.

(iii) The county council may exceed the time limits in subsection (i) or (ii) if the county council meeting schedule does not accommodate a meeting within the above timeframes, or if the county council makes written findings that a specified amount of additional time is needed to process a specific application or project type, per RCW 36.70B.080(1).

(5) The county council’s final written decision may include conditions when the project is approved and shall state the findings of fact upon which the decision is based.

(a) Performance bonds or other security, acceptable to the prosecuting attorney, may be required to ensure compliance with the conditions, modifications and restrictions.

(b) **Insurance Placeholder**

(6) Any deliberation or decision of the county council shall be based solely upon consideration of the record established by the hearing examiner, the recommendations of the hearing examiner and the criteria set forth in county code.
# WHATCOM COUNTY COUNCIL AGENDA BILL

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## TITLE OF DOCUMENT:
Interim ordinance regs for sitting & operation of homeless encampments

## ATTACHMENTS:
Interim ordinance

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<th>( ) Yes</th>
<th>( ) NO</th>
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<td>( ) Yes</td>
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## SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:
(If this item is an ordinance or requires a public hearing, you must provide the language for use in the required public notice. Be specific and cite RCW or WCC as appropriate. Be clear in explaining the intent of the action.)

An interim ordinance of Whatcom County, Washington relating to land use and zoning; declaring an emergency; adopting interim zoning regulations for the sitting, establishment, and operation of temporary tent encampments; and setting twelve months as the effective period of the interim zoning regulations to allow the County to study the land use impacts of such uses.

## COMMITTEE ACTION:

## COUNCIL ACTION:
6/19/2018: Withdrawn. To be rescheduled at the next Council meeting.

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<th>Related File Numbers:</th>
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Please Note: Once adopted and signed, ordinances and resolutions are available for viewing and printing on the County's website at: www.co.whatcom.wa.us/council.
Memorandum

TO: The Honorable Whatcom County Council

FROM: Mark Personius, AICP, Director

DATE: June 29, 2018

SUBJECT: Interim Temporary Homeless Facilities Ordinance

Attached is the Interim One-Year Temporary Homeless Facilities Ordinance requested by Council for Introduction at your July 10th meeting. The proposed ordinance includes the changes requested by public commenters and Council at the June 19th meeting for the Emergency 60-Day Temporary Tent Encampment Ordinance (Ord. 2018-039).

The draft One-Year Interim Ordinance also includes several additional changes from Ord. 2018-039. Most notably the proposal:

- Allows for two distinct types of temporary homeless facilities—temporary “tent” encampments and temporary “tiny house” encampments;
- Applies definitions, application requirements, conditions to protect public health and safety, and permitting process for such facilities, including duration of such facilities;
- Requires consistency with applicable County development standards; and
- Requires an operations plan be submitted and approved for site management of such facilities.

Please feel free to contact me at 360-778-5950 with any questions or concerns.

Thank you.

Attachment:
Interim Temporary Homeless Facilities Ordinance
ORDINANCE NO.
(AN INTERIM ORDINANCE OF WHATCOM COUNTY, WASHINGTON)

ADOPTING INTERIM ZONING REGULATIONS FOR THE SITTING, ESTABLISHMENT,
AND OPERATION OF TEMPORARY HOMELESS FACILITIES

WHEREAS, homelessness continues to be a local, regional and national challenge
due to many social and economic factors; and

WHEREAS, tent and tiny house encampments have become a temporary mechanism
for providing shelter for homeless individuals and families; and

WHEREAS, under RCW 36.01.290 the Washington State Legislature has authorized
religious organizations to host temporary encampments to provide shelter for homeless
individuals on property that these religious organizations own or control; and

WHEREAS, on June 19, 2018, the Whatcom County Council adopted an emergency
ordinance (Ordinance 2018-039) adopting regulations for the establishment and operation
of temporary tent encampments that is effective for 60 days; and

WHEREAS, the Whatcom County Code does not currently have permanent
provisions addressing the establishment and operation of temporary homeless facilities; and

WHEREAS, an emergency exists necessitating adoption of interim temporary
homeless facilities regulations and processing requirements to preserve and protect public
health and safety and prevent danger to public or private property; and

WHEREAS, the proposed interim ordinance will replace Ordinance 2018-039 by
adopting interim regulations for one year; and

WHEREAS, interim zoning controls enacted under RCW 36.70A.390 and/or RCW
36.70.790 are methods by which the County may preserve the status quo so that new plans
and regulations will not be rendered moot by intervening development; and

WHEREAS, RCW 36.70A.390 and RCW 36.70.790 both authorize the enactment of
an interim zoning map, interim zoning ordinance, or interim official control without holding a
public hearing as long as a public hearing is held within at least sixty days of enactment;
and

WHEREAS, RCW 36.70A.390 provides that, "A county or city governing body that
adopts a moratorium, interim zoning map, interim zoning ordinance, or interim official
control without holding a public hearing on the proposed moratorium, interim zoning map,
interim zoning ordinance, or interim official control, shall hold a public hearing on the
adopted moratorium, interim zoning map, interim zoning ordinance, or interim official
control within at least sixty days of its adoption, whether or not the governing body
received a recommendation on the matter from the planning commission or department If
the governing body does not adopt findings of fact justifying its action before this hearing,
then the governing body shall do so immediately after this public hearing. A moratorium,
interim zoning map, interim zoning ordinance, or interim official control adopted under this
section may be effective for not longer than six months, but may be effective for up to one year if a work plan is developed for related studies providing for such a longer period. A moratorium, interim zoning map, interim zoning ordinance, or interim official control may be renewed for one or more six-month periods if a subsequent public hearing is held and findings of fact are made prior to each renewal”;

WHEREAS, in conformity with the responsibilities of Whatcom County to meet public health, safety and welfare requirements and provide zoning and land use regulations pursuant to state law, and the County’s authority to regulate land use activity within its corporate limits, the County intends to develop appropriate public health, safety and welfare requirements and zoning and land use regulations for the establishment and operation of temporary homeless facilities; and

WHEREAS, the County Council has determined it needs additional time to conduct appropriate research to analyze the effects of the establishment and operation of temporary homeless facilities; and

WHEREAS, interim zoning will provide the County with additional time to review and amend its public health, safety and welfare requirements and zoning and land use regulations related to the establishment and operation of temporary homeless facilities; and

WHEREAS, interim zoning will also allow qualifying religious organizations and registered not-for-profit, tax exempt 501(c)(3) organizations the opportunity to establish and operate temporary homeless facilities; and

WHEREAS, a determination of non-significance (DNS) was issued under the State Environmental Policy Act (SEPA) on July 3, 2018; and

WHEREAS, the County Council concludes that the County does have the authority to establish an interim zoning ordinance and that the County must adopt interim zoning concerning the establishment and operation of temporary homeless facilities to act as a stop-gap measure: (a) to provide the County with an opportunity to study the issues concerning the establishment and operation of temporary homeless facilities and prepare appropriate revisions to the County’s codes and regulations; (b) to protect the health, safety, and welfare of the citizens of Whatcom County by avoiding and ameliorating negative impacts and unintended consequences of establishing and operating temporary homeless facilities and (c) to avoid applicants possibly establishing vested rights contrary to and inconsistent with any revisions the County may make to its rules and regulations as a result of the County’s study of this matter; and

WHEREAS, the County Council adopts the foregoing as its findings of facts justifying the adoption of this Ordinance; and

NOW, THEREFORE, BE IT ORDAINED by the Whatcom County Council that:

Section 1. Findings of Fact. The County Council adopts the above "WHEREAS" recitals as findings of fact in support of its action as required by RCW 36. 70A.390 and RCW 36.70.790.

Section 2. Regulations established. Regulations concerning the establishment and processing of applications for temporary homeless facilities in unincorporated Whatcom County are hereby established. Establishing such facilities contrary to the provisions of this ordinance is prohibited. Administrative Use approvals shall be required for
temporary homeless facilities in the County. Applications for administrative use approvals, land use approvals, or any other permit or approval, in any way associated with temporary homeless facilities, shall not be processed, issued, granted, or approved unless in compliance with this ordinance. If a temporary homeless facility is established in violation of this ordinance or if, after an administrative use permit is issued for the same, the director of the planning and development services department determines that the permit holder has violated this ordinance or any condition of the permit, the temporary homeless facility, its sponsor and managing agency shall be subject to code enforcement and all activities associated with the temporary homeless facility shall cease, and the site shall be vacated and restored to its pre-encampment conditions.

Section 3. Definitions. The following definitions apply to temporary homeless facilities:

A. "Temporary homeless facility" means a facility providing temporary housing accommodations that includes a sponsor and managing agency, the primary purpose of which is to provide temporary shelter for people experiencing homelessness in general or for specific populations of the homeless. Temporary homeless facilities include temporary tent encampments and temporary tiny house encampments.

B. "Temporary tent encampment" means a short-term living facility for a group of homeless people that is composed of tents or other temporary structures, as approved by the director, on a site provided or arranged for by a sponsor with services provided by a sponsor and supervised by a managing agency.

C. "Temporary tiny house encampment" means a temporary homeless facility for a group of people living in purpose-built tiny houses for people experiencing homelessness, as approved by the director, on a site provided or arranged for by a sponsor with services provided by a sponsor and supervised by a managing agency. Temporary tiny houses for the homeless are typically less than 200 square feet and easily constructed and moved to various locations. For the purposes of this ordinance, temporary tiny homes are not dwelling units and, as such, are not required to meet building codes.

D. "Managing agency" means an organization identified as the manager of a temporary homeless facility that has the capacity to organize and manage a temporary homeless facility. Managing agencies are limited to religious organizations and non-profit agencies. A "managing agency" may be the same entity as the sponsor.

E. "Sponsor" means an organization that:
   1. invites a temporary homeless facility to reside on land they own or lease; and
   2. is a State of Washington registered not-for-profit corporation and federally recognized tax exempt 501(c)(3) organization; or
   3. is recognized by the Internal Revenue Service as exempt from federal income taxes as a religious organization, which expresses its religious mission, in part, by organizing living accommodations for the homeless.

F. "Director" means the Planning and Development Services Department Director.

Section 4. Requirements. The following requirements shall apply to all temporary homeless facilities approved under this ordinance, unless modified by the director through approval of an administrative use permit.
A. The encampment shall be located a minimum of 20 feet from the property line of abutting properties containing commercial, industrial, and multifamily residential uses. The encampment shall be located a minimum of 40 feet from the property line of abutting properties containing single-family residential or public recreational uses, unless the director finds that a reduced buffer width will provide adequate separation between the encampment and adjoining uses, due to changes in elevation, intervening buildings or other physical characteristics of the site of the encampment.

B. No temporary homeless facility shall be located within a critical area or its buffer as defined by Whatcom County Code (WCC) 16.16 or 23.

C. A temporary homeless facility shall comply with the applicable development standards of Whatcom County Code Title 20 Zoning, except that temporary homeless facilities shall not be considered structures for the purposes of calculating parcel’s total lot coverage, as defined by WCC 20.97.217.

D. A six-foot-tall fence is required around the perimeter of the encampment to limit access to the site for safety and security reasons; provided, that the fencing does not create a sight obstruction at the street or street intersections or curbs as determined by the county engineer, unless the director determines that there is sufficient vegetation, topographic variation, or other site conditions such that fencing would not be needed.

E. Exterior lighting must be directed downward and glare contained within the temporary encampment.

F. The maximum number of residents at a temporary encampment site shall be determined by the director taking into consideration site conditions, but in no case shall the number be greater than 100 people.

G. On-site parking of the sponsor shall not be displaced unless sufficient required off-street parking remains available for the host's use to compensate for the loss of on-site parking or unless a shared parking agreement is executed with adjacent properties.

H. A transportation plan, including provisions for transit, and pedestrian and bicycle ingress and egress to the encampment, shall be submitted for review and approval.

I. No children under the age of 18 are allowed to stay overnight in the temporary encampment, unless accompanied by a parent or guardian. If a child under the age of 18 without a parent or guardian present attempts to stay at the encampment, the sponsor and the managing agency shall immediately contact Child Protective Services and shall actively endeavor to find alternative shelter for the child.

J. The sponsor or managing agency shall provide and enforce a written code of conduct, which not only provides for the health, safety and welfare of the temporary encampment residents, but also mitigates impacts to neighbors and the community. A copy of the code of conduct shall be submitted to the County at the time of application for the administrative use permit. Said code shall be incorporated into the conditions of approval. The managing agency shall post the
County approved written code of conduct on site.

K. An operations plan must be provided that addresses site management, site maintenance, and provision of human and social services. Individuals or organizations shall have either a demonstrated experience providing similar services to homeless residents; and/or certification or academic credentials in an applicable human service field; and/or applicable experience in a related program with a homeless population. Should an individual or organization not have any of the preceding qualifications, additional prescriptive measures may be required to minimize risk to both residents of the temporary homeless facility and the community in general.

L. The sponsor and the managing agency shall ensure compliance with Washington State laws and regulations and the Whatcom County Health Department's regulations concerning, but not limited to, drinking water connections, solid waste disposal, and human waste. The sponsor and the managing agency shall permit inspections by local agencies and/or departments to ensure such compliance and shall implement all directives resulting therefrom within the specified time period.

M. The sponsor and managing agency shall assure all applicable public health regulations, including but not limited to the following, will be met for:

1. Potable water, which shall be available at all times at the site;
2. Sanitary portable toilets, which shall be set back at least 40 feet from all property lines;
3. Hand-washing stations by the toilets and food preparation areas;
4. Food preparation or service tents; and
5. Refuse receptacles.

N. Public health regulations (WAC 246.215 and WCC 24.03) on food donations and food handling and storage, including proper temperature control, shall be followed and homeless encampment residents involved in food donations and storages shall be made aware of these Whatcom County Health Department requirements.

O. The sponsor and the managing agency shall designate points of contact and provide contact information (24 hour accessible phone contact) to the chief criminal deputy of the Whatcom County Sheriff or his/her designee. At least one designated point of contact shall be on duty at all times. The names of the on-duty points of contact shall be posted on-site daily and their contact information shall be provided to the Whatcom County Sheriff's Office as described above.

P. Facilities for dealing with trash shall be provided on-site throughout the encampment. A regular trash patrol in the immediate vicinity of the temporary encampment site shall be provided.

Q. The sponsor and the managing agency shall take all reasonable and legal steps to obtain verifiable identification information, to include full name and date of birth, from current and prospective encampment residents and use the identification to obtain sex offender and warrant checks from appropriate agencies. The sponsor and the managing agency shall keep a current log of names and dates of all people who stay overnight in the encampment. This log shall be available upon request to law enforcement agencies and prospective
encampment residents shall be so advised by the sponsor and managing agency. Persons who have active warrants, or who are required to register as a sex offender, are prohibited from the encampment’s location.

R. The sponsor and the managing agency shall immediately contact the Whatcom County Sheriff’s Office if someone is rejected or ejected from the encampment when the reason for rejection or ejection is an active warrant or a match on a sex offender check, or if, in the opinion of the on-duty point of contact or on-duty security staff, the rejected/ejected person is a potential threat to the community.

S. Tents over 300 square feet in size and canopies in excess of 400 square feet shall utilize flame retardant materials.

T. The sponsor, the managing agency and temporary encampment residents shall cooperate with other providers of shelters and services for homeless persons within the County and shall make inquiry with these providers regarding the availability of existing resources.

U. The sponsor and/or managing agency shall provide before-encampment photos of the host site with the application. Upon vacation of the temporary encampment, all temporary structures and debris shall be removed from the host site within one calendar week.

V. Upon cessation of the temporary encampment, the site shall be restored, as near as possible, to its original condition. Where deemed necessary by the director, the sponsor and/or managing agency shall re-plant areas in which vegetation had been removed or destroyed.

Section 5. Frequency and duration of temporary homeless facilities.

A. No more than a maximum of 100 people may be housed in temporary homeless facilities (encampments) located in the unincorporated County at any time. Multiple encampment locations may be permitted provided that the aggregate total of people in all temporary tent and/or tiny house encampments shall not exceed 100.

B. The director shall not grant a permit for the same site more than once in any calendar year; provided that director is not authorized to issue a permit for the same site sooner than 180 days from the date the site is vacated as provided for in Section 4 of this ordinance.

C. Temporary tent encampments may be approved for a period not to exceed 90 days. The director may grant one 90-day extension, provided all conditions have been complied with and circumstances associated with the use have not changed. This extension shall be subject to a Type II review process and may be appealed to the hearing examiner as provided in WCC 22.05.020(1). The permit shall specify a date by which the use shall be terminated and the site vacated and restored to its pre-encampment condition.

D. Temporary tiny house encampments may be approved for a period of between six months and up to one year, provided the sponsor and managing agency comply with all permit conditions. The director may grant one or more extension(s) not to exceed one additional year, provided enabling legislation allows so. Extensions are subject to a Type II review process and may be
appealed to the hearing examiner as provided in WCC 22.05.020(1). The permit shall specify a date by which the use shall be terminated and the site vacated and restored to its pre-encampment condition.

Section 6. Permit required. Establishment of a temporary homeless facility shall require approval of an administrative use permit, as described in this ordinance, and compliance with all other applicable County regulations. The director shall have authority to grant, grant with conditions or deny an application for an administrative use permit under this ordinance.

Section 7. Application. Application for an administrative use permit shall be made on forms prescribed by the County, and shall be accompanied by the following information; provided, that the director may waive any of these items, upon request by the applicant and finding that the item is not necessary to analyze the application. An application to establish a temporary homeless facility shall be signed by both the sponsor and the managing agency ("applicant") and contain the following:

A. A site plan of the property, drawn to scale, showing existing natural features, existing and proposed grades, existing and proposed utility improvements, existing rights-of-way and improvements, and existing and proposed structures, tents and other improvements (including landscaping and fencing at the perimeter of the proposed encampment and the property and off-street parking);
B. A vicinity map, showing the location of the site in relation to nearby streets and properties;
C. A written summary of the proposal, responding to the standards and requirements of this ordinance;
D. The written code of conduct, operations plan and a transportation plan as required by this ordinance;
E. Statement of actions that the applicant will take to obtain verifiable identification from all encampment residents and to use the identification to obtain sex offender and warrant checks from appropriate agencies;
F. Project statistics, including site area, building coverage, number and location of tents and temporary structures, expected and maximum number of residents, and duration of the encampment;
G. Address and parcel number of the subject property;
H. Photographs of the site;
I. A list of other permits that are or may be required for development of the property (issued by the County or by other government agencies), insofar as they are known to the applicant;
J. Permit fees for temporary homeless facilities shall be in accordance with WCC 22.25;
K. A list of any requirement under this ordinance for which the applicant is asking to modify.

Section 8. Permit Procedures.

A. Notice. All temporary homeless facility applications shall be reviewed under a Type II process under WCC 22.05, except that the final decision must be rendered within 60 days of a determination of completeness. Additionally, the notice of application shall contain proposed duration and operation of the temporary homeless facility, number of residents for the encampment, and contain a County website link to the proposed written code of conduct, operations plan and transportation plan for the facility.
B. Decision and Notice of Decision. Final action on permit applications made under
this section shall be in accordance with WCC 22.05. Before any such permit may be granted, the applicant shall demonstrate and the director shall find consistency WCC 20.84.220 and the following:

1. The proposed use meets the requirements of this ordinance; and
2. Measures, including the requirements herein and as identified by the director, have been taken to minimize the possible adverse impacts which the proposed encampment may have on the area in which it is located. It is acknowledged that not all impacts can be eliminated, however the risk of significant impacts can be reduced to a temporary and acceptable level as the duration of the encampment will be limited.

A notice of the decision shall be provided in accordance with WCC 22.05.

C. **Conditions.** Because each temporary encampment has unique characteristics, including, but not limited to, size, duration, uses, number of occupants and composition, the director shall have the authority to impose conditions on the approval of an administrative use permit to ensure that the proposal meets the criteria for approval listed above. Conditions, if imposed, must be intended to protect public health, life and safety and minimize nuisance-generating features such as noise, waste, air quality, unsightliness, traffic, physical hazards and other similar impacts that the temporary encampment may have on the area in which it is located. In cases where the application for an administrative use permit does not meet the provisions of this ordinance (except when allowed under subsection (D) of this section) or adequate mitigation may not be feasible or possible, the director shall deny the application.

D. **Modification of Requirements.** The director may approve an administrative use permit for a temporary encampment that relieves one or more of the standards in this ordinance only when, in addition to satisfying the decision criteria stated above, the applicant submits a description of the standard to be modified and demonstrates how the modification would result in a safe encampment with minimal negative impacts to the host community under the specific circumstances of the application. In considering whether the modification should be granted, the director shall first consider the effects on the health and safety of encampment residents and the neighboring communities. Modifications shall not be granted if their adverse impacts on encampment residents and/or neighboring communities will be greater than those without modification. The burden of proof shall be on the applicant.

E. **Appeal.** The director’s decision may be appealed to the hearing examiner as provided in WCC 22.05.020(1) and 22.05.160.

F. **Revocation.** The director shall also have the authority to revoke an approved administrative use permit, pursuant to WCC 22.05.150 at any time a sponsor or managing agency has failed to comply with the applicable provisions of this ordinance or permit.

**Section 9. Purpose.** The purpose of this interim ordinance is to allow and establish a review process for the location, siting, and operation of temporary homeless facilities within the unincorporated County. While the interim ordinance is in effect, the County will study the land use and other impacts associated with temporary homeless facilities, draft final zoning and regulations to address such uses, hold public hearings on such draft regulations, and adopt such regulations.
Section 10. **Duration of Interim Ordinance.** This interim ordinance will replace Ordinance 2018-039 and shall be in effect for one year beginning on July 24, 2018 and ending on July 24, 2019, unless another ordinance is adopted amending the Whatcom County Code and rescinding this interim ordinance before July 24, 2019.

Section 11. **Work Plan.** During the interim ordinance period, County staff will study the issues concerning the establishment and operation of temporary homeless facilities. Staff will prepare a draft ordinance with appropriate revisions to the County’s land use regulations; perform SEPA review of the draft ordinance, and conduct the public review process, including public hearings before the County’s Planning Commission and County Council, as required for amendments to the County’s development regulations.

Section 14. **Conflict with other Whatcom County Code Provisions.** If the provisions of this Ordinance are found to be inconsistent with other provisions of the Whatcom County Code, this Ordinance shall control.

Section 15. **Severability.** If any section, sentence, clause or phrase of this Ordinance should be held to be unconstitutional or unlawful by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

**ADOPTED** this _______ day of ________________, 2018.

**WHATCOM COUNTY COUNCIL**
**WHATCOM COUNTY, WASHINGTON**

**ATTEST:**

Dana Brown-Davis, Council Clerk

Rud Browne, Chairperson

**APPROVED as to form:**

[Signature]

Civil Deputy Prosecutor

( ) Approved  ( ) Denied

Jack Louws, Executive

Date: __________________________

Page 9 of 9
Resolution authorizing allocation of Reet I funding for building expansion

Resolution authorizing the allocation of Reet I funding to support the construction of a multi-use building expansion at the East Whatcom Regional Resource Center

5/8/2018: Held in Committee and forwarded motion to request the administration meet with proponents to see where they can lower the cost of the project and give an update in four weeks

5/8/2018: Held in Committee

Please Note: Once adopted and signed, ordinances and resolutions are available for viewing and printing on the County's website at: www.co.whatcom.wa.us/council.
July 2, 2018

To: Jack Louws, Whatcom County Executive  
    Whatcom County Council Members

From: Greg Winter, Opportunity Council Executive Director

Re: East Whatcom Regional Resource Center expansion plans and funding

On behalf of East Whatcom Community Council and other stakeholders in the Columbia Valley and the Whatcom Foothills area, I would like to thank you again for your support for the multipurpose expansion of the East Whatcom Regional Resource Center and ask you to add $115,000 to the County’s earlier $300,000 commitment to this project.

We now have updated information to share. As requested in May, we have updated the project’s cost estimates, reviewed and improved the design plans, looked for ways to reduce the project’s costs, and arrived at what we hope you will support when the County Council takes up its review of Agenda Bill No. 2018-131 on July 10th.

**Current funding:** Opportunity Council has raised $2,075,000 so far, including the $300,000 from the County. **Opportunity Council has leveraged $6 more for every $1 from the County.** Our challenge now is to optimize the project and find the final funding so the project can start construction this year.

**Updated cost estimates:** The new estimate for the 2017 design is $2,387,336. This is $116,031 less than the 2017 estimate, achieved by lowering the general contractor’s profit and overhead from 12 to 10 percent and lowering the construction contingency plus soft costs from 23 to 20 percent. We still face the uncertainty of whether bids may come in higher than the estimate.

**Improved project design:** We reviewed the design with the architect and found design improvements that will lower the costs. The two most significant are simplifying the roof design for Building 2 to eliminate the concern about roof leaks from freeze/thaw cycles, and reducing by half the delivery driveway alongside Building 2. Several other cost reductions are listed below. We had hoped that eliminating the fire suppression system in Building 2 would reduce costs; however, the cost savings would be more than offset by the added, code-mandated cost of changing from Type V-B to Type V-A construction.

**Reducing project costs:** The following adjustments to the 2017 design would lower the project’s costs by the amounts shown here, based on a third-party estimate:

1. Shrink Building 2 delivery driveway $28,597
2. Omit Building 2 butterfly roof $16,917
3. Reduce butterfly roof clerestory windows $2,578
4. Omit Building 2 vestibule cedar wall finish $20,139
5. Revise Building 2 toilet room to storage $6,445
6. Reduce landscaping $5,671

Total of the above savings $80,347
These changes reduce the project total costs to $2,307,000 ($2,387,336 minus $80,347), leaving the project $232,000 short of the amount needed ($2,307,000 minus $2,075,000 raised so far).

For additional savings, the project could request County permit approval for eliminating new, additional parking, saving an additional $137,139. The design team, which includes members of the community council and Opportunity Council staff who manage the existing facilities at the Resource Center, believe the current parking provides adequate capacity for the projected uses of the existing and expanded campus. The project will also pursue an agreement with an adjacent property owner to share their parking lot as overflow, should that occasionally be necessary.

The cost of Building 3, the outdoor covered area, could be reduced if the size of the roof structure was reduced from its proposed size, 6,000 square feet. However, we heard strong statements from East Whatcom Community Council representatives arguing against reducing the size and the commitment to recreational facilities for youth and the multiple purposes that Building 3 is intended to serve.

We need to note that the project costs described above do not include several desirable features that we plan to include as bid alternatives, including an emergency generator for Building 2, better insulation for Building 2, a programmable reader-board sign at the entrance off Kendall Road, translucent panels in the roof of Building 3, and photovoltaic panels on the roof of one or both buildings.

We are not asking the County to pay for any of these bid alternatives that will require additional funding from other sources. We believe these additional features will enhance the project and, in the case of PV systems and Building 2 insulation, will reduce long-term operating costs. We are still pursuing potential donors, other than the County, that may help cover the cost of these additional features.

To summarize the updated information, the updated costs estimate for the project, $2,387,336, can be reduced by $80,347 with the six design changes listed above, and reduced by an additional $137,139 if the parking expansion is not necessary. This brings the amount needed from the County to just under $100,000 more, say $115,000 if we add 20 percent as an estimate contingency.

We need to keep in mind that the project still faces the uncertainty of this year’s bidding climate, and we would appreciate the County being willing to help if bids turn out to be higher than the estimate.

Again, we appreciate the County's willingness to work with Opportunity Council to help meet the needs of residents in the Columbia Valley and the Whatcom Foothills. I look forward to talking with you about how to proceed.
RESOLUTION 2018-______

AUTHORIZING THE ALLOCATION OF REET I FUNDING TO SUPPORT THE CONSTRUCTION OF A MULTI-USE BUILDING EXPANSION AT THE EAST WHATCOM REGIONAL RESOURCE CENTER

WHEREAS, the Opportunity Council (OC), together with Whatcom County, the East Whatcom Community Council, and other interested citizens, created a proposal that will add new multi-use buildings at the East Whatcom Regional Resource Center for multiple purposes including youth recreation activities and other community gatherings and for a food bank aggregation and redistribution center to support hunger relief efforts in the east Whatcom foothills; and

WHEREAS, on May 12, 2015, the Whatcom County Council approved a Resolution which authorized the County Administration to submit a Washington State Department of Commerce Community Development Block Grant (CDBG) application that the OC prepared for submittal, requesting a $750,000 grant to assist with the construction of the multi-use building; and

WHEREAS, the County Administration submitted the CDBG proposal and received notification in August 2015 of a CDBG award of $750,000 contingent upon Whatcom County’s commitment of $300,000 in matching funds; and

WHEREAS, the Whatcom County Council authorized an allocation $300,000 in Real Estate Excise Tax (REET 1) funds in October 2015 to support the design and construction of the proposed facility and encouraging OC to pursue other funding; and

WHEREAS, the revised construction cost estimates raised the project total to $2,500,000 due in part to fire suppression systems and additional parking requirements; and

WHEREAS, OC pledged in October 2015 its commitment to securing $500,000 or more in additional matching funds and Opportunity Council has secured $1,025,000 in additional matching funds from public and private sources, for a total of $2,075,000 raised to date; and

WHEREAS, OC has succeeded in raising $7,000 for every $1,000 in initial County funding, a 7-to-1 leveraging ratio, to reach a total of $2,075,000 secured to date; and

WHEREAS, the East Whatcom Regional Resource Center has been hugely successful, and the proposed expansion, Phase 2, is urgently needed to serve the existing and growing needs in eastern Whatcom County, especially in the areas of youth recreation, access to food, and the growing need for community programming and meeting spaces; and

WHEREAS, in a typical month, the calendar includes dozens of community group meetings, plus over 600 people referred to other services and programs, plus proving space for two Head Start classrooms, plus providing space for the mobile food pantry that currently operates twice per month; and

WHEREAS, OC, with the County Executive’s encouragement, worked with the members of the East Whatcom Community Council, Whatcom County Parks Department,
Foothills Food Bank, Bellingham Food Bank, and other agencies to decide what facilities to include in the Phase 2 expansion of the East Whatcom Regional Resource Center and how to pay for the cost of construction and operations:

WHEREAS, members of the East Whatcom Community Council including OC have asked the County to increase its share of the funding by $425,000;

WHEREAS, the additional amount, $425,000, needed to reach $2,500,000 can be found in the REET 1 revenues that were higher than expected in 2017 and are projected to be steady or growing in 2018 and 2019;

WHEREAS, OC has over-performed what the County asked in late 2015, raising $1,025,000 instead of $500,000, from non-County sources and has raised a total of $1,775,000 to date for the EWRRC expansion, Phase 2;

WHEREAS, many area families with low income gain better access to services, food, employment, housing, and health care as a result of services offered through the EWRRC by OC and other agencies;

WHEREAS, other agencies can expand their services in the Foothills, in collaboration with OC, Foothills Food Bank, and others; for example, Meals on Wheels can increase its presence in the East County if it has access to frozen food storage after completion of the EWRRC expansion;

WHEREAS, the EWRRC expansion 2 will create a year-round emergency repository of food, currently not available due to lack of food bank storage and the absence of local grocery stores, so that in case of a state of emergency or disaster, the Foothills population will have a hub of food access and through the services of the Foothills Food Bank, people will have better access to healthy food for better health outcomes throughout the year.

NOW, THEREFORE, BE IT RESOLVED that the Whatcom County Council hereby authorizes the County Administration to allocate $425,000 in REET 1 funds to support the construction of the proposed facility.

BE IT FURTHER RESOLVED, that the Whatcom County Council authorizes the County Executive to proceed as previously agreed with the OC for the funding, design, construction and operation of the proposed facility.

APPROVED this _________ day of May ____, 2018.

ATTEST: WHATCOM COUNTY COUNCIL

WHATCOM COUNTY, WASHINGTON

Dana Brown-Davis, Rud Browne,
Clerk of the Council Council Chair

APPROVED AS TO FORM: 

Civil Deputy Prosecutor
This form must be completed each time you submit a reimbursement request. Reimbursement requests will not be processed unless accompanied by a current Project Status Report.

<table>
<thead>
<tr>
<th>Grantee Name:</th>
<th>Whatcom County (subrecipient Opportunity Council)</th>
</tr>
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<tbody>
<tr>
<td>Contract Number:</td>
<td>15-62210-033</td>
</tr>
<tr>
<td>Project Name:</td>
<td>East Whatcom Regional Resource Ctr Expansion &amp; Food Bank</td>
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<tr>
<td>Reporting Period:</td>
<td>Through December 2017</td>
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Please describe the progress you have made to date on your project’s scope of work (see Attachment A in your contract).

As noted in the prior Project Status Report, Whatcom County was awarded a 2015 $750,000 WA CDBG GP grant to construct a multipurpose facility that provides a food bank distribution center within the East Whatcom Regional Resource Center (EWRRC) property, with Opportunity Council (OC) as CDBG Subrecipient. Whatcom County Executive Jack Louws recommended, and Whatcom County Council approved, a Council Resolution in October 2015 obligating $300,000 in matching County funds.

In late 2015, OC moved forward with a CDBG-compliant procurement process for design services as a CDBG-eligible expense, with OC deciding in mid-December 2015 to negotiate with its first choice, Environmental Works. Negotiating and signing a design programming and schematic design services contract with Environmental Works got underway in December 2015, with Whatcom County requiring additional contract and insurance provisions in addition to the Professional Service Agreement content outlined in the CDBG Management Handbook. Documents related to procurement and contracting are on file.

During architectural design programming, OC and the project collected valuable input from Whatcom County, Foothills Food Bank, Bellingham Food Bank, the East Whatcom Community Council and others. The concept described in the June 2015 CDBG application became the basis for more detailed site planning and a review of options, with reference to the EWRRC master plan concepts that were developed prior to the first phase of construction at the EWRRC nine-acre site.

By the end of 2016, OC and its allies chose to aim for a design based on a goal of $2,000,000, to
accomplish a project that optimizes multiple uses from all new facilities built during "Phase 2" of EWRRC. These decisions were based in part on the realization that a smaller budget could not accomplish both (a) a space for food bank operations and other multiple, indoor uses and (b) the new multiuse, outdoor covered area that has been a priority since prior to Phase 1.

The design decisions were also based on the project's eligibility for private foundation grants and for a WA Commerce Building Communities Fund (BCF) capital grant. The design development process continued into 2017 with feedback from all stakeholders and public agencies. The design is now at 95 percent complete, pending any further change in the scope or details that permit review or that budget constraints might require.

Unfortunately in 2017, the revised construction cost estimates raised the project total by more than $500,000, which required adjusting the project goal to $2,500,000, based on optimistic 2018 construction costs and without several desirable "wish list" items.

Also during 2017, the $500,000 BCF grant was delayed by the state capital budget process. This delay, however, gave OC and Whatcom County additional time to find additional funding to cover the increased cost estimates.

So far, five private foundation grants have been awarded, totaling $400,000. When added to Whatcom County's initial $300,000, the $750,000 WA CDBG Award, and the $500,000 BCF grant, the total grants raised so far equals $1,950,000.

To reach the $2,500,000 goal, the BCF grant of $500,000 is absolutely needed. Because the WA BCF grant will likely come through eventually, the Whatcom County government will either seek to increase its capital contribution from its initial $300,000 grant, or determine that the project scope will be limited to the $1,950,000 project budget. It is anticipated that Construction may potentially begin in the spring of 2018, rather than start construction with all funding fully committed.

The County's deliberations about additional County funding options will continue into 2018 while the WA Legislature debates how and when to proceed with a capital budget.

Projected timing:

First quarter 2018: Complete building permit and NEPA review, secure final funding, prepare the Information for Bidders and prepare for bidding process.

Second quarter 2018: Conduct the bidding process and prepare for construction start, pending BCF grant and alternatives for the final $500,000 being fully secured prior to construction.
Third quarter 2018: Construction well underway, with ten to 12 months expected for construction phase; CDBG documentation well maintained by OC and Whatcom County, with training available from prior WA CDBG subrecipient, Bellingham Food Bank

Fourth quarter 2018: Construction continues; WA CDBG compliance documentation maintained by OC and Whatcom County

First quarter 2019: Construction continues; WA CDBG compliance documentation maintained by OC and Whatcom County; construction completed before the end of March 2019

Second quarter 2019: Project completion and close-out tasks and documentation, including Public Hearing at County Council

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<tr>
<th>Approximately, what percentage of the project is complete?</th>
<th>95 percent complete design</th>
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<tr>
<td>Will the project be completed early (month/day/year)?</td>
<td>Aiming for March 2019</td>
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The Foothills Community Food Partnership, a local grassroots coalition to improve healthy food access in East Whatcom County, welcomes your involvement in the...

**Foothills Food Access Plan**

**The Goal**

*All Foothills residents are fed, nourished and have access to the food they need.*

**The Vision**

The East Whatcom Regional Resource Center (EWRRC) is a central hub to get access to healthy food and nutrition education.

Mobile services deliver nutritious foods to key community destinations by way of mobile food banks and farmers markets.

Hunger prevention services expand to include Children's Winter/Spring Pantry, Summer Meals programs, and ready-made food boxes for emergency responders.

Meal programs invite the community to gather to connect with neighbors and eat good food.

Educational programs are offered to people of all ages and cultures to learn about the nutrition, growing, preservation, and cooking of healthful foods.

Farm-to-school and farm-to-preschool programs feature locally sourced foods and integrate food education into the cafeteria, classrooms, school gardens, and family/youth programs.

The Foothills Food Access Plan reflects the research, community input, and discussion from the 2014 Community Foothills Food Summit. The Plan provides a framework for community action, highlighting services, facilities, and programs that will help improve food access in Whatcom County.

To make this goal a reality our community requires many helping hands, learn more at:

(360) 599-3044    foothillsfoodpartnership@gmail.com    www.foothillsfoodbank.org
Current Limitations

- Limited to once a week food distribution at St. Peter's Church on Tuesdays, 9am - 11:30am.
- St. Peter's Church can only offer a 600 sq ft food storage and distribution space.
- There is limited space and electrical capacity for refrigeration and freezer food storage.
- Types of foods distributed are limited by a lack of storage for perishable items.
- Accessibility is limited as St. Peter's Church is not on the bus line.

After Phase 2 Completion

- Offer more weekly distributions that appeal to working families, i.e. evenings and weekends.
- Increase the amount of food distributed by increasing storage space for non-perishable and perishable foods.
- Improve the quality of the foods distributed by being able to store more perishable healthier food items, i.e. meat, dairy, fruits and vegetables.
- Increase accessibility to those without transportation by being on the bus line.
- Provide the opportunity to do more grocery store food rescue and gleaning due to increased storage space.
- Actualize the long term goal of the Foothills Food Access Plan (see the backside) for the EWRRC to be a food hub that will serve other remote hamlets in the East County, i.e. Glacier, Maple Falls, Acme and Van Zandt.

East County Food Access Milestones

- In 2008 the # of households served by the Foothills Food Bank was 4,778. Although economic conditions have improved, the need has remained high.
- (2011) EWRRC Opens
- Community Garden is funded
- EWRRC Community Garden Opens
- Food Lifeline's Mobile Food Pantry Begins
- Monthly Saturday Distribution
- Spring & Winter Pantry Program Begins
- Summer Meals Program Begins
- EWRRC Community Food Partnership is formed
- Foothills Food Access Plan is developed
- OC/Food Bank County Council Presentation
- EBT & Fresh Bucks is offered at Twin Sisters
- Food Access
- Additional Frozen storage added at the EWRRC

How the Phase 2 building could change the lives of residents in the East county:

Multi-Purpose Space
- By Having a space with it's own entrance, allowing support meetings to have more privacy.
- Exterior entrance bathrooms and covered outdoor space will encourage outdoor events, i.e. weddings, reunions, crafts fairs etc.

Food Access
- By having an emergency repository of food we will be preparing and protecting a population removed from central resources.
- As a food desert, we need a place to store healthy, fresh food for the Foothills Food Bank.

Recreation
- As a hub of 5000 people, youth will have access to a covered play space rather than driving 9 miles for the nearest park.
- All community members (including elders) will have a dry, safe, and flat space to walk which does not currently exist.

Health
- We will be actively improving the health outcomes in our economically stressed community by increasing nutritional food access through the Foothills Food Bank which currently operates out of 4 residential freezers and 1 commercial sized refrigerator.
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<tr>
<td>East Whatcom Regional Resource Center Phase 2</td>
<td>Report for Funding raised to date towards capital project goal, $2,500,000</td>
<td>Current as of April 10, 2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Source</strong></td>
<td><strong>Amount</strong></td>
<td><strong>Type of funding:</strong></td>
<td><strong>Likelihood?</strong></td>
<td></td>
</tr>
<tr>
<td>Initial capital grant commitments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whatcom County</td>
<td>$300,000</td>
<td>Whatcom County Real Estate Excise Tax</td>
<td>Secured</td>
<td></td>
</tr>
<tr>
<td>WA Commerce</td>
<td>$750,000</td>
<td>WA Community Development Block Grant</td>
<td>Secured</td>
<td></td>
</tr>
<tr>
<td><strong>Additional private foundation and public matching grant awards secured to date:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chuckanut Health Foundation</td>
<td>$50,000</td>
<td>Private foundation funds</td>
<td>Secured</td>
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<tr>
<td>Whatcom Community Foundation</td>
<td>$100,000</td>
<td>Private foundation funds</td>
<td>Secured</td>
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<tr>
<td>Whatcom Community Foundation</td>
<td>$50,000</td>
<td>Private foundation funds</td>
<td>Secured</td>
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<tr>
<td>McEachren Charitable Trust</td>
<td>$50,000</td>
<td>Private foundation funds</td>
<td>Secured</td>
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<tr>
<td>WA Department of Commerce</td>
<td>$500,000</td>
<td>WA Commerce Building Communities Fund</td>
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<tr>
<td>WA Department of Commerce</td>
<td>$125,000</td>
<td>WA 2018 Supplemental Capital Budget</td>
<td>Secured</td>
<td>Note 1.</td>
</tr>
<tr>
<td>Whatcom Community Foundation</td>
<td>$150,000</td>
<td>Challenge Grant, still pending</td>
<td>Pending, secure</td>
<td>Note 2.</td>
</tr>
<tr>
<td><strong>Total Secured to Date</strong></td>
<td><strong>$2,075,000</strong></td>
<td></td>
<td>Inclusive of the amounts above</td>
<td></td>
</tr>
<tr>
<td><strong>Upcoming matching grants or pledged amounts pending final approval:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whatcom Community Foundation Challenge Grant</td>
<td>$150,000</td>
<td>Private foundation funds</td>
<td>Offered as a challenge grant, pending adequate match</td>
<td>Note 2.</td>
</tr>
<tr>
<td><strong>Potential additional sources to reach Funding Goal of $2,500,000</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whatcom County</td>
<td>$425,000 or more</td>
<td>Real Estate Excise Tax (REET)</td>
<td>Challenging, given other County capital facility project needs</td>
<td>Note 3.</td>
</tr>
<tr>
<td>Other grant sources</td>
<td>to be determined</td>
<td>Private foundation funds</td>
<td>Absolutely essential to completion of the project</td>
<td>Note 4.</td>
</tr>
<tr>
<td><strong>Total capital project goal:</strong></td>
<td><strong>$2,500,000</strong></td>
<td></td>
<td>Goal based on third party cost estimator’s analysis and design developed during 2017</td>
<td>Note 5.</td>
</tr>
</tbody>
</table>

Note 1. WA State 2018 Supplemental Capital Budget as passed by the Legislature includes $125,000; the Governor has signed the budget.

Note 2. Whatcom Community Foundation’s offer of a Challenge Grant of $150,000 depends on the project raising $150,000 from other sources. The proposed second matching grant from Whatcom County could secure this entire $150,000 one-to-one matching grant.

Note 3. Whatcom County Executive’s Office indicated support in 2017 for a second County matching grant, subject to County Council approval, and on the condition that the project seek other grants. Additional grant funding has been secured. A request for additional County funds is pending.

Whatcom County’s initial $300,000 has leveraged over $2,000,000 so far.

Note 4. The project will continue fundraising to reach the goal of $2,500,000 and, if the construction costs require it, raising an additional funding.

Note 5. Total capital project goal does not include Foothills Food Bank furnishings and equipment nor does it include the items that may be included as Bid Alternates: programmable reader board at Kendall Road entrance, emergency generator for Building 2; translucent roof panels in Building 3 Outdoor Covered Area roof, extra insulation at exterior walls of Building 2, and photovoltaic array on roof.
<table>
<thead>
<tr>
<th>CLEARANCES</th>
<th>Initial</th>
<th>Date</th>
<th>Date Received in Council Office</th>
<th>Agenda Date</th>
<th>Assigned to:</th>
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<tbody>
<tr>
<td>Originator:</td>
<td>SW</td>
<td>06/26/18</td>
<td></td>
<td>07/10/18</td>
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<td>Division Head:</td>
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<tr>
<td>Dept. Head:</td>
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<tr>
<td>Prosecutor:</td>
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<tr>
<td>Purchasing/Budget:</td>
<td>BB</td>
<td>06/27/18</td>
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<tr>
<td>Executive:</td>
<td></td>
<td>06/29/18</td>
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</table>

**TITLE OF DOCUMENT:** Award of Bid #18-36, 2018 Drydocking, Repair & Maintenance of the Whatcom Chief Ferry

**ATTACHMENTS:** Memos from Finance and Public Works

**SEPA review required?** ( ) Yes ( x ) NO  
**SEPA review completed?** ( ) Yes ( x ) NO

**Should Clerk schedule a hearing?** ( ) Yes ( x ) NO

**SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:** (If this item is an ordinance or requires a public hearing, you must provide the language for use in the required public notice. Be specific and cite RCW or WCC as appropriate. Be clear in explaining the intent of the action.)

Public Works Equipment Services Division requests approval to award bid 18-36, and authorization for the Executive to enter into a contract with Foss Maritime Company, in the amount of $581,511.80, for the annual drydocking, repair, and maintenance of the Whatcom Chief Ferry. This is a planned project, and funds exist in the current budget in the ER&R Fund.

**COMMITTEE ACTION:**

**COUNCIL ACTION:**

<table>
<thead>
<tr>
<th>Related County Contract #:</th>
<th>Related File Numbers:</th>
<th>Ordinance or Resolution Number:</th>
</tr>
</thead>
</table>

**Please Note:** Once adopted and signed, ordinances and resolutions are available for viewing and printing on the County's website at: www.co.whatcom.wa.us/council.
DATE: June 26, 2018
TO: Jack Louws, County Executive
FROM: Brad Bennett, AS Finance Manager
SUBJECT: Award of Bid #18-36, 2018 Drydocking, Repair & Maintenance of the Whatcom Chief Ferry

BACKGROUND
Bids were duly advertised for the annual drydocking, repair, and maintenance service for the Whatcom Chief Ferry. One bid was received on June 26, 2018, as noted below:

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>TOTAL BID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foss Maritime Company</td>
<td>$ 581,511.80</td>
</tr>
</tbody>
</table>

Public Works Equipment Services Division requests approval to award the bid, and authorization for the Executive to enter into a contract with Foss Maritime Company, in the amount of $581,511.80.

FUNDING
This is a regularly budgeted project and funds for this purchase were approved in the current ER&R Fund budget. I concur with this recommendation.

Approved as Recommended:

______________________________
AS Finance Manager

County Executive

Date of Council Action ____________________
MEMORANDUM

To: Brad Bennett, AS Finance Manager

Through: Jon Hutchings, Public Works Director

From: Eric L. Schlehuber, PW Equipment Services Manager

Date: June 26, 2018

Re: Bid #18-36, Drydocking, Repair & Maintenance of the Whatcom Chief (2018)

- **Requested Action**
  Approval requested to award the bid and subsequent contract for the 2018 Annual Drydocking, Repair and Maintenance of the Whatcom Chief to the lowest responsive bidder, Foss Maritime Company in Seattle, Washington in the total amount of $581,511.80.

- **Background and Purpose**
  Bids were duly advertised and submitted for the annual drydocking, repair and maintenance of the Whatcom Chief Ferry. This work is contracted out annually by the Public Works Equipment Services Division. Four shipyards (Foss Maritime Co., Lake Union Drydock Co., Fairhaven Shipyard, and Vigor Marine, LLC.) attended the mandatory pre-bid meeting held onboard the Whatcom Chief ferry Thursday, June 7, 2018. One bid response was received Tuesday, June 26, 2018. This year’s drydock is anticipated to take up to twenty-two days, from Thursday, September 6, 2018 through Thursday, September 27, 2018. Listed below is the bid tabulation for the sole responsive and responsible bid received. The Engineer’s Estimate was $641,610.

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foss Maritime Company</td>
<td>$581,511.80</td>
</tr>
</tbody>
</table>

- **Funding Amount and Source**
  Adequate funds exist within the 2017-2018 ER&R fund budget and are within the budgeted expenditure amount for repairs and maintenance as approved during the 2017-2018 budget process.

I am requesting Executive and the Whatcom County Council approval to award this bid and subsequent contract to Foss Maritime Company (Seattle, Washington) for a total of $581,511.80.

- **Recommended Action**
  Please approve this purchase and forward to the Executive and the Whatcom County Council for approval at the July 10, 2018 Whatcom County Council Meeting.

Please contact Eric L. Schlehuber at extension 6405 if you have any questions or concerns.
WHATCOM COUNTY COUNCIL AGENDA BILL

<table>
<thead>
<tr>
<th>CLEARANCES</th>
<th>Initial</th>
<th>Date</th>
<th>Date Received in Council Office</th>
<th>Agenda Date</th>
<th>Assigned to:</th>
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<tbody>
<tr>
<td>Originator:</td>
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<td>6/25/18</td>
<td></td>
<td>July 10, 2018</td>
<td>Finance/Council</td>
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<td>Division Head:</td>
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<td>Dept. Head:</td>
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</tr>
<tr>
<td>Prosecutor:</td>
<td>CDQ</td>
<td>6/27/18</td>
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<tr>
<td>Purchasing/Budget:</td>
<td>BB</td>
<td>6/27/18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive:</td>
<td>KJ</td>
<td>7/1/18</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TITLE OF DOCUMENT:** Economic Development Investment Program – Interlocal Grant Agreement with PUD #1 of Whatcom County

**ATTACHMENTS:** Memorandum; Interlocal Grant Agreement

**SEPA review required?** ( ) Yes ( X ) NO  
**SEPA review completed?** ( ) Yes ( X ) NO

**Should Clerk schedule a hearing?** ( ) Yes ( X ) NO  
**Requested Date:**

**SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:** (If this item is an ordinance or requires a public hearing, you must provide the language for use in the required public notice. Be specific and cite RCW or WCC as appropriate. Be clear in explaining the intent of the action.)

On June 5th, 2018, the County Council approved the EDI Board’s funding recommendation in support of a $800,000 grant and a $800,000 loan to the PUD#1 of Whatcom County for use towards their project entitled Grandview/1-5/Northgate Water Pipeline Project. Attached is the Interlocal Grant Agreement between the County and the PUD that outlines the terms of this agreement.

We respectfully request the Council’s approval for the County Executive to execute this Interlocal Agreement.

**COMMITTEE ACTION:**  

**COUNCIL ACTION:**

**Related County Contract #:**  
**Related File Numbers:**  
**Ordinance or Resolution Number:**

**Please Note:** Once adopted and signed, ordinances and resolutions are available for viewing and printing on the County’s website at: www.co.whatcom.wa.us/council.
MEMORANDUM

TO: Whatcom County Council members
FROM: Jack Louws, County Executive
RE: EDI Program - Interlocal Loan & Grant Agreement with The PUD#1 of Whatcom County
DATE: June 18, 2018

Enclosed are two (2) originals of an Interlocal Loan and Grant Agreement between Whatcom County and the PUD #1 of Whatcom County for your review and approval.

• Background and Purpose

On June 5, 2018, the Council adopted the EDI Board’s recommendation to provide funding through the EDI Program for the PUD #1 of Whatcom County’s Grandview/I-5/Northgate/Delta Tech Fire System supply pipeline project.

This loan and grant agreement is being presented to you now for approval. Once approved, we respectfully request your authorization for the County Executive to execute this agreement.

• Funding Amount and Source

Initially, $800,000 will be drawn from the EDI Program’s grant program, followed by $800,000 which will be drawn from the EDI Program’s loan program. This program funding is derived from the Public Utilities Improvement Fund.

Please contact me with any questions or concerns regarding the terms of this agreement.

Enclosures
### WHATCOM COUNTY CONTRACT INFORMATION SHEET

<table>
<thead>
<tr>
<th>Originating Department:</th>
<th>County Executive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division/Program:</td>
<td>Non-departmental/Pub Utilities Improv. Fund</td>
</tr>
<tr>
<td>Contract or Grant Administrator:</td>
<td>Suzanne Mildner</td>
</tr>
<tr>
<td>Contractor's / Agency Name:</td>
<td>PUD#1 of Whatcom County</td>
</tr>
</tbody>
</table>

**Is this a New Contract?**  Yes [ ]  No [ ]  If not, is this an Amendment or Renewal to an Existing Contract? Yes [ ]  No [ ]  If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: 

**Does contract require Council Approval?**  Yes [ ]  No [ ]  If No, include WCC: 

(see Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)

**Is this a grant agreement?**  Yes [ ]  No [ ]  If yes, grantor agency contract number(s):  CFDA#: 

**Is this contract grant funded?**  Yes [ ]  No [ ]  If yes, Whatcom County grant contract number(s): 

**Is this contract the result of a RFP or Bid process?**  Yes [ ]  No [ ]  If yes, RFP and Bid number(s):  Contract  Cost Center: 

**Is this agreement excluded from E-Verify?**  No [ ]  Yes [ ]  If no, include Attachment D Contractor Declaration form.

If YES, indicate exclusion(s) below:

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

**Contract Amount:(sum of original contract amount and any prior amendments):** $ 1,600,000

**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 Loan and Grant Agreement with the PUD #1 of Whatcom County utilizing EDI Program funding (from the Public Utilities Improvement Fund) for use in the PUD's water supply pipeline project in the Grandview/I5 area.

**Term of Contract:** 20 years  

<table>
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<tr>
<th>Contract Routing:</th>
<th>Expiration Date: Approx. Dec. 2028</th>
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</thead>
<tbody>
<tr>
<td>1. Prepared by:</td>
<td>Date: 6/11/18</td>
</tr>
<tr>
<td>2. Attorney signoff:</td>
<td>Date: 6/14/2018</td>
</tr>
<tr>
<td>3. AS Finance reviewed:</td>
<td>Date: 6/15/18</td>
</tr>
<tr>
<td>4. IT reviewed (if IT related):</td>
<td></td>
</tr>
<tr>
<td>5. Contractor signed:</td>
<td></td>
</tr>
<tr>
<td>6. Submitted to Exec.:</td>
<td></td>
</tr>
<tr>
<td>7. Council approved (if necessary):</td>
<td></td>
</tr>
<tr>
<td>8. Executive signed:</td>
<td></td>
</tr>
<tr>
<td>9. Original to Council:</td>
<td></td>
</tr>
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</table>

Last edited 02/15/18

43
Economic Development Investment Program
Interlocal Loan & Grant Agreement

I PARTY

This Agreement is made by and between Whatcom County (hereinafter referred to as the County), and the PUD #1 of Whatcom County (hereinafter referred to as the PUD).

II TERM

This Agreement takes effect upon execution hereof by the authorized representatives of both parties and continues in effect until all payments required under Section V, MUTUAL CONSIDERATION, Subsection C, REPAYMENT OF COUNTY LOAN, have been made or until terminated as provided for in Section VIII, TERMINATION.

III PURPOSE

The purpose of this Agreement is to provide funding support for the Grandview/I-5/ Northgate/Delta Tech Fire System Supply Pipeline Project (hereinafter referred to as the Project) using certain County funds designated for such infrastructure development. These funds will be used to complete the Project as outlined in the Economic Development Investment (EDI) Program Application as attached (Attachment C).

IV RECITALS

The Parties make this Agreement based on and in recognition of certain relevant facts and circumstances including:

A. Sales and use taxes are collected in and for the County under authority of RCW 82.14.370 and Whatcom County Code 2.130 for the purpose of financing public facilities in the County, and the proceeds are deposited in the Whatcom County Public Utilities Improvement Fund.

B. The PUD will construct the Project. The Project will be partially funded by a $800,000 loan from the Whatcom County Public Utilities Improvement Fund, a $800,000 grant from the Whatcom County Public Utilities Improvement Fund, and the balance of the Project will be funded by the PUD, as outlined in Attachment C. The Project improvements, when complete, will be owned and maintained by the PUD.
C. RCW 82.14.370 was adopted to serve the goals of promoting the ongoing operation of business in rural distressed areas, promoting the expansion of existing businesses in rural distressed areas, attracting and developing new businesses, and providing family wage jobs and the development of communities of excellence in such areas. The parties expect the Project to further these goals.

D. RCW 82.14.370 defines public facilities to include bridges, roads, domestic and industrial water facilities, sanitary sewer facilities, earth stabilization, storm sewer facilities, railroad, electricity, natural gas, buildings, structures, telecommunications infrastructure, transportation infrastructure, or commercial infrastructure, and Port facilities in the state of Washington.

E. The County has created the EDI Board to review applications for loans and grants from the Public Utilities Improvement Fund and to make recommendations for Public Utilities Improvement Fund investments based on commitment of other funds, potential for resulting job creation, and other factors.

F. The EDI Board has reviewed the application for Public Utilities Improvement Funds and has recommended approval to the Whatcom County Council.

G. The County EDI Board has reviewed and recommended this project application be approved with a recommendation of a loan in the amount of $800,000 and a grant in the amount of $800,000, for a total of $1,600,000. A copy of the EDI application for this project is attached by reference to this Agreement.

H. The Whatcom County Council reviewed the recommendation, and approved a loan to the PUD from the Public Utilities Improvement Fund in the amount of $800,000, and a grant to the PUD from the Public Utilities Improvement Fund in the amount of $800,000.

I. The Public Utilities Improvement Fund balance is sufficient to make the requested loan and grant to the Project.

J. RCW 39.34 authorizes interlocal agreements whereby municipal governments may jointly exercise the powers granted to each.

V MUTUAL CONSIDERATION

The parties do not intend to create any new or separate legal or administrative entity by this Agreement but intend for this mutual Agreement to govern the County’s financial support for the Project. The terms and conditions contained herein reflect the voluntary participation of the parties.

A. PUD #1 OF WHATCOM COUNTY: The PUD hereby agrees as follows:

(i) If after the award of the construction contract, the scope of the Project or the Project budget has changed, the PUD shall provide the County the following updated documents: 1) a detailed description of the project; 2) a project budget itemizing major improvements together with the estimated cost of the
improvements; and 3) a schedule showing sources and uses of funding for the project, if any of the aforementioned documents varies from those that were submitted with the PUD’s application for EDI funding.

(ii) The PUD shall be responsible for all aspects of the design and construction of the project.

(iii) The PUD shall be responsible for all aspects of the public works construction contract administration, which shall include, but not be limited to, advertising, bidding, and awarding the contract. The PUD will comply with all applicable laws, rules and regulations relating to bidding the project. The County shall have no responsibility for the Project other than the funding set forth herein.

(iv) The PUD shall provide the County with a final report showing the actual cost of the project and the actual sources and uses of funding for the project.

(v) The PUD shall repay the loan in full in accordance with the terms of Section V.C below and the amortization schedule set forth in Attachment A, attached hereto.

B. WHATCOM COUNTY’S RESPONSIBILITIES: The County hereby agrees as follows:

(i) COUNTY LOAN—The County shall loan Eight Hundred Thousand Dollars and Zero Cents ($800,000.00) for the Project described herein (the “Loan”). This Loan shall be by County warrant drawn on the Public Utilities Improvement Fund and payable to the PUD, available upon written request after approval and execution of this agreement by the Whatcom County Council and the PUD, and pursuant to the terms contained in (iii) Payout of Loan and Grant Funding.

(ii) COUNTY GRANT—The County shall issue a grant to the PUD for up to Eight Hundred Thousand Dollars and Zero Cents ($800,000.00) for the Project described herein. This grant shall be by County warrant drawn on the Public Utilities Improvement Fund and payable to the PUD upon approval of this agreement by the Whatcom County Council and the PUD, and pursuant to the terms contained in (iii), Payout of Loan and Grant Funding, below.

(iii) PAYOUT OF LOAN AND GRANT FUNDING—The County shall pay out the loan and grant funding to the PUD up to a maximum of One Million Six Hundred Thousand Dollars and Zero Cents ($1,600,000.00) of the total project costs. This amount shall be paid in accordance with Attachment B, attached hereto. Disbursements of grant and loan funding shall be made contingent upon and subject to the continued commitment of the other project funding sources.

(iv) Unless the parties to this agreement mutually agree in writing to modify the consideration, the funding identified herein is all the County is obligated to pay towards this project. The PUD agrees to protect the County from, hold it harmless from, and indemnify it for, any charges that may be levied in excess of the agreed amount.
C. REPAYMENT OF COUNTY LOAN—The PUD shall repay the Loan as follows:

(i) The term of the Loan shall be twenty years, commencing from the date that the County disburse the Loan proceeds to the PUD. Interest shall accrue on the unpaid principal at a rate of 1% per annum. Interest shall begin accruing from the date of disbursement of loan funds.

(ii) The PUD will make loan payments to the County annually on or before the anniversary date of receiving loan proceeds in accordance with the attached amortization schedule (Attachment A). Loan payments must be delivered to the Whatcom County Executive Dept., Suite 108, 311 Grand Avenue, Bellingham, WA 98225.

(iii) Failure to make the payment in the required amount by the date it is due according to the amortization schedule hereto attached shall constitute an event of default by the PUD. In the event that the PUD fails timely to make a Loan payment hereunder, the County shall notify the PUD of the failure and the PUD shall have fourteen (14) days to cure its failure. At the option of the County, such an event of default and the PUD’s failure to cure within the stated time period is a sufficient basis upon which the County may take action to collect the amount that is delinquent, and if the County takes action to collect pursuant to this provision, the PUD shall pay to the County not only the amount owing, but also any collection of reasonable costs incurred by the County. Furthermore, if the PUD fails to make a payment on the Loan within thirty (30) days of the date it is due, and if the County has provided the PUD with the notice provided for in this section, then the County may choose to declare the remaining balance of the loan due and owing.

(iv) There is no prepayment penalty should the PUD desire to retire this debt early, either in whole or in part.

VI RECORDS, REPORTS AND AUDITS

The PUD agrees to maintain such records, make such reports and follow such procedures pertaining to this Agreement as may be reasonably required by the County and as are typically maintained and made by the PUD in the undertaking of a project of this nature. All PUD records pertaining to this Agreement and the Project work shall be retained by the PUD for a period of three (3) years after final audit unless a longer period is required to resolve audit findings or litigation. The County and other authorized representatives of the State government shall have access to any books, documents, papers, and records of the PUD which pertain to this Agreement or the Project work for the purpose of making audit, examination, excerpts, and transcriptions.

VII RELATIONSHIP OF PARTIES AND AGENTS

Neither the PUD nor the County shall have authority to execute contracts or to make commitments on behalf of the other, and nothing contained herein shall be deemed to create the relationship of employer and employee or principal and agent between the
County and the PUD. This agreement does not create, either implicitly or explicitly, any right, duty or obligation that is not expressly provided for herein.

The PUD represents that it has or will secure at its own expense all personnel, contractors, and/or subcontractors required in order to perform the Project work. Such personnel shall not be employees of, or contractors with the County for purposes of the project described herein. All such personnel, contractors, and/or subcontractors shall be fully qualified (as determined by the PUD in its sole discretion) and authorized/permitted under State and/or local law to perform such services.

VIII TERMINATION

If the PUD fails to comply with the terms and conditions of this Agreement, the County may pursue such remedies as are legally available, including, but not limited to, the termination or closeout of this Agreement in the manner specified herein:

A. TERMINATION FOR CAUSE—If the PUD fails to comply with the terms and conditions of this Agreement, the County will give notice to the PUD in writing of its failure to comply. The PUD will be given thirty (30) days from date of notice to comply with the terms of the Agreement or submit a plan acceptable to the County to bring the PUD into compliance with the Agreement within a time period reasonably acceptable to the County. Failure to comply with the terms and conditions of this Agreement by either party shall constitute an event of default. In the event of default by the PUD and a failure by the PUD to cure as provided for herein, the County may take such remedial actions under the law as are available to cure the default, including the imposition of the reasonable costs of collection. In the event of default by the County, the PUD may take such remedial actions under the law as are available to cure the default, including specific performance.

B. TERMINATION FOR OTHER GROUNDS—This Agreement may be terminated in whole or in part by mutual consent and written agreement between the parties, duly authorized and executed, setting forth the conditions of termination, including effective date and, in case of termination in part, that Portion to be terminated.

IX COMPLIANCE WITH LAWS

The County and the PUD shall comply with all applicable laws, ordinances, and codes of the Federal, State and local governments with regard to the performance of this Agreement.

X INTEREST OF MEMBERS OF THE COUNTY AND THE PUD

No member of the governing body of either party and no other officer, employee, or agent of either party who exercises any functions or responsibilities in connection with
the planning or carrying out of the Project shall have any personal financial interest, direct or indirect, in this Agreement.

XI  HOLD HARMLESS AND INDEMNITY
To the extent permitted by law, the PUD shall indemnify and hold harmless the County, its officers, agents, and employees, from all liability, loss or damage, including costs of defense they may suffer as a result of claims, demands, actions, costs, or judgments which result from the activities to be performed by the PUD, its agents, employees, or subcontractors pursuant to this Agreement.

XII  ASSIGNABILITY
The PUD shall not assign any interest in this Agreement and shall not transfer any interest in this Agreement (whether by assignment or novation) without prior written consent of the County thereto, provided, however, that claims for money by the PUD from the County under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the County by the PUD.

XIII  NON-WAIVER
The failure of either party to insist upon strict performance of any provision of this Agreement or to exercise any right based upon a breach thereof or the acceptance of any performance during such breach shall not constitute a waiver of any right under this Agreement.

XIV  CONTRACT MODIFICATIONS
No modification or waiver of any clause or condition of this Agreement shall be binding upon either party unless such modification or waiver is in writing and duly authorized and executed by the County and the PUD.

XV  SEVERABILITY
If any Portion of this Agreement is changed per mutual agreement or any Portion is held invalid, the remainder of this Agreement shall remain in full force and effect.

XVI  NOTICES
Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the parties to their addresses as follows:

TO PUD#1:    Stephan Jilk
PUD No. 1 of Whatcom County
P.O. Box 2308 / 1705 Trigg Road
Ferndale, WA 98248

TO COUNTY:  Brad Bennett, Finance Manager
c/o Whatcom County Executive’s Office
311 Grand Avenue, Suite 108
Bellingham, WA  98225

Interlocal Loan & Grant Agreement between
Whatcom County and PUD#1 of Whatcom County

Page 6 of 8
or to such other addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand-delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

XVII INTEGRATION

This Agreement contains all terms and conditions to which the County and the PUD agreed, and this Agreement supersedes all of their previous understandings and agreements, written and oral, with respect to this loan and grant transaction. There are no other oral or written agreements between the PUD and County as to the loan and grant terms contained herein. No changes or additions to this Agreement shall be valid or binding upon either party unless such change or addition be in writing, duly authorized and executed by both parties.

XVIII GOVERNING LAW AND VENUE

All questions of the validity, construction, and application of this Agreement shall be governed by the laws of the State of Washington. Venue for any suit between the parties arising out of this Agreement shall be the Superior Court of the State of Washington in and for Skagit County, Washington.

XIX RECORDING

Upon execution of this agreement by the parties hereto, the County shall cause it to be recorded with the Whatcom County Auditor, or otherwise published pursuant to the requirement contained within RCW 39.34.040.

* * * * * * * * * *

IN WITNESS WHEREOF, the County and the PUD have executed this Agreement as of the date and year last written below.

EXECUTED, this 26th day of June, 2018, for the

PUBLIC UTILITIES DISTRICT NO. 1 OF WHATCOM COUNTY:

[Signature]
Stephan Jilk, General Manager

Interlocal Loan & Grant Agreement between
Whatcom County and PUD#1 of Whatcom County
STATE OF WASHINGTON  )
COUNTY OF Whatcom  ) ss.

On this 24th day of June, 2018, before me personally appeared STEPHAN JILK, to me known to be the General Manager of the PUD of Whatcom County and who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.

Ann M. Grimm
NOTARY PUBLIC in and for the State of Washington, residing at Bellingham. My commission expires June 7, 2020

EXECUTED, this _______ day of ______________, 2018, for WHATCOM COUNTY:

Approved: Accepted for Whatcom County:

Jack Louws, Whatcom County Executive

STATE OF WASHINGTON  )
COUNTY OF WHATCOM  ) ss

On this ______ day of ___________________, 2018, before me personally appeared JACK LOUWS, to me known to be the COUNTY 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 ________________.

Approved as to form:

Civil Deputy Prosecuting Attorney Date
C. Avina

Interlocal Loan & Grant Agreement between
Whatcom County and PUD#1 of Whatcom County
Attachment A

WHATCOM COUNTY
EDI Loan PUD #1 of Whatcom County
Grandview/I-5/Northgate/Delta Tech Fire System Supply Pipeline Project

<table>
<thead>
<tr>
<th>#</th>
<th>Year</th>
<th>Beginning Balance</th>
<th>Payment</th>
<th>Interest</th>
<th>Principal</th>
<th>Ending Balance</th>
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<td>($44,332)</td>
<td>8,000</td>
<td>($36,332)</td>
<td>$763,668</td>
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<td>$0</td>
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</table>
Attachment B

PUD#1 of Whatcom County
Grandview/I-5/ Northgate/Delta Tech Fire System Supply Pipeline Project
Loan and Grant Draw Down Requirements

The $800,000.00 grant funding will be disbursed prior to any loan funding, as follows:

The PUD of Whatcom County will send invoices for project expenses to Whatcom County Executive’s Office, 311 Grand Avenue, Suite 108, Bellingham, WA 98225. Invoices will include copies of receipts. Funds will be made available by warrant within 30 days following receipt of invoice and are for reimbursement of project expenses only. The request for grant funds should reference the Whatcom County assigned interlocal agreement number.

The $800,000.00 loan will be disbursed as follows:

Following the disbursal of all grant funds, the loan funds will be made available for application to the project by warrant within 30 days of receipt of written request from Stephan Jilk, General Manager of the PUD, and sent to the Whatcom County Executive’s office, 311 Grand Avenue, Suite 108, Bellingham, WA 98225. The request will include the full loan amount ($800,000.00), and a reference to the contract number assigned to this Interlocal Agreement. Repayment of the loan will begin one year from the disbursement date and follow the schedule noted in Attachment A.
Attachment C

Whatcom County
Economic Development
Investments Program

Application for Funding

Jack Louws, Whatcom County Executive
Whatcom County Economic Development Investment (EDI) Program
Revolving Loan and Grant Program to Encourage Creation or Retention of Private Sector Jobs

Preliminary Information and Application

Note: The intent of this Program is to be consistent with State law, RCW 82.14.370

1. **Who is eligible to apply:** Local general or special-purpose governments and higher education.

2. **What projects are covered:** Construction of publically-owned infrastructure, facilities, and related improvements, which enable or encourage the creation or retention of private sector businesses and jobs in Whatcom County consistent with EDI Program Policy Objectives.

3. **What activities are fundable:** New construction, refurbishment, replacement, rehabilitation, renovation or repair. Demolition is allowable if tied to construction. Soft costs allowed within scope of construction budget. No land acquisition except right-of-way included in a construction project.

4. **What can you use the funds for:** Transportation (roads, bridges, rail), utility services (water, sewer, storm, energy, telecom) and public buildings or structures.

5. **Other Limitations:** Planning/feasibility only projects are not eligible. Minimum local match is 10% of EDI request. EDI Board will make recommendations to the County Council which makes the final decision.

**Preferential Project Types**

**First Preference – “JOBS IN HAND PROJECTS”** – These types of projects will allow for the immediate creation and/or retention of jobs by providing public infrastructure that directly supports jobs. A perfect example would be a private business that will build or move into a facility and hire employees if a road is built or if water/sewer lines are extended to the site. These types of proposals would include a commitment by the private sector employer to create jobs and provide private investment.

**Second Preference – “BUILD IT AND JOBS WILL COME PROJECTS”** – These types of projects will construct public infrastructure but are not associated with a specific commitment from a private business to locate and/or create jobs. A perfect example would be the construction of roads and utility infrastructure to serve a new business park that would benefit multiple businesses.

**Third Preference – COMMUNITY ENHANCEMENT PROJECTS** – These types of projects generally improve the physical appearance or create community assets to enhance the business climate. Examples would be boardwalk, streetscaping, downtown structures, and other publicly-owned facilities that make a community or region more attractive to existing or future businesses.

Last Updated: 11/18/13
Preferential Project Terms

First Preference – EDI LOAN – Due to the preferred revolving nature of EDI funds, proposals that are loan only will receive higher scoring. Loan terms and interest rate structure matches the Public Works Trust Fund program. The county will maintain discretion to modify such as including a deferral period.

Second Preference – LOAN/GRANT COMBINATION – The preferred combination of grant funds and loan funds is 1/3 grant, 2/3 loan.

Third Preference – EDI GRANT – Due to the “one-shot” nature of grants, projects of equal scoring requesting a grant only will be scored lower than another similar project requesting a loan/grant mix.

Preferential® Project Amounts (Guidelines)

JOBS IN HAND PROJECTS - $1,000,000 limit if grant only. $2,000,000 limit if combination of grant and loan. $3,000,000 limit if loan only.

BUILD IT AND JOBS WILL COME PROJECTS - $500,000 limit if grant only. $1,000,000 limit if combination of grant and loan. $1,500,000 limit if loan only.

COMMUNITY ENHANCEMENT PROJECTS - $250,000 limit if grant only. $500,000 limit if combination of grant and loan. $750,000 limit if loan only.

*Based on compelling reasons, the EDI Board and County Council may consider exceptions.

Past Performance

Have you received EDI Program funding in the past? _X_ Yes _ ___ No

If yes, provide project name and EDI grant/loan awarded: Telecommunications project - $162,000 grant

If yes, EDI Program staff and/or the EDI Board may conduct an audit to review performance measures against projected outcomes, such as job creation projections.

Has your jurisdiction received any audit findings from the Washington State Auditor in the past 10 years? _X_ Yes; _ ___ No. If yes, provide details:

Last Updated: 11/18/13
Whatcom County Economic Development Investment (EDI) Program
R revolving Loan and Grant Program to Encourage Creation or Retention of Private Sector Jobs

THRESHOLD PROJECT CRITERIA

Evidence of Planning

YES  NO
_X___ ___
Not applicable
_X___ ___

Project included on an adopted regional economic strategy ("CEDS" list).
Project included in the applicant's Comprehensive Plan.
Project included in the applicant's Capital Expenditure Plan or adopted budget.

COMMENTS: ________________________________________________________________

THRESHOLD PROJECT SCORING

POINTS

Preferential Project Type

7  
\_ Jobs In Hand  
_X Build It And Jobs Will Come  
_X Community Enhancement

5  
Preferential Project Terms

\_ Loan Only  
_X Loan/Grant  
\_ Grant Only

0  
Preferential Project Amounts

\_ Within Dollar Limits  
_X Outside Preferred Dollar Limits

12  TOTAL POINTS

To proceed to other parts of the application and to receive EDI Board review, a proposed project must score 10 or more points on the above section.

Last Updated: 11/18/13
Whatcom County Economic Development Investment (EDI) Program
Revolving Loan and Grant Program to Encourage Creation or Retention of Private Sector Jobs

PROJECT APPLICANT

Applicant Name:  Public Utility District No. 1 of Whatcom County

Applicant Address:  PO Box 2308 | 1705 Trigg Road, Ferndale, WA 98248

Applicant Contact Person:  Stephan Jilk, General Manager

Applicant Email and Phone Number:  stevej@pudwhatcom.org  (360) 384-4288 ext. 12

PROJECT TITLE
Grandview/I-5/Northgate/Delta Tech Fire System Supply Pipeline

PROJECT AMOUNT REQUESTED

$ 1,600,000  EDI TOTAL - (Loan $ 800,000  Grant $ 800,000)

$ 1,100,000  Local Match (10% of EDI request minimum)

The total project cost (estimate) is $2,700,000. This request is for 30% of project cost in grant and 30% in loan. Remaining 40% will be funded by the PUD.

PROJECT TYPE

__ Jobs In Hand  X Build It And Jobs Will Come  X Community Enhancement

PROJECT TERMS

__ Loan Only  X Grant/Loan  __ Grant Only  If a loan, term requested: _____ (years)

PROJECT LOCATION:  Grandview/Interstate 5/Vista Road

PROJECT DESCRIPTION

(one page limit)

This project will provide multiple benefits to an area of Whatcom County zoned Light Industrial - multiple business parks and some limited residential. This is a pipeline project connecting the PUD's industrial water line to the fire service system at the Grandview, Northgate, I-5 and Delta Tech industrial parks. Providing water supply to the system will provide adequate fire flow to these areas, allowing additional new buildings and expansion of existing businesses. It will also allow the use of the existing pond/source of supply to be managed for stormwater purposes, its original purpose and another opportunity to allow for additional building in this area. By using this new pipeline to move water into this drainage area, California Creek, this water can be used to improve habitat in California Creek and mitigate other uses of water in the California Creek drainage. The project will improve public safety, remove barriers for new buildings and expansion of existing businesses, improve habitat and open up opportunities for job creation.

Last Updated: 11/18/13
Whatcom County Economic Development Investment (EDI) Program
Revolving Loan and Grant Program to Encourage Creation or Retention of Private Sector Jobs

BASIC PROJECT INFORMATION

1. Complete the public project budget and status of funds below. If EDI funds are approved is funding 100% complete?  X_Yes ___No

The PUD will use the EDI loan/grant to fill the gap of funding needed to make the project feasible. Of the total project cost of $2,700,000, the EDI loan/grant will provide $1,600,000 - 30% of project cost in grant and 30% of project cost in loan The PUD is providing an additional $1,100,000 (40%) to complete the project’s total cost.

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Amount</th>
<th>Planned/Applied For</th>
<th>Secured</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Dollars</td>
<td>$ 0</td>
<td>Yes ___</td>
<td>Yes ___</td>
</tr>
<tr>
<td>State Dollars</td>
<td>$ 0</td>
<td>Yes ___</td>
<td>Yes ___</td>
</tr>
<tr>
<td>Local Dollars</td>
<td>$ 1,100,000</td>
<td>Yes ___</td>
<td>Yes ___</td>
</tr>
<tr>
<td>EDI Funding</td>
<td>$ 1,600,000*</td>
<td>Yes ___</td>
<td>Yes ___</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$ 2,700,000</td>
<td>Yes ___</td>
<td>Yes ___</td>
</tr>
</tbody>
</table>

*EDI grant portion would be 30% of the total project cost.

2. Describe the amount of outside (private) funding committed to the project (eg. Plant and equipment).

Private customers will be paying charges to repay the loan.

3. Describe the public infrastructure being proposed. Include engineering estimates and a site map detailing the proposed improvements as Attachments A and B.

This is a pipeline project. Construction of a 16" water line with valving, pressure controls and fire hydrants connecting an existing 24" PUD water line to an existing fire service system.

4. Describe how these improvements will enhance or encourage community vitality and stimulate other private development in the area.

This project will bring sufficient water quantity and pressure to an existing fire service system so the system will meet all current building and insurance standards so building construction can take place. The current system does not provide that and as such, has inhibited growth in this area.

Last Updated: 11/18/13
5. List all permits and environmental reviews required for the public project and detail their status (completed, in-process, etc.)

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>In Process</th>
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</thead>
<tbody>
<tr>
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<td>Environmental Review</td>
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<tr>
<td>Design Engineering</td>
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<td>X</td>
</tr>
<tr>
<td>Right-of-Way</td>
<td>X</td>
<td></td>
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<tr>
<td>Construction Permits</td>
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<td></td>
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<tr>
<td>Environmental Permits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bid Documents</td>
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<tr>
<td>Award Construction Contract</td>
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<tr>
<td>Begin Construction</td>
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<td></td>
</tr>
<tr>
<td>Project Operational</td>
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<td></td>
</tr>
</tbody>
</table>

6. Are any other public jurisdictions involved in this project? If so, in what way?

- Whatcom County - Permitting
- Washington State Dept. of Transportation (WSDOT) - Permitting
- Washington State Dept. of Fish and Wildlife (WDFW) - Permitting
- City of Ferndale - System improved, partially in City - City consulted on plan/system upgrade

7. Who will maintain the public facility/infrastructure to be completed with EDI funds? Will this project impact utility rates within the jurisdiction?

Public Utility District No. 1 will construct, own and maintain the new line as well as continue to operate the water systems in the service area. Customers of the PUD in this service area will pay charges to the PUD to recover PUD costs.

8. Will this project directly generate a revenue stream that could be used to repay an EDI loan? Will this project spur indirect revenues that could be used to repay an EDI loan? If no to either question – why?

The PUD will recover its net costs for this project through customer charges.
Whatcom County Economic Development Investment (EDI) Program
Revolving Loan and Grant Program to Encourage Creation or Retention of Private Sector Jobs

9. What other revenue sources are available for this project and have they been considered. This includes forming a Local Improvement District (LID or ULD), issuing Councilmanic Bonds, Revenue Bonds, or other source(s). The PUD has a LUD for other system improvements at this location already. The PUD will be financing the $1,100,000 PUD share plus the $800,000 loan from EDI with rate charges.

10. Describe the private development project that will be supported by this public facility project. If there is a committed private sector partner include Contingency Agreement (Attachment C). There is no specific private sector project being proposed if this pipeline project occurs; however, without the pipeline, any development in that area is very, very limited.

11. Explain why the private development requires the proposed public improvement(s). The fire service system needs to be upgraded to meet current building and fire codes to support new construction. Allowing the use of the current fire pond for stormwater management will also improve site development opportunities.

12. What is the status of the associated private development review and permits. List all permits required and give the current status (applied for, being reviewed, issued).

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<thead>
<tr>
<th>Environmental Review</th>
<th>In Process</th>
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<td>Environmental Permits</td>
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<td></td>
</tr>
<tr>
<td>Not Applicable</td>
<td></td>
<td></td>
</tr>
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</table>

13. Describe the type of industry or economic activity the public development will attract. What is the strategy to attract industry to the project site? Approximately half of the areas zoned for light industrial development in this service area is not currently built on. Fire service and stormwater management are key issues to address to support development.
14. List the number of projected jobs, by type, to be retained and/or created by the private entity.

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Current Jobs Retained** (In FTEs)</th>
<th># Of Jobs Created Year 1 (In FTEs)</th>
<th># Of Jobs Created by Year 5 (In FTEs)</th>
<th>Hourly Wage of current or new position</th>
<th>Local Occupational Hourly Wages***</th>
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<tr>
<td>Others</td>
<td></td>
<td></td>
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<td></td>
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<td>Totals</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

* Indicate Management positions in annual salary.
** Retained jobs are defined as jobs that would otherwise be lost from the county without this project.
*** This column will be populated with data from the state before application is distributed and revised annually.

a. Projected annual gross payroll for all job classifications $______
b. Describe fringe benefits the company offers to regular full time employees? (health insurance, retirement plans, etc.)

15. How does this project support the economy of Whatcom County and how does it fit into a county-wide economic development strategy?

There are few areas of Whatcom County zoned for this type of development with water, roads, and electricity services in place. These light industrial parks create living wage jobs, provide property tax revenue and provide industries that provide services and products of value to the community. The PUD does not collect taxes off property as taxes in this service area goes to Whatcom County. Approximately one half of the 250 acres zoned light industrial is now developed. This project will eliminate barriers to allow additional development. The PUD is seeking some EDI support in order to leverage private (customers) charges to make the project feasible.
16. What will the effect of this project be on the natural environment – does the project address any issues related to public health, pollution, or quality of life?

This project will free up the use of an existing pond to be managed for stormwater purposes and allow adjoining property owners to enhance the drainage system and California Creek to improve ecological systems and streamflow for salmon habitat.

17. Does this project address any existing issues related to public safety and/or does it increase public safety in the future or address a potential future public safety issue?

The project will upgrade the fire protection system for some 250 acres of light industrial/manufacturing land and provide enhanced fire protection for existing residential properties.

18. Describe specific quantifiable measures of the outcomes, other than purely jobs, that will demonstrate project success. Describe how you will measure this and explain what you expect to show as progress toward the outcome.

The fire protection system will now meet all building and fire protection requirements to support the construction of buildings and businesses on the properties as zoned.

---

Application for Funding – Certification

I HEREBY CERTIFY THAT THE INFORMATION GIVEN IN THIS APPLICATION TO WHATCOM COUNTY FOR INVESTMENTS IN ECONOMIC DEVELOPMENT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signature of Responsible Public Official: ___________________________ Date: 5/1/2018

Last Updated: 11/18/13
## WHATCOM COUNTY COUNCIL AGENDA BILL

<table>
<thead>
<tr>
<th>CLEARANCES</th>
<th>Initial</th>
<th>Date</th>
<th>Date Received in Council Office</th>
<th>Agenda Date</th>
<th>Assigned to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Originator:</td>
<td>twh</td>
<td>06/08/18</td>
<td></td>
<td></td>
<td>07/10/18</td>
</tr>
<tr>
<td>Division Head:</td>
<td>AD</td>
<td>6/21/18</td>
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<td>Dept. Head:</td>
<td>DAD</td>
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<tr>
<td>Prosecutor:</td>
<td>CDL</td>
<td>01/25/18</td>
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<tr>
<td>Purchasing/Budget:</td>
<td>BB</td>
<td>06/25/18</td>
<td></td>
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<tr>
<td>Executive:</td>
<td>TJS</td>
<td>07/18</td>
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</tbody>
</table>

**TITLE OF DOCUMENT:** Capital Funding Request for 22 North Housing Project

**ATTACHMENTS:**
1. Memo
2. Contract

**SEPA review required?** ( ) Yes ( ) NO
**SEPA review completed?** ( ) Yes ( ) NO

**Should Clerk schedule a hearing?** ( ) Yes ( ) NO
**Requested Date:**

**SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:** (If this item is an ordinance or requires a public hearing, you must provide the language for use in the required public notice. Be specific and cite RCW or WCC as appropriate. Be clear in explaining the intent of the action.)

The Executive is requesting council approval for this contract which supports the 22 North Housing Project’s expanded scope. The additional construction costs will support the critical features designed to enhance and sustain the housing construction such as improved security camera coverage, enhanced site access features and more durable solid surfaces.

**COMMITTEE ACTION:**

**COUNCIL ACTION:**

**Related County Contract #:**

**Related File Numbers:**

**Ordinance or Resolution Number:**

Please Note: Once adopted and signed, ordinances and resolutions are available for viewing and printing on the County’s website at: www.co.whatcom.wa.us/council.

V2.0
MEMORANDUM

TO: Jack Louws, County Executive
FROM: Anne Deacon, Human Services Manager
RE: Contract with Opportunity Council to support expanded scope for 22 North Housing Development Project.
DATE: June 8, 2018

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

- **Background and Purpose**

  The contract is support for the expanded scope of the construction project. These additional construction costs will support critical features designed to enhance and sustain the housing project such as improved security camera coverage, enhance site access features and more durable solid surfaces.

- **Funding Amount and Source**
  Funding has been made available through the Behavioral Health Program Fund.

- **Differences from Previous Contract**
  No previous contract.

Please contact Anne Deacon at extension x6054 , if you have any questions or concerns regarding the terms of this agreement,

Encl.
**WHATCOM COUNTY CONTRACT INFORMATION SHEET**

<table>
<thead>
<tr>
<th>Originating Department:</th>
<th>Health Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division/Program: (i.e. Dept. Division and Program)</td>
<td>Behavioral Health Program</td>
</tr>
<tr>
<td>Contract or Grant Administrator:</td>
<td>Anne Deacon, Human Services Manager</td>
</tr>
<tr>
<td>Contractor’s / Agency Name:</td>
<td>Opportunity Council</td>
</tr>
</tbody>
</table>

**Is this a New Contract?**
- Yes ☒ No ☐
**If not, is this an Amendment or Renewal to an Existing Contract?**
- Yes ☐ No ☒

**If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #:**

**Does contract require Council Approval?**
- Yes ☒ No ☐
**If No, include WCC:**
(see Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)

**Is this a grant agreement?**
- Yes ☐ No ☒
**If yes, grantor agency contract number(s):**

**CFDA#:**

**Is this contract grant funded?**
- Yes ☐ No ☒
**If yes, Whatcom County grant contract number(s):**

**Is this contract the result of a RFP or Bid process?**
- Yes ☐ No ☒
**If yes, RFP and Bid number(s):**

**Contract:**

**Cost Center:** 124

**Is this agreement excluded from E-Verify?**
- No ☒ Yes ☐
**If no, include Attachment D Contractor Declaration form.**

**If YES, indicate exclusion(s) below:**
- ☐ Professional services agreement for certified/licensed professional.
- ☐ Contract work is for less than $100,000.
- ☐ Contract work is for less than 120 days.
- ☐ Interlocal Agreement (between Governments).
- ☐ Contract for Commercial off the shelf items (COTS).
- ☐ Work related subcontract less than $25,000.
- ☐ Public Works - Local Agency/Federally Funded FHWA.

**Contract Amount:** (sum of original contract amount and any prior amendments):
- $100,000.

**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:** This contract supports the 22 North Housing Project’s expanded scope. The additional construction costs will support the critical features designed to enhance and sustain the housing construction such as improved security camera coverage, enhanced site access features and more durable solid surfaces.

<table>
<thead>
<tr>
<th>Term of Contract:</th>
<th>July 1, 2018</th>
<th>Expiration Date:</th>
<th>June 30, 2019</th>
</tr>
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<tbody>
<tr>
<td>Contract Routing:</td>
<td>1. Prepared by: twh</td>
<td>Date:</td>
<td>06/08/2018</td>
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<tr>
<td></td>
<td>2. Attorney signoff: Christopher Quinn</td>
<td>Date:</td>
<td>06/25/2018</td>
</tr>
<tr>
<td></td>
<td>3. AS Finance reviewed:</td>
<td>Date:</td>
<td>06/25/18</td>
</tr>
<tr>
<td></td>
<td>4. IT reviewed (if IT related):</td>
<td>Date:</td>
<td>06/28/18</td>
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<tr>
<td></td>
<td>5. Contractor signed:</td>
<td>Date:</td>
<td></td>
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<td></td>
<td>6. Submitted to Exec.:</td>
<td>Date:</td>
<td></td>
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<td>7. Council approved (if necessary):</td>
<td>Date:</td>
<td></td>
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<td></td>
<td>8. Executive signed:</td>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9. Original to Council:</td>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>
Opportunity Council, 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 7.
- Exhibit A (Scope of Work), p. 8.
- Exhibit C (Certificate of Insurance) p. 10.
- Exhibit D (E-Verify Declaration p. 11).

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 July, 2018, and shall, unless terminated or renewed as elsewhere provided in the Agreement, terminate on the 30th day of June, 2019.

The general purpose or objective of this Agreement is to: support the enhanced construction costs of the 22 North Housing Development project, 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 $100,000. 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 28th day of June, 2018.

CONTRACTOR:
Opportunity Council
Greg Winter, Executive Director

STATE OF WASHINGTON
) ss.
COUNTY OF Whatcom

On this 28th day of June, 2018, before me personally appeared Greg Winter to me known to be the Executive Director of Opportunity Council and who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.

KATHLYN MILLER
NOTARY PUBLIC in and for the State of Washington, residing at Bellingham. My commission expires 06/30/21.
WHATCOM COUNTY:
Recommended for Approval:

Anne Deacon, Human Services Manager Date
6/25/18

Department Director Date
Regina Adler 6/25/18

Approved as to form:
Prosecuting Attorney Date
6/25/18

Approved:
Accepted for Whatcom County:

By: ____________________________
Jack Louws, Whatcom County Executive

STATE OF WASHINGTON )
COUNTY OF WHATCOM )
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 Washington, residing at _______________. My commission expires _____________________.

CONTRACTOR INFORMATION:
Opportunity Council
Greg Winter, Executive Director

Mailing Address:
1419 Cornwall Street
Bellingham, WA 98225

Contact Name: Jenny Weinstein, Housing Development Director
Contact Phone: 360-734-5121x264
Contact Email: jenny_weinstein@opcco.org

Contract for Services
Opportunity Council – 22 North Housing Project
V2.0
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: Not Applicable

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.

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 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.

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.

34.1 Proof of Insurance:
The Contractor shall carry for the duration of this Agreement general liability and property damage insurance with the following minimums:
Property Damage per occurrence - $500,000.00
General Liability & Property Damage for bodily injury- $1,000,000.00
A Certificate of insurance, that also identifies the County as an additional insured, 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.

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.

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:

Anne Deacon, Human Services Manager
509 Girard Street
Bellingham, WA 98225
(360) 778-6054

Contract for Services
Opportunity Council – 22 North Housing Project

V2.0
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.

38.3 E-Verify:
The E-Verify contractor program for Whatcom County applies to contracts of $100,000 or more and sub contracts for $25,000 or more if the primary contract is for $100,000 or more. Contractor represents and warrants that it will, for at least the duration of this contract, register and participate in the status verification system for all newly hired employees. The term "employee" as used herein means any person that is hired to perform work for Whatcom County. As used herein, "status verification system" means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Contractor/Seller agrees to maintain records of such compliance and, upon request of the County, to provide a copy of each such verification to the County. Contractor/Seller further represents and warrants that any person assigned to perform services hereunder meets the employment eligibility requirements of all immigration laws of the State of Washington. Contractor/Seller understands and agrees that any breach of these warranties may subject Contractor/Seller to the following: (a) termination of this Agreement and ineligibility for any Whatcom County contract for up to three (3) years, with notice of such cancellation/termination being made public. In the event of such termination/cancellation, Contractor/Seller would also be liable for any additional costs incurred by the County due to contract cancellation or loss of license or permit." Contractor will review and enroll in the E-Verify program through this website: www.uscis.gov

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:
Contract for Services
Opportunity Council – 22 North Housing Project
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: Not Applicable

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)

The Opportunity Council will use the Behavioral Health Funds to complete construction upgrades and safety/security enhancements to the 22 North supportive housing project located 1022 N. State Street. The construction upgrades are critical enhancements to the project that will help to build more durable and sustainable housing as further described in Exhibit "B" Budget.

The Opportunity Council will invoice Whatcom County for reimbursement of expenditures for project enhancements designed to extend the life and use of the building as well as increase safety and security for staff and residents. Enhanced site features include solid surface countertops, improved security camera coverage and enhanced site access features. These improvements will extend the overall life of the building and systems while also helping to reduce operating costs.

Whatcom County will reimburse Opportunity Council for the completion of the enhancements.
Maximum consideration for this contract shall be $100,000. The Contract Number shall be included on all billings or correspondence. Reimbursement may be made upon receipt of invoices detailing the allowable expenditures outlined below to extend the life of the facility and improve safety and security for the tenants. Reimbursement may also be made upon receipt of a signed change order detailing the improvements listed below.

Opportunity Council will submit invoices detailing the allowable expenditures as outlined below to the Health Department Office. Payment is for reimbursement only and copies of receipts must be attached to invoices. Payment will be made not more than one time per month. Line item amounts can be modified up to 10%, not to exceed the total amount for all line items of $100,000.

### 22 North – Construction Enhancements for Building Safety and Durability

Allowable expenses include the construction enhancements itemized below:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Control and Security System improvements</td>
<td>$15,000</td>
</tr>
<tr>
<td>Improved Exterior Site Fencing (increasing height from 42” to 72&quot;)</td>
<td>$8,000</td>
</tr>
<tr>
<td>Preventative Pest Control (Bed Bug Prevention)</td>
<td>$3,000</td>
</tr>
<tr>
<td>Replacing Plastic Laminate Countertops with Solid Surface Countertops</td>
<td>$22,000</td>
</tr>
<tr>
<td>Adding Grab Bars to all Apartment Bathrooms</td>
<td>$2,000</td>
</tr>
<tr>
<td>Security Enhancement to Reception Area Design</td>
<td>$8,500</td>
</tr>
<tr>
<td>Replacing Paper Towel Dispensers with Electric Hand Dryers</td>
<td>$2,500</td>
</tr>
<tr>
<td>Additional Exterior Site Lighting</td>
<td>$4,500</td>
</tr>
<tr>
<td>Dryer Venting Encasement in Laundry Rooms</td>
<td>$8,000</td>
</tr>
<tr>
<td>CCTV Upgrades (Cameras in Elevator and Rear Exits)</td>
<td>$10,000</td>
</tr>
<tr>
<td>Upgrade Public Restrooms with Fiberglass Reinforced Panel Wainscoting</td>
<td>$4,000</td>
</tr>
<tr>
<td>Add Floor Drains to the Laundry Rooms</td>
<td>$2,000</td>
</tr>
<tr>
<td>Added Casework on Ground Floor</td>
<td>$5,000</td>
</tr>
<tr>
<td>AV Additions on Ground Floor</td>
<td>$5,500</td>
</tr>
</tbody>
</table>

**TOTAL**  $100,000
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGLIGENTLY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Hub International Northwest LLC
110 Unity St.
Bellingham WA 98225

CONTACT
Name: Tara Rundle
PHONE: 360-647-9000
FAX: 360-734-8496
E-MAIL: now.bellinghaminfo@hubinternational.com
NAIC #

INSCRIBER/S AFFORDING COVERAGE
INSURER A: Philadelphia Indemnity Insurance Company
18058

INSURER B: Western World Insurance Company
13196

INSCRIBER C:
INSCRIBER D:
INSCRIBER E:
INSCRIBER F:

COVERAGE

COVERAGES

CERTIFICATE NUMBER: 403580003

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

<table>
<thead>
<tr>
<th>INSCRIBER LTR</th>
<th>TYPE OF INSURANCE</th>
<th>ADDL SUB</th>
<th>INCRED. NUMBERS</th>
<th>POLICY NUMBER</th>
<th>POLICY EFFECT DATE</th>
<th>POLICY EXPIRY DATE</th>
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<tbody>
<tr>
<td>A X</td>
<td>COMMERCIAL GENERAL LIABILITY</td>
<td>Y Y</td>
<td>Y</td>
<td>PHPK1825531</td>
<td>6/1/2018</td>
<td>9/1/2019</td>
<td>EACH OCCURRENCE $1,900,000</td>
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<td></td>
<td>CLAIMS MADE [X OCCUR</td>
<td>GENL AGGREGATE LIMIT APPLIES PER:</td>
<td>PROJECT LOC</td>
<td></td>
<td></td>
<td>DAMAGE TO RENTED PREMISES (EA occurrence) $190,000</td>
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<td></td>
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<td>MED EXP (Any one person) $5,000</td>
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<td>PERSONAL &amp; ADV INJURY $1,000,000</td>
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<td>GENERAL AGGREGATE $3,000,000</td>
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<td>PRODUCTS - COMPOP AOG $3,000,000</td>
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<tr>
<td>A X</td>
<td>AUTOMOBILE LIABILITY</td>
<td>Y Y</td>
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<td>6/1/2018</td>
<td>6/1/2019</td>
<td>COMBINED SINGLE LIMIT (EA accident) $1,000,000</td>
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<td>SCHEDULED AUTOS</td>
<td>NON-OWNED AUTOS</td>
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<td>BODILY INJURY (Per person) $</td>
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<tr>
<td></td>
<td>HIRED AUTOS</td>
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<td></td>
<td>BODILY INJURY (Per accident) $</td>
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<tr>
<td>A X</td>
<td>UMBRELLA LIABILITY</td>
<td>X OCCUR</td>
<td>PHU8303591</td>
<td>6/1/2018</td>
<td>6/1/2019</td>
<td>EACH OCCURRENCE $10,000,000</td>
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<td>EXCESS LIMIT</td>
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<td>AGGREGATE $10,000,000</td>
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<td>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</td>
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<td>PHPK1825531</td>
<td>6/1/2018</td>
<td>6/1/2019</td>
<td>PER $ STATUTE X OTH.</td>
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</tr>
<tr>
<td></td>
<td>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/EMPLOYEE EXCLUDED?</td>
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<td></td>
<td></td>
<td></td>
<td>Stop Gap</td>
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<td></td>
<td>(Mandatory in NY)</td>
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<td></td>
<td></td>
<td>E L EACH ACCIDENT $1,000,000</td>
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<td></td>
<td>IF YES, DESCRIBE UNDER DESCRIPTION OF OPERATIONS BELOW</td>
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<td></td>
<td></td>
<td></td>
<td>E L DISEASE - EA EMPLOYEE $1,000,000</td>
<td></td>
</tr>
<tr>
<td>B X</td>
<td>Professional Liability Claims Made</td>
<td>EVP100121500</td>
<td>6/1/2018</td>
<td>6/1/2019</td>
<td>LIMIT RETENTION AGGREGATE</td>
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<td>2,000,000</td>
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</tbody>
</table>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Per policy forms and conditions: General Liability Deluxe Endorsement Human Services form PI-GLD-HS (10/11); Commercial Automobile Elite Endorsement form PI-CA-001 (08/15)

This insurance shall be considered as primary and shall waive all rights of subrogation. The County insurance shall be noncontributory

CERTIFICATE HOLDER

Whatcom County
311 Grant Ave
Bellingham WA 98225

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Contract for Services
Opportunity Council – 22 North Housing Project

Page 10
EXHIBIT "D"
(E-VERIFY DECLARATION)

I. CONTRACTOR INFORMATION

<table>
<thead>
<tr>
<th>Contractor Name:</th>
<th>Opportunity Council</th>
<th>Phone:</th>
<th>(360) 734-5121 ext. 303</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person:</td>
<td>Kathy Klemmer</td>
<td>Fax:</td>
<td>(360) 671-6541</td>
</tr>
<tr>
<td>Address:</td>
<td>1111 Cornwall Ave, Bellingham, WA 98225</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

II. E-VERIFY ENROLLMENT (check box and submit copy of MOU for verification)
Contractors with funded contracts of $100,000 or more must be enrolled in E-Verify system. Work related subcontract is $25,000 or higher.  www.uscis.gov/e-verify

☑ Contractor is enrolled in E-Verify; copy of the signed E-Verify Memorandum of Understanding is attached.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

[Signature]

Date 6/28/18

Greg Winter

Name EXECUTIVE DIRECTOR

Title

Contract for Services
Opportunity Council – 22 North Housing Project

V2.0
**TITLE OF DOCUMENT:**
Whatcom Conservation District to present information on Firewise Program

**ATTACHMENTS:**

<table>
<thead>
<tr>
<th>SEPA review required?</th>
<th>( ) Yes</th>
<th>( ) NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEPA review completed?</td>
<td>( ) Yes</td>
<td>( ) NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Should Clerk schedule a hearing?</th>
<th>( ) Yes</th>
<th>( ) NO</th>
</tr>
</thead>
</table>

**SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:** (If this item is an ordinance or requires a public hearing, you must provide the language for use in the required public notice. Be specific and cite RCW or WCC as appropriate. Be clear in explaining the intent of the action.)

The Firewise Program encourages actions that help people live more safely in a fire prone environment. Preventative measures taken before a wildfire occurs can greatly improve survivability of people and homes.

<table>
<thead>
<tr>
<th>COMMITTEE ACTION:</th>
<th>COUNCIL ACTION:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Related County Contract #:</th>
<th>Related File Numbers:</th>
<th>Ordinance or Resolution Number:</th>
</tr>
</thead>
</table>

Please Note: Once adopted and signed, ordinances and resolutions are available for viewing and printing on the County’s website at: www.co.whatcom.wa.us/council.
Be prepared!

FIREWISE CONSTRUCTION
If decks, porches, fences and outbuildings are attached to the house, they should be considered part of it.
Points to consider:
  - Use fire-resistant or non-combustible construction materials.
  - Screen vents to prevent sparks from entering your home.
  - Enclose below decks or elevated porches to prevent accumulation of combustible materials underneath.
  - Avoid vinyl construction materials, which can melt and burn.

Emergency Responder Access
Points to consider:
  - Identify your home and neighborhood with legible, clearly marked street names and numbers.
  - Make sure your driveway has clearance of at least 12 feet wide and 15 feet high.

Disaster Plan
Points to consider:
  - Develop, discuss and practice an emergency action plan with everyone in your home.
  - Include details for pets, large animals and livestock.
  - Program cell phones with emergency numbers
  - Know two ways out of your neighborhood and have a pre-designated meeting place.
  - Have tools such as a shovel, rake, axe, handsaw or chainsaw available.
  - Maintain an emergency water source.
  - Always leave if you feel unsafe - don't wait to be notified.

Firewise means taking actions that help us live more safely in a fire prone environment. Preventative measures taken before a wildfire occurs can greatly improve survivability of people and homes.

We all have a role to play in protecting ourselves and others from the dangers of wildfire.

Communities that follow a five-step program to protect their homes and community against the threat of wildfire receive official Firewise Communities USA recognition status and the honor of proudly displaying their own high-profile signage and many other benefits.

For more information contact:

Whatcom Conservation District
6975 Hannegan Road
Lynden, WA 98264
(360) 526-2381

Learn more about Firewise and how to keep families safe and reduce homeowner's risk for wildfire damage at these helpful websites:

Firewise Communities
www.Firewise.org

Washington State Department of Natural Resources
www.dnr.wa.gov/programs-and-services/wildfire/wildfire-preparedness/

Fire is a natural part of the woodlands environment.
Woodland communities are at risk:
  - Vulnerability to wildfire has increased due to fast urban growth and poorly planned development in woodland areas.
  - Dangerous fuel buildup has resulted from years of fire suppression, overly dense forests and accumulation of excess fuels.
  - Wild fires are increasing and wildfire season is getting longer due to climatic changes. According to a Forest Service study, on average fire seasons are now 78 days longer than in 1970.

Many homes built in or near woodlands would not survive an intense wildfire.

Two factors generally determine the survivability of a house during a wildfire: the construction of the house itself and the area surrounding the house.

Structure Ignitability Defensible Space

The Home Ignition Zone

Preparing for Wildfire
in Whatcom County

It is not a question of "if" wildfires will occur but "when" they will occur.

Fire has always played a prominent role in the Forests of the Pacific Northwest.

Long before this landscape was developed, fires were a natural result of frequent summer thunder storms.
Home Ignition Zone includes the defensible space around a home and the ignitability of the structure itself. In communities where properties are lot-sized the home ignition zones may overlap. Community participation in Firewise activities is key to reducing the risks from wildfire for the entire community.

Defensible Space is a safety zone around your home where the vegetation has been modified to reduce wildfire threat. This area encircles the structure for at least 30 feet on all sides.
- Create a fuel-free area within 3–5 feet of your home’s exterior walls.
- Consider rock mulches, patios and masonry or rock planters as an excellent fuel break in this area.
- Keep leaves and needles off your roof and deck & keep gutters clean.
- Move firewood piles and other combustible items away from the house, fences and decks.

Firewise Landscaping is designed to reduce your home’s vulnerability to wildfire. The goal is to develop a landscape design with plants that are more resistant to fire and that will enhance your property.

Firewise Landscaping considerations:
- Trim back branches that overhang structures.
- Tree branches should be pruned 6 to 10 feet from the ground to prevent fire from spreading to tree tops.
- Remove "ladder fuels" - vegetation that serves as a link between ground fuels and tree tops.
- Clear dead wood and dense vegetation within at least 30 feet from your house or attachments like fences and decks.
- Remove highly flammable plants that contain resins, oils and waxes.
- Plants should be limited to carefully spaced fire resistant trees and shrubs.
- Landscaping should be well watered to prevent it from becoming fire fuel.

Fuel Reduction Zones should extend to 100 feet or more around a home and may include neighboring properties. Through landowner cooperation there may be opportunities to perform fuel reduction activities and forest stand improvement practices that reduce the risk of wildfire in surrounding woodlands.
WHATCOM COUNTY COUNCIL AGENDA BILL

Title of Document:
Health Department Presentation: Syringe Exchange Expansion Proposal

Attachments:
PowerPoint: 2018 Exchange Expansion Planning

Summary Statement or Legal Notice Language:
If this item is an ordinance or requires a public hearing, you must provide the language for use in the required public notice. Be specific and cite RCW or WCC as appropriate. Be clear in explaining the intent of the action.

Presentation will provide overview of plans to expand the Whatcom County Syringe Services Program.
Syringe Services: Expansion Planning Proposal

Cindy Hollinsworth MSN RN, Communicable Disease Manager

Whatcom County Health Department

July 2018 Health Board
Syringe Services Program

- Provide harm reduction education
- Exchange new syringes for used ones
- Distribute clean injection equipment (e.g., cookers, cottons, alcohol wipes)
- Provide overdose prevention education and naloxone.
- Offer other health services such as Sexually Transmitted Infections and bloodborne disease testing, vaccination, wound assessment and discussion of other health concerns.
- Referrals and linkage to drug treatment and housing.

**Thursdays 2:20-5:15 at 1500 N State St**
2017 WA State Syringe Exchange Health Survey

- Most people who used heroin as their main drug were interested in reducing or stopping their opioid use (78%).

- The proportion of people who used opioids who had a naloxone kit more than doubled from 24% in 2015 to 59% in 2017 among those outside of King County. The increase was from 47% to 66% in King County.

- Syringe exchange participants have a wide and complex range of health concerns beyond substance use and face multiple hurdles and stigma when accessing health care.

http://adai.uw.edu/pubs/pdf/2017syringeexchangehealthsurvey.pdf
Clients served
Number of unique syringe services clients at WCHD
Source: Whatcom County Health Department

Needles exchanged
Annual number of needles exchanged
Source: Phoenix Rise Project and Whatcom County Health Department

- 2009: 219
- 2010: 600
- 2011: 762
- 2012: 800
- 2013: 850
- 2014: 900
- 2015: 950
- 2016: 1,000

- 2015: 256,821
- 2016: 258,577
- 2017: 396,092
Syringe Services Clients by Zip Code

Client rate per 100,000 residents | Source: Whatcom County Health Department, 2015-2016
Best Practices & Research

Mobile and Satellite Exchanges

- Different venues of service attract different clients.
- They can generally increase the availability of sterile injecting equipment at times and places where coverage is poor.
- Locating services in areas convenient may be critical for prevention of blood-borne virus infection.
- Mobile vans increase accessibility for clients who
  - do not have a vehicle or money for transportation, and/or
  - may be too drug-impaired to drive to the fixed-site
Mobile Exchange Proposal:

1. Provide access to service to East and West Whatcom County

Presentation from Safe Storage PNW

4/24/2018: Presented and forwarded a motion to request the Administration to look for potential locations for storage lockers

4/24/2018: Motion carried 6-0, Byrd absent, to get more information from the administration and request that the administration consider County property that may be appropriate for locating storage lockers for the homeless population as proposed in the Safe Storage PNW program

Please Note: Once adopted and signed, ordinances and resolutions are available for viewing and printing on the County’s website at: www.co.whatcom.wa.us/council.
From: Carmen Gilmore [mailto:carmen@basicspnw.org]
Sent: Wednesday, June 27, 2018 3:29 PM
To: Barbara Brenner; Barry Buchanan; Jack Louws; Rud Browne; Satpal Sidhu; Todd Donovan; Timothy Ballew; Tyler Byrd; Tyler Schroeder
Cc: brittany@BasicsPNW.org
Subject: Safe Storage Presentation - July 10th, Planning & Development Committee

Dear Whatcom County Executive, Deputy Executive & Council Members,

We hope this finds you all well. Ahead of our presentation on July 10th, we wanted to send you some of the information that we’ll be sharing about our Location Selections, Land Use & Lease Agreement, and Program Evaluation.

Location Selections
On 6/6, we did a walk-through with Tyler Schroeder & Rob Ney (Facilities) of the suggested County properties offered up for a potential location for some outdoor storage lockers. Afterwards, we came up with a list of 5 locations (of which you would choose one) that would work well for our Safe Storage lockers. 4 of the 5 locations are in or near the two County parking lots on either side of the County Courthouse building, and one location is in the Civic Center Annex lot. Those of us at the walkthrough agreed that the Health Department property wasn’t well suited for lockers. The 5 storage locker locations we’ve selected are identified on the attached picture below (change made by Council staff) with small yellow boxes. The red-shaded areas are County property.

We’ve rated each location based on the ease and cost of installation of the lockers, as well as the comfort and safety of the locker users and the public. All of these considerations were narrowed down into 6 categories: Ground Surface, Lighting, Camera, Openness, Neighbor Impact, and Overall Comfort & Safety. We’ll go through the ratings for each location, and a summary, during our presentation on the 10th.

Land Use & Lease Agreement
A Land Use & Lease Agreement document between the County & Basics PNW (Safe Storage) can be written up similar to our agreement with the City. The Agreement spells out the terms of the lease and includes things like insurance coverage, Safe Storage’s management & maintenance of the lockers, and the process for handling any public concerns or complaints. Additionally, there will be a large sign (permanent sticker) on the side of the lockers with our 24-hour contact number and other contact info.

Program Evaluation
Program objectives for determining the success of the Safe Storage PNW pilot project include the following:

1. After the one year pilot project, 50% of locker users who leave the program, will have transitioned into housing.
2. After using the locker for three months, 50% of locker users will report a decrease in items lost, stolen, or confiscated.
3. After using the locker for three months, 50% of locker users will report being able to store all of their belongings in the locker.
4. After using the lockers for three months, 75% of locker users will report a decrease in overall stress level.
5. After using the lockers for three months, 75% locker users will report having an increased ability to access services, resources, or activities.
6. At the end of the locker lease, 75% of locker users will report an increase in overall well-being.
   a. Locker users report feeling less isolated
   b. Locker users report feeling less stigma
   c. Locker users report feeling more connected
   d. Locker users report feeling more hopeful
   e. Locker users report an increase in physical health
   f. Locker users report an increase in access to showers/bathrooms/laundry
7. At the end of their locker lease, 50% of locker users will report having accessed a new service, resource, or activity.
8. After the one year pilot project, 60% of locker users will have no negative incidences.
9. One year after the pilot project began, less than 50% of locker neighbors will report a negative opinion of the lockers.

We will also be interested in some of the other data that will be collected, that won’t necessarily be part of the objectives but will be useful information for the overall success of the project and for Whatcom County homelessness data in general:

**Data**

1. How often people are accessing their locker.
2. How long people lease a locker.
3. How many public complaints are received.
4. What other services locker users are accessing.
5. Who is most successful in this program.
6. What types of housing barriers locker users have.

All of the data will be obtained through locker user feedback/surveys/questionnaires, neighborhood feedback/canvases/conversations, as well as locker user forms and incidences.

Thank you so much for your time and consideration of this important pilot project for some of our most vulnerable community members. Please let us know if you have any questions ahead of the July 10th Planning & Development Committee meeting. We look forward to seeing you then.

Best wishes,

Carmen & Brittany

Carmen Gilmore (360-220-0592) & Brittany Jones (425-343-7389)
BasicsPNW - Safe Storage PNW: outdoor storage lockers for people experiencing homelessness
Do you know someone buying or selling a house? Choose 2roofs as your Realtor and 20% of their commission will be donated to Safe Storage at no additional cost to you. Learn more: 2roofs.com/safestorage

GoFundMe: https://www.gofundme.com/bellingham-safe-storage
Facebook @SafeStoragePNW: https://www.facebook.com/safestoragePNW/?ref=br tf
**WHATCOM COUNTY COUNCIL AGENDA BILL**

<table>
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Juvenile Court will present its annual report to Council

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**SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:** (If this item is an ordinance or requires a public hearing, you must provide the language for use in the required public notice. Be specific and cite RCW or WCC as appropriate. Be clear in explaining the intent of the action.)

Juvenile Court will present its annual report to Council

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**COMMITTEE ACTION:**

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**COUNCIL ACTION:**

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**Related County Contract #:**

**Related File Numbers:**

**Ordinance or Resolution Number:**

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**CLEARANCES**
- **Originator:** Jill Nixon 6/11/2018
- **Division Head:**
- **Dept. Head:** 7/3/18
- **Prosecutor:**
- **Purchasing/Budget:**
- **Executive:**

**TITLE OF DOCUMENT:**
Presentation of annual report Incarceration Prevention & Reduction Task Force

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Whatcom County Incarceration Prevention and Reduction Task Force

2018 Annual Report

June 19, 2018
**Task Force Members**

**Angela Anderson**  
Chief Deputy, Whatcom County Public Defender

**Jill Bernstein**  
Co-Chair, Citizen Representative

**Anne Deacon**  
Human Services Manager, Whatcom County Health Department

**Jerry DeBruin**  
Fire District 14 Chief

**Todd Donovan**  
Whatcom County Council

**Bill Elfo**  
Whatcom County Sheriff

**Deborra Garrett**  
Superior Court Judge

**Stephen Gockley**  
Board Member, Whatcom Alliance for Health Advancement

**Daniel Hammill**  
Council Member, City of Bellingham

**Kate Hansen**  
Federally Qualified Health Center Representative

**Deborah Hawley**  
Consumer Representative

**Jack Hovenier**  
Co-Chair, Consumer Representative

**Raylene King**  
Blaine Court Administrator

**Betsy Kruse**  
Deputy Director, North Sound Mental Health Administration

**Nickolaus Lewis**  
Lummi Indian Business Council Member, Lummi Nation

**Kelli Linville**  
Mayor, City of Bellingham

**Byron Manering**  
Executive Director, Bellingham Municipal Court

**Dave McEachran**  
Whatcom County Prosecuting Attorney

**Lisa McShane**  
Citizen Representative

**Moonwater**  
Executive Director, Whatcom Dispute Resolution Center

**Darlene Peterson**  
Court Administrator, Bellingham Municipal Court

**Chris Phillips**  
Director for Community Affairs, PeaceHealth St. Joseph Medical Center

**Tyler Schroeder**  
Whatcom County Deputy Executive Representative

**Greg Winter**  
Executive Director, Opportunity Council

**Behavioral Health Committee**

**Doug Chadwick, for Bill Elfo**

**Anne Deacon, Co-Chair**

**Dan Hammill, Co-Chair**

**Kelli Linville**

**Byron Manering**

**Sandy Whitcutt, for Betsy Kruse**

**Mike Parker, for Greg Winter**

**Crisis Triage Committee**

**Jerry DeBruin**

**Todd Donovan**

**Kate Hansen**

**Jack Hovenier**

**Betsy Kruse**

**Perry Mowery, for Anne Deacon**

**Jeff Parks, for Bill Elfo**

**Chris Phillips, Chair**

**Tyler Schroeder**

**Legal and Justice Committee**

**Angela Anderson**

**Jill Bernstein**

**Bill Elfo**

**Deborra Garrett**

**Stephen Gockley, Chair**

**Deborah Hawley**

**Raylene King**

**Dave McEachran**

**Lisa McShane**

**Moonwater**

**Darlene Peterson**

**Peter Ruffatto, for Kelli Linville**

**Task Force Alternatives or Proxies**

**Barry Buchanan, for Todd Donovan**

**April Barker or Michael Lilliquist, for Dan Hammill**

**Heather Flaherty, for Lisa McShane**

**Ralph Long, for Nickolaus Lewis**

**Perry Mowery or Jackie Mitchell, for Anne Deacon**

**Peter Ruffatto, for Kelli Linville**

**Jeff Parks, for Bill Elfo**

**Mike Parker, for Greg Winter**

**Kathy Walker, for Dave McEachran**

**Sandy Whitcutt, for Betsy Kruse**
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I. Introduction and Summary

Task Force Statement of Purpose. The Incarceration Prevention and Reduction Task Force was formed by an ordinance of the Whatcom County Council in 2015 to review Whatcom County’s criminal justice and behavioral health programs and recommend changes to reduce incarceration of individuals struggling with mental illness and chemical dependency, and to reduce jail use by pretrial defendants who can be safely released. The Task Force includes a broad range of participants including representatives from organizations involved in criminal justice and law enforcement, policy makers, service providers, members of the public, and consumers of services.

The Task Force has established three ad hoc committees to work on specific criminal justice or behavioral health issues. A Crisis Triage Facility Committee is developing recommendations for an expanded crisis recovery facility. A Legal and Justice System Committee is examining reforms in law enforcement and justice system practices. A Behavioral Health Committee is identifying ways to improve delivery of mental health and substance use disorder services. In 2018, a new committee is being formed to facilitate improvement in data systems and cross-jurisdictional information-sharing, and to develop data to measure impacts. Progress to reduce incarceration and improve access to behavioral health resources, as well as significant barriers or opportunities, are noted briefly below. These topics are explored more thoroughly in the body of the report.

Legal and Justice System Committee

- **Pretrial Risk Assessment and Services.** Use of a data-driven risk assessment tool for pretrial release decisions, and capacity to monitor defendants who are released, is considered a best practice in judicial administration. The Legal and Justice System Committee formed a Pretrial Processes Work Group to develop a framework for a risk assessment and supervision program. The Work Group contracted with a consultant to help it design the program and will make a budget request to the County Council in summer 2018 for additional consultant services for the pretrial risk tool and to hire a project supervisor for the new program.

- **Expansion of Electronic Home Monitoring.** Local jurisdictions are working to expand the availability of electronic home monitoring (EHM) as a jail alternative and for pre-trial monitoring. The Bellingham Municipal Court has steadily expanded use of EHM. In 2017, 332 Municipal Court supervisees completed their sentences on electronic home monitoring, serving more than 8,900 days. Over the 2016-17 period, only 2% of people on EHM had warrants issued. The County District Court is examining ways to increase use of EHM.

- **Behavioral Health Staff in the Public Defenders’ Office.** Many clients represented by the Whatcom County Public Defender’s office have acute behavioral health needs, and in March 2017 the office hired a Behavioral Health Specialist (BHS) to perform screenings in the jail and make connections to needed treatment and services. The BHS also works to support re-entry of those released from jail by helping them to find housing and services. The BHS worked with 40 individuals in 2017 and 11 individuals in the first quarter of 2018.

- **Improvements to the Whatcom County Drug Court.** Drug Court provides a method of sentencing that voids criminal charges in exchange for successful participation in substance use
disorder treatment and other activities. A part-time certified chemical dependency case manager has been added to allow the program’s director to focus on building the program via improved community and provider relations. The Court will expand its roster of treatment providers and is working to expand access to recovery housing.

- **Improvements to Jail Alternative Sentencing Programs.** Alternative sentencing programs administered by the Whatcom County Sheriff’s Office include Out of Custody Work Crew, In Custody Work Crew, Work Release, and Electronic Home Detention and Monitoring. As a result of broader eligibility criteria, reduced fees, and streamlined application and placement processes, participation in alternatives increased substantially between 2016 and 2017: Up 59% in Out of Custody Work Crew; up 28% for In Custody Work Crew; and up 23% for Work Release.

- **Reduce Number of Jail Admissions for New Charges.** For low level or victimless offenders, law enforcement officers may exercise discretion to cite and release an individual rather than book them into jail. The Sheriff’s Office authorized its officers to issue written citations for certain minor offenses that identify the criminal charge and inform the person of their court appearance date, and encouraged local courts to authorize book and release under certain conditions. Similar practices are used by Bellingham Courts and law enforcement.

- **Warrant Reduction Efforts.** Warrants are a critical tool for enforcing adherence to required conditions of supervision and in response to failures to appear (FTA) for court dates. In an effort to reduce warrants, the Whatcom District Court Probation department has installed software to generate text message reminders for all probation appointments, scheduled substance tests, and court hearings. Since this practice was introduced, the FTA rate for court hearings has been reduced from 28% to 14%. Also, Whatcom County District Court and Bellingham Municipal Court administrators have initiated new practices to clear invalid charges that might otherwise result in warrants, and implemented a phone call reminder program for most court hearings.

Behavioral Health Committee

- **Crisis Prevention, De-escalation, and Behavioral Health Response.** The Sheriff’s Office and the Bellingham Police Department ensure that all deputies and officers receive state-required Crisis Intervention Training (CIT). The County and the City of Bellingham are working to add behavioral health professionals into law enforcement crisis response, although success has been limited to date because of barriers to the flow of confidential health information. Involved partners are working together to solve these issues to the extent possible. The Sheriff’s Office has added a crisis intervention deputy to work closely with the behavioral health community to divert offenders from the criminal justice system to treatment.

- **County Opioid Response Plan.** Community partners convened to develop and implement a comprehensive education and awareness campaign focused on preventing access to unauthorized medications, safe storage and disposal of medications, and overdose prevention. Educational materials on the potential harmful effects of opiates when used inappropriately have been developed and widely distributed.

- **Expansion of Substance Use Disorder Treatment.** Although mental illness alone is rarely a driver of criminal behavior, when substance abuse issues are also present, the risk increases
threefold. The County is dealing with a substantial problem of opioid abuse, and the use of methamphetamine appears to be on the rise. Medically Assisted Treatment (MAT) can stabilize the ups and downs of opiate addiction and assist individuals in establishing productive lives. Cascade Medical Advantage and SEA MAR Community Health Center have expanded MAT by a total of 375 individuals to date.

- **System-Wide Efficacy for Managing Behavioral Health Challenges.** The Whatcom GRACE (Ground-level Response and Coordinated Engagement) program will start soon. The purpose of the program is to reduce episodes of unnecessary and costly contacts with law enforcement, EMS, the hospital emergency department, and the jail. GRACE is being designed to support individuals with significant psychosocial needs through the provision of outreach, continuous engagement, and intensive care management.

Triage Committee

- **Facility Planning.** Capital funds have been secured ($7 million from the Washington State capital fund and $2.5 million from the North Sound Behavioral Health Organization). The County Council approved the Task Force-recommended plan to construct a free-standing building that will house two 16 bed units, for a total of 32 beds. County staff have executed contracts with an architectural firm and work is proceeding to invite construction bids with an anticipated groundbreaking in fall 2018, and project completion 12 to 14 months thereafter.

- **Licensure and Services.** The plan is to develop two units. One unit will provide mental health crisis stabilization services and the other will provide acute substance detoxification services. Health Department staff are reviewing licensing and certification options for the respective units with the aim of being able to provide the highest level of service needed to divert people from jail and the hospital emergency department. On the detox side, the Health Department is considering classification as a “Medically Monitored” inpatient unit.

- **Financing.** Funding from Medicaid to behavioral health facilities is changing from a regional model involving state-created agencies, to funding through insurance companies, referred to as Managed Care Organizations, or MCOs. Whatcom County and other Washington State counties have taken the position that reimbursement by the MCOs for crisis stabilization services must be cost-based rather than fee-for-service in order to allow such facilities to operate.

- **Note:** Since the State of Washington considers only the mental health stabilization unit to be a “triage” facility, the Task Force is calling the planned local mental health/acute drug and alcohol facility a “Crisis Recovery Facility” in this report.

INDEX Committee

- **Information Needs and Data Exchange (INDEX) Committee.** This new committee is being formed in 2018 to improve the availability of data to track incarceration trends, use and efficacy of alternatives, behavioral health and other interventions, and trends in judicial administration. The INDEX Committee will include a technical workgroup and a policy workgroup. The Committee will identify how to assess performance and establish metrics that will measure the success of each new initiative.
Budget Needs

Some measures to improve law enforcement or judicial processes, or to strengthen behavioral health capacity and services, will require more resources—whether funding for more staff in existing programs, creation of new programs, or funds for research and development. The Whatcom County Council has requested that the Task Force identify immediate budget needs or anticipated requests for the 2019-2020 County budget. The following summarizes these needs, which are discussed more thoroughly in the body of this report.

- **Pretrial risk assessment and pretrial monitoring capacity.** Initial estimates for consulting fees for validation of a risk assessment instrument are approximately $50,000. The Pretrial Processes Work Group is working to identify ongoing staffing needs for implementation and maintenance of the risk assessment tool and for staffing for pretrial services, the cost of which will vary depending on the types of services offered.

- **Drug court supports.** Additional funds to expand high-quality recovery housing and implement dedicated housing stipends will provide stability for drug court participants during the difficult work of overcoming dependency. In addition, permanent County funding for chemical dependency services will help the Court expand its capacity.

- **Improving access to jail alternatives.** Some convicted defendants have difficulty navigating their way from municipal or County courts to the Jail Work Center. The Sheriff’s Office will recommend a new position be funded in the 2019-2020 budget to provide screening for eligibility and program assignment in a location at or near the County Courthouse.

- **GRACE.** Continued funding by Whatcom County, the City of Bellingham, and PeaceHealth St. Joseph Medical Center will be critical to the development and operation of the GRACE program. Funding for additional housing slots for GRACE participants will also be essential for the success of the program.

- **Crisis Recovery Services and continuum of care.** The success of the Crisis Recovery Facility will be limited without sufficient resources to support individuals once they are stabilized and ready to be discharged. The Task Force recommends that the County continue to support the development of continuum of care services to support the operations of the center.
II. 2018 Annual Report: Incarceration Reduction Programs and Initiatives

A. Introduction

The Incarceration Prevention and Reduction Task Force was formed by the Whatcom County Council in 2015. Its purpose, as stated in Whatcom County Code Chapter 2.46, is to “…continually review Whatcom County’s criminal justice and behavioral health programs and make specific recommendations to safely and effectively reduce incarceration of individuals struggling with mental illness and chemical dependency, and minimize jail utilization by pretrial defendants who can safely be released.” The Task Force is made up of participants from a broad range of sectors, including local judicial and law enforcement agencies, behavioral health organizations, local government executive and legislative representatives, members of the public, and consumers of services.

The Task Force has established three Ad Hoc Committees to work on specific criminal justice or behavioral health issues:

- A Crisis Triage Facility Committee is developing recommendations for an expanded Crisis Recovery Facility to serve as a secure locus for initial treatment of individuals experiencing acute behavioral health issues.
- A Legal and Justice System Committee is examining reforms in law enforcement and judicial practices to safely divert more people from jail, or reduce time in incarceration when possible.
- A Behavioral Health Committee is identifying ways to improve delivery of mental health and substance use disorder treatments to help people avoid entanglement with the justice system, or help them successfully transition out of it.

This report summarizes a broad range of activities and outcomes resulting from the work of the Task Force and its involved agencies. It also identifies issues or barriers to progress, and possible solutions to those barriers.

Brief Overview of Task Force Activities. Initial Task Force areas of activity in 2015 and 2016 involved assembling available data on criminal justice and behavioral health trends, planning for new local acute care crisis recovery facilities, and identifying promising pre-arrest and pretrial alternatives. Major areas of focus in 2017 included developing a plan and securing capital funding for expanded crisis recovery facilities, researching options for risk assessment and pretrial services for Superior Court and other jurisdictions, and developing programs to improve the behavioral health continuum of care. In 2017 the Task Force engaged with the Vera Institute of Justice for an independent review of judicial system practices, resulting in a number of recommendations. Three progress reports detailing 2015-2017 activities can be found on the Task Force’s web page at: https://www.whatcomcounty.us/2052/Incarceration-Prevention-and-Reduction-T

In 2018, the Legal and Justice Committee formed a working group to accelerate the development of a pretrial risk assessment tool and a program for pretrial services. Now that construction money has been secured, the Triage Committee is focusing on refinements to the operational model and on ensuring adequate long-term operational funding. Also in 2018, a new data committee is being created to develop measures to track progress and facilitate improvement in data systems and cross-jurisdictional information-sharing. Work began in 2017, and is continuing in 2018, to develop a new Ground-Level
Response and Coordinated Engagement (GRACE) program to provide care coordination and case management to people who are frequent utilizers of various systems, including the jail and emergency services. A hub organization to coordinate GRACE is expected to be announced soon. There is also progress on streamlining eligibility for jail alternative programs.

Expanded treatment for opiates is another critical element for our community—especially new capacity for Medically Assisted Treatment (MAT) regimens that have been shown to be effective in ameliorating the effects of addiction. A number of improvements to the Drug Court have also been implemented.

Despite these gains, the availability of substance use disorder and mental health treatment remains a substantial constraint due to capacity shortages throughout the system resulting from underfunding of behavioral health services, loss of regional facilities, and the difficulty in hiring skilled staff. Uncertainty has also been injected into the system as the state transitions from regional funding of behavioral services to a model where mental health and substance use disorder treatment services will be paid for by health insurers. While this may improve coordination of care between medical and behavioral health, it creates uncertainty on whether many critically needed services will be fully funded.

Another endemic capacity constraint involves housing. Appropriate housing is a critical element for individuals who are working to stabilize themselves outside of the criminal justice system, and for others who are transitioning from jail back into the community. Housing is needed post-incarceration, during treatment programs, and for those with long-term behavioral health needs. While some incremental improvements in capacity are noted below, additional housing remains a critical need.

At mid-year 2018, Task Force committees are wrapping up a process of strategic planning to identify work plans for the 2018-2020 period, along with associated goals and performance measures. Progress in building work plans is summarized briefly in Appendix A on page 27.

B. Progress Report: Legal and Justice Committee

Members of the Legal and Justice Committee have engaged in a wide array of recent initiatives. Activities included development of a pretrial risk assessment tool and services, improvements to the Whatcom County Drug Court, warrant reduction efforts, and improvements to Whatcom County jail alternative programs. Specific initiatives, progress, and remaining issues are discussed below.

**Pretrial Risk Assessment and Pretrial Services**

**Goals:** There are two goals for improvements to pretrial practices:

- Select and implement an accurate assessment tool for judges to use in identifying defendants who may be conditionally released while awaiting trial, and in ordering release conditions for those defendants.
- Implement a program for monitoring defendants on pretrial release.
Context: Federal and state law require courts to release pretrial defendants outright or with appropriate conditions in all but a few criminal cases, with exceptions for defendants charged with capital crimes. Bail is a lawful condition for release, and judges order bail routinely to provide a defendant with an incentive to appear in court.

Poverty is not a predictor that a person will fail to attend court or pose a danger to others, but it is a major determinant of pretrial release. Bail has a disproportionate impact on people who live in poverty and often cannot pay even a modest amount. Currently, bail is routine in Whatcom County Superior Court. Although it hears felony crimes, the Superior Court does not have a probation department or other resources to monitor defendants released before trial. Some defendants may be released on their own promise to appear in court and stay out of trouble, but most defendants require some monitoring and reminding to meet their obligations. The disparate economic effects of overreliance on bail is widely considered to be a primary reason why pretrial defendants are 59% of the jail population.

Accurate identification of defendants who could be released safely on personal recognizance or with pretrial monitoring is of critical importance. This is a judge’s decision, based on each defendant’s circumstances. Recent research has made clear that the wisest and most accurate decisions account for specific factors that are predictive of compliance with release conditions. This is why the use of evidence-based, statistically validated risk assessment tools is now recognized as a national best practice for pretrial release decisions.

In January 2018 the Incarceration Prevention and Reduction Task Force identified strengthening pretrial release options as one of its highest priorities. In Washington, Spokane and Yakima have implemented pretrial risk assessment and monitoring programs in Superior and District Courts. King County has begun a similar process and a Washington Courts Task Force has begun to study this practice. Locally, Bellingham Municipal Court is utilizing its own informal risk assessment tool, and the District Court Probation Department conducted a pilot project comparing two risk assessment tools for pretrial cases. The department currently Conducts pretrial risk assessments on both pretrial and post-conviction cases.

Research makes clear that a reliable risk assessment instrument is useful only when it is coupled with a program to monitor defendants who are released. The frequency and intensity of monitoring can be adjusted to the level of risk identified by the assessment tool.

Progress: The Legal and Justice System Committee formed a Pretrial Processes Work Group to accomplish the following:

- Determine what must be done to implement an assessment and monitoring program
- Obtain final approval from the judges who will be working with these resources
- Establish a plan to implement the program as soon as possible
- Present that plan to the Task Force and the County Council

The work group includes Superior and District Court judges and court administrators, representatives of small cities’ courts, a victim advocate, and a prosecutor and defense attorney who have years of experience with pretrial procedures in Superior Court. The work group is gathering the baseline data necessary to construct the assessment tool and intends to retain a qualified statistician-demographer to statistically validate the tool as soon as funding is available, with a target date in late 2018. Monitoring
services could start in late 2018 as well, but identifying staffing and related resources needed for the program will require further work in 2019.

The group will submit a supplemental budget request to the County Council in summer 2018 for start-up costs to validate the selected assessment tool to Whatcom County demographics, hire a project supervisor to help implement the risk assessment instrument, and create a pretrial monitoring unit within the Superior Court.

**Issues and Opportunities:** One goal of this effort is to create an assessment tool that can be used by all courts in Whatcom County. Building consensus will require a careful and deliberate process to satisfy the needs of different court systems and gain the acceptance of individual judicial officers.

Establishing and maintaining these services will require funding. The current estimate for the professional services required for initial validation of the assessment instrument is approximately $50,000. Staffing needs will depend on the types of services offered, and the Work Group will make a recommendation on services based on the needs identified in the risk assessment tool approved by the court.

The Work Group wants to put improvements in place as soon as possible and is considering expanding pretrial services to the courts even before adopting a validated pretrial risk assessment instrument. This would allow Superior Court judicial officers to release at least some low-risk pretrial defendants with monitoring measures while the more formal risk assessment process is developed.

**Warrant Reduction Efforts**

**Goal:** Reduce the number of new and outstanding warrants, especially those issued by a judicial officer (“bench warrants”) for failures to appear in court, which in turn will reduce jail admissions.

**Context:** Warrants play a significant role in causing and prolonging incarceration. The Vera Institute report noted that a high proportion of persons booked into the Whatcom County Jail have outstanding warrants.¹ Warrants issued for failures to appear (FTA) in court are among the most common causes for misdemeanor admissions to the jail, and the persons who are jailed on those warrants comprise a majority of the pretrial defendants in the jail. Authorizing, preparing, issuing, and serving warrants creates a burden on the resources of the courts, court administration, and law enforcement.

As the Vera report also notes, new and outstanding warrants limit the ability of law enforcement and the courts to divert low-level offenders from incarceration. Law enforcement must arrest someone with an outstanding warrant even if a new crime was not committed. Even when a new crime is the basis for an arrest, the additional presence of an outstanding warrant can complicate and delay the court processes affecting defendants. This is particularly true if the outstanding warrant was issued by a different court than the one that will be hearing the new charges.

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Progress: Warrants for FTAs can be reduced most directly by reducing failures to appear. Other efforts include new record management techniques to reduce warrant activity.

- Whatcom District Court Probation has installed case management software that generates text message reminders for all probation appointments, scheduled substance tests, and probation-involved court hearings. Currently, 81% of persons on probation have a cell phone and agree to receive messages. The FTA rate for court hearings has been reduced by half—from 28% to 14%—since the introduction of text reminders. Reducing FTAs also allows probation staff to work more efficiently and results in additional time to work with persons receiving probation services.

- Bellingham Municipal Court and Whatcom County District Court use telephone call reminders from court staff for all court appearances of defendants on nearly all criminal calendars. Bellingham Municipal court is working to also add text message capability.

- Whatcom District Court administration has created capacity to cross-reference records in the information systems of the courts, state agencies, and law enforcement. Inaccuracies can be identified and removed so they do not mistakenly trigger a warrant. For example, the District Court administrator receives a periodic report identifying instances where an unexpired no-contact order is still in effect, but the underlying court case has been dismissed. The order will then be terminated to reflect the outcome of the case.

The Vera Institute report recommends instituting practices to resolve old warrants that are still in effect. Currently, some local municipal courts will terminate warrants for failures to appear when defendants contact the court and ask it to reinstate proceedings. The Ferndale Municipal Court also held a warrant quashing day in 2018 that resulted in some success.

The Whatcom County Sheriff’s Office, Bellingham Municipal Court, and the Bellingham Police Department are working to expand the ability of law enforcement officers serving warrants to “book and release” persons subject to warrants for minor offenses (see section on reducing jail admissions for new charges, below).

Issues and Opportunities: Efforts to implement best practices to resolve warrants should be expanded and broadened throughout Whatcom County courts. Each warrant reduction measure results in small incremental reductions in incarceration, but implementing as many measures across all jurisdictions as is feasible will have the greatest cumulative effect.

Many aspects of the Whatcom District Court warrant reduction efforts involve data gathering and analysis across multiple information systems. The staff and fiscal demands of implementing and maintaining the data capabilities necessary for this have not been clearly delineated at present.

Electronic Home Monitoring

Goal: Maximize use of electronic home monitoring (EHM) as a jail alternative when a judicial officer determines that a pretrial defendant or a sentenced offender may safely remain in the community under court-imposed conditions consistent with the effective administration of justice.

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2 Vera Institute of Justice, “Report to Whatcom County Stakeholders…” Responsive Strategy 2(c), page 37.
Context: Judicial officers may, and in many cases must, release defendants awaiting trial. State law also authorizes the use of home detention for persons convicted and sentenced for certain crimes. EHM allows individuals to remain in their homes and to participate in work, school, scheduled court hearings, etc., with verification and oversight by responsible officials.

Any violation of release conditions prompts a report from the EHM device, which can then be followed up on by law enforcement or the courts. EHM devices utilize a number of different technologies.

- A GPS bracelet reports the location of the wearer at all times to a central monitoring station. If an offender moves into a prohibited area, the monitor will sound an alarm, alerting that individual of a violation or alerting a possible victim in the case of a no-contact order.

- A Secure Continuous Remote Alcohol Monitor (SCRAM) bracelet operates 24/7 to detect alcohol consumption using transdermal sensors.

- A radio frequency bracelet that sends an alert when a person leaves a designated area.

EHM is used by area jurisdictions for both pretrial and post-conviction monitoring. As part of a limited pilot project funded by the County Council, The District Court may order EHM as a condition of pretrial release, with devices installed by the Sheriff’s Office. The Whatcom County District Court employs EHM devices with some persons convicted of a crime and released from jail on probation. The Sheriff’s Office also performs a similar post-conviction function for some cities.

Bellingham employs EHM pretrial and post-conviction, administered by its vendor, Friendship Diversion Services. Individuals from Bellingham on SCRAM and GPS devices may be supervised by the Whatcom County Probation Department. See Table 1 for more details of these programs.

| Table 1. Electronic Home Monitoring for Misdemeanor Charges in Whatcom County |
|-----------------------------------------------|---------------------|---------------------|
| **Whatcom County**                          | **Pretrial**        | **Post-Conviction**  |
| **Administered by:** District Court          | **Supervision:** Violations reported to Courts | **Administered by:** Sheriff’s Office, jail alternatives |
| **Cost paid by County:** $8.50 to $12.50/day depending on device. |
| **Cost to individual:** | $20/day. May be waived. |
| **Cost to cities:** | $73 per day |

| **Bellingham Municipal Court** | **Administered by:** Friendship Diversion Services (FDS) | **Supervision:** Monitored by FDS, infractions transmitted to BPD and Court |
| **Cost to individual:** | $14.50 for one bracelet; $25 if EHM and SCRAM bracelets used. Fees waived for pretrial, or for indigent individuals. |

Progress: Bellingham Municipal Court has achieved reductions in incarceration and in its overall expenditure of public funds by avoiding incarceration of defendants convicted of low-level offenses through use of EHM. Jurisdictions are also reducing or eliminating fees to indigent individuals for using EHM. Recent results include the following:

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3 See state court criminal rule CrR 3.2 (Superior Court) and CrRLJ 3.2 (District and Municipal Courts).
• In 2016, 212 defendants from Bellingham Municipal Court completed their sentences using EHM devices. In 2017, the number of defendants on EHM increased to 332. In 2018, the pace is set to meet or exceed 2017 totals.

• In 2016 the sentences served by Bellingham individuals on EHM amounted to a total of 3,090 days. In 2017, the number of days served by defendants increased to more than 8,900 days.

• Increased use of EHM devices led to dramatic decreases in the number of warrants issued in Bellingham Municipal Court for failure to appear in court or violation of release conditions. For 2016 and 2017 combined, only 2% of offenders with EHM orders had warrants issued against them.

• A 2017 change by the County allows the Sheriff to remove financial barriers by waiving or reducing fees to offenders based on ability to pay. The Bellingham Municipal Court will also pay some or all of the EHM fee when an offender cannot afford to pay. As a result of these changes, individuals in county jurisdictions will not be prevented from being on EHM because of cost.

Issues and Opportunities: The potential for savings in the County’s EHM services has been discussed and should continue to be evaluated. Judicial administrators in the smaller cities are looking at possibly expanding EHM to their jurisdictions using the same vendor as Bellingham as a cost-saving measure.

Currently, EHM agreements with providers do not always result in immediate responses to violations. However, both the technology and vendor contracts could be revised to improve immediate law enforcement response to suspected violations.

Improvements to Whatcom County Jail Alternative Sentencing Programs

Goal: Increase access to alternative non-jail sentencing for those convicted of criminal violations.

Context: The Whatcom County Sheriff’s Office runs four jail alternative programs out of the Work Center on Division Street in Bellingham. Offenders from all County jurisdictions may participate in these programs, if admitted. All participants must be determined eligible by the appropriate court and go through further assessment by program staff.

• Out of Custody Work Crew (OCWC). OCWC participants are low-security offenders either sentenced to jail time or working off fines. Participants report five days a week to be placed in jobs such as picking up trash, restoring streams and waterways, or landscaping County properties. At the end of the day, they are able to go home.

• In Custody Work Crew (ICWC). ICWC participants have a somewhat higher security classification than those in OCWC and also work five days a week on jobs similar to those in the OCWC, with the addition of a crew that works with the U.S. Forest Service. Participants receive reduced sentences as “payment” and are housed at the Work Center when not working.

• Work Release (WR). Participants in Work Release hold a job in the community and are housed at the Work Center when not at work or at scheduled appointments. Participants are regularly tested for drug/alcohol use. The program deputy communicates with an offender’s employer to make sure that the participant is at work. Participants pay a fee set at 1% of gross income, which can be reduced or waived if circumstances warrant.

• Electronic Home Detention/Monitoring (EHD/EHM). Participants in this program are low security offenders requiring somewhat closer supervision than those on OCWC. They are fitted with an
EHD device that alerts staff when they are out of range of a base station at times not approved by a deputy. They must report to the Work Center periodically for drug/alcohol testing and to monitor progress. Participants who violate program rules may be taken into custody.4

**Progress:** Starting in late 2016, changes were made to encourage more participation, including broader eligibility criteria, reduced fees, streamlined application and placement processes, and expanded equipment options for EHD. Changes were also made to practices of Drug and Mental Health Courts to allow sanctions for rules violations to include these alternatives instead of jail stays. In 2017 the Sheriff’s Office requested, and the County Council approved, a significant increase to $102 per day worked in the Out of Custody work program as credit against fines. This amount will be adjusted upward with inflation.

Between 2016 and 2017, participation increased by:

- 59% in the Out of Custody Work Crew program
- 28% in the In Custody Work Crew program
- 23% in the Work Release program

The Electronic Home Monitoring program has expanded available technology options for supervision, including the use of cell phones and specialized “bracelets” to detect drug/alcohol use. In mid-2017, the County Council approved a change to allow a sliding scale, or fee waivers, for offenders in this program. Despite these changes, from 2016 to 2017 participation in this program decreased by 15%, likely due to increased job opportunities leading to higher participation in Work Release, and the availability of an EHD program offered by the City of Bellingham for its misdemeanor offenders. In the first three months of 2018, EHM program participation increased 25% over average participation levels in 2017.

**Issues and opportunities:** The Work Release and Electronic Detention/Monitoring programs are staff time intensive. As a result, the number of participants in the programs can be restricted at times by available staffing levels. Substantially expanding these programs would require additional resources.

The City of Bellingham reported that some convicted defendants had difficulty navigating from Municipal Court to the Work Center. Bellingham addressed this by having staff of its EHD vendor in an office near the courts, or available by phone. The Sheriff’s Office will recommend a new position in the 2019-2020 budget to provide eligibility screening and program assignment in a location at or near the County Courthouse.

**Reduce Number of Jail Admissions for New Charges**

**Goal:** Avoid incarceration in the County jail of some low-risk persons newly charged, or with outstanding failure to appear warrants for minor offenses, allowing them to remain in the community pending initial review by a judicial officer.

**Context:** Law enforcement officers in the field often engage persons suspected of committing minor crimes, or against whom warrants have been issued by a court. In cases where there is no imminent threat to public safety, and arrest is not mandated by statute (e.g. domestic violence) or policy (DUI related arrests), the Sheriff and police chiefs allow officers to either issue a citation or refer the matter

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4 This program differs from the “pre-trial” EHM/EHD program initiated by the District Court. The Sheriff’s Office role in the court-initiated program is to install the equipment and provide reports of violations to the Court, with the Court determining what action, if any, should be taken if there is a violation.
to the prosecutor for a possible summons instead of arresting and booking a person into jail. The vast majority of misdemeanor and gross misdemeanor cases are handled in this manner.

Law enforcement officers often encounter persons who are wanted on warrants for failure to appear (FTA) at a prior hearing on a misdemeanor or gross misdemeanor charge. These warrants are issued by a judicial officer and “command” the officer to take the person into custody, leaving officers with little or no discretion. In such instances, an officer will usually arrest the person and book them into jail, where they are held until a first hearing occurs. First hearings must be conducted with little delay, but the cumulative effect of such brief incarcerations on the total daily jail population can be significant. As the Vera Institute consultants pointed out, any period of incarceration has disruptive and potentially destabilizing consequences for defendants.

Progress: The Whatcom County Sheriff’s Office took several steps to address the kinds of field encounters described above through what are termed “book and release” practices. The Sheriff’s Office also met with judicial officers from District and municipal courts that handle most minor crimes and low-risk defendants, and encouraged the officers to indicate on warrants the court’s authorization for law enforcement to use book and release. This practice is currently followed in some courts in King County, and King County also authorizes the clerk of the court to administratively “quash” warrants at the time a quash hearing is requested. This avoids defendants being incarcerated on FTA warrants when a hearing is pending.

Similarly, the Bellingham Municipal Court has authorized Bellingham Police officers enforcing an FTA warrant for a lower-level offense to reissue the citation to the person and set a new court date for a hearing. This accomplishes the purpose of book and release procedures without using additional jail booking resources. Bellingham Police officers in the field also have discretion with certain criminal offenses to cite the offender and set a court date, rather than booking the offender into jail.

Issues and Opportunities: Despite these attempts to prevent and reduce incarceration through book and release, the Sheriff’s Office reports it has not yet encountered any such warrants. One reason why book and release warrants are not being encountered may be that the jail is frequently on population control measures that restrict the booking of persons on warrants for minor offenses. However, the District Court reports that such warrants have been issued, and it is anticipated that the Sheriff’s Office will encounter these and be able to release persons from custody in the near future.

New Behavioral Health Staff in the Public Defenders’ Office

Goal: Provide knowledgeable and coordinated support for defendants with mental health issues or substance use disorders during legal proceedings and any term of incarceration to promote an effective transition to the community and reduce the likelihood of subsequent criminal behavior.

Context: In March 2017, the Whatcom County Public Defender (WCPD) hired a Behavioral Health Specialist (BHS) to support some of its most challenging clients. The BHS has established working relationships with community mental health treatment providers to assist clients who might be eligible for providers’ services. The BHS facilitates jail access to state or private evaluators so those professionals can perform assessments for WCPD clients while in custody, resulting in plans that provide clients with access to housing and services after release from incarceration.
Progress: During 2017, the BHS provided direct assistance to a caseload of 40 unduplicated individuals. During the first quarter of 2018, the BHS has worked with 11 more clients. In addition, the BHS informally consults about treatment considerations with attorneys for other WCPD clients who are not formally part of the caseload, and periodically interacts with clients while they participate in drug court or mental health court.

Issues and Opportunities: Ongoing issues that affect the efficacy of these efforts include the following:

- Insufficient treatment resources in the community
- Timely access to supportive interventions

Drug Court Improvements

Goal: Effective engagement with high-quality treatment and appropriate support services for as many drug-dependent defendants as possible, as an alternative to prosecution and incarceration.

Context: The drug court program was established in 1999 and involves staff from the prosecutor’s office, the Superior Court bench, the Public Defender’s office, and treatment professionals. The process for entry and supervision of program participants is as follows:

- Defense attorneys apply for admission to the program for clients whom they believe will benefit from diversion and substance use disorder (SUD) treatment
- The prosecutor’s office approves or denies such applications
- Approved individuals go through a certified chemical dependency assessment
- Drug court staff screens approved applicants to ensure they meet other treatment criteria
- The supervising Superior Court judge admits recommended individuals to the program and monitors regular compliance and progress with program requirements

Expectations for participants include avoiding new criminal charges; undergoing periodic drug testing; maintaining involvement in treatment; and pursuing activities to support a clean-and-sober lifestyle, such as education or job training, employment, and securing appropriate housing. The supervising judge reviews any non-compliance, with consequences ranging from tightening the individual’s restrictions to terminating involvement in the program. If all goes well, completing the drug court program can take one year or less. However, the nature of drug dependency often results in setbacks in compliance, and most drug court participants take two years to complete the requirements.

In 2017, at the request of the Legal and Justice System Committee, Drug Court staff and the supervising Superior Court judge identified steps to enhance the quality and scope of the program and align it with best practices.

Progress: With support from Task Force and committee members, the drug court team achieved several improvements to the program that were identified in 2017. These include:

- Drug court staff received approval to add a temporary part-time certified chemical dependency case manager, allowing the program’s coordinator to focus on strengthening community/treatment provider relations and look for additional program funding.
- The staff obtained $1500 from the County to provide small motivational incentives to recognize participants’ progress in meeting program requirements, another national best practice.
• Two new treatment providers are establishing themselves in the community, which will increase both the availability and the quality of treatment services.
• Work is underway to develop additional recovery housing for participants.

*Chronic shortages of mental health and substance use disorder treatment have been exacerbated by recent losses in regional capacity.*

**Issues and Opportunities:** The Drug Court team will work with the Committee to make certain that the County is using a validated tool necessary to qualify the County for federal grants and ensure the County is in compliance with National Association of Drug Court Professionals (NADCP) best practices, if the County is not already in compliance. National standards also encourage joint training by all members of a drug court team to create more informed decision-making and strengthen the team. In 2018, some but not all local team members will attend a national drug court training conference. The committee acknowledges that the Whatcom County Superior Court, Prosecutor and other stakeholders are working toward bringing Drug Court into full compliance with NADCP Adult Drug Court Best Practice Standards. The Task Force supports and appreciates their efforts.

Additional funds to expand high-quality recovery housing and implement dedicated housing stipends would provide stability for drug court participants during the difficult work of overcoming dependency and building new lives. Also, increased County funding for chemical dependency services for the drug court team would serve both short-term and longer-term goals of preventing or reducing incarceration.

**C. Progress Report: Behavioral Health Committee**

The Behavioral Health Committee has worked collaboratively across jurisdictions to support the creation of programs that provide effective mental health and substance use disorder treatment available to all County residents. The committee has focused on increasing effective capacity for managing behavioral health challenges. Supported initiatives include development of the Ground-level Response and Coordinated Engagement (GRACE) program to integrate behavioral health services and reduce inappropriate use of the jail and emergency response systems. The Committee, in conjunction with the Whatcom County Health Department and involved jurisdictions, worked to encourage behavioral health crisis expertise in law enforcement, and also supported the development of a newly-developed County Opioid Response Plan.

**Improvements in Behavioral Health Services and Coordination**

**Goal:** Reduce the use of and costs incurred by the criminal justice and emergency response systems through the provision of effective behavioral health programs and services.

**Context:** A portion of the population served in the criminal justice system is often challenged with poor health, behavioral health disorders, and/or unstable housing or homelessness. Some individuals will frequently require emergency responses from law enforcement or Emergency Medical Services (EMS). However, crisis interventions are generally ineffective in resolving most individuals’ persistent challenges, and they may become “familiar faces” to first responder systems. Whatcom GRACE is a program being designed to provide care coordination services to individuals who frequently use the
crisis system or draw law enforcement responses. The program aims to reduce calls to law enforcement and other first responders while improving the health, well-being and stability of program participants. GRACE intends to divert individuals from arrest and jail booking and reconnect them to more appropriate services. Care coordination activities will be coupled with other necessary services from service providers, resulting in comprehensive intervention and care plans. The program will operate using a hub-and-spoke model, with the hub coordinating services of involved agencies and providing a case management fallback to ensure that individuals remain involved in appropriate services. GRACE has three goals:

- Increase public safety
- Reduce use and costs of criminal justice and emergency response systems
- Improve health and well-being of individuals with complex needs

Progress: The Whatcom County Health Department has been working with the City of Bellingham and PeaceHealth St. Joseph Medical Center to secure funding needed to move from planning to implementation of the GRACE program. Recent activities include the following.

- A “Request for Qualifications” (RFQ) was released in early spring seeking an agency to serve as the “hub” of the GRACE program. The County, serving as the administrative lead for this effort, is currently in negotiations to develop a contract for these services.

- The County has worked with the North Sound Behavioral Health Organization to promote sharing of protected health information among GRACE partners. Release of Information forms have been developed with expert consultation from a health care attorney to ensure privacy of individuals served, while also allowing for optimal coordination of care while in the GRACE program. Review and refinement of the instrument is pending.

- The Whatcom County Health Department has secured a grant from the Robert Wood Johnson Foundation for technical assistance on sharing health information across multiple systems. The grant will enhance the efforts underway to address the significant challenge of exchanging timely information in order to best serve GRACE clients.

Issues and opportunities:

- The ability to share necessary protected health information among the various GRACE partners has been a significant challenge. Care coordination among healthcare providers is allowed under the laws of confidentiality to some extent, but sharing protected health information with law enforcement is more difficult. It is expected that the releases noted above, once signed by GRACE clients, will promote better communication among GRACE partners.

- The target population is often reticent to accept services and will require sophisticated engagement practices to include them in the GRACE program.

- The lack of suitable housing will be a challenge for GRACE participants, as it is for other individuals who have frequent interface with the criminal justice system.

- Commercial health insurance plans will become the primary funders of behavioral health services to individuals covered under Medicaid. The County will need to work closely with these managed care organizations as well as the hub agency to ensure that Medicaid-eligible services delivered to GRACE clients are fully reimbursed.
IMPROVED CRISIS RESPONSE AND SUBSTANCE USE DISORDER TREATMENT


Context: A Department of Social and Health Services report provided evidence that a high number of people in jail have substance use disorders (SUDs) and co-occurring (mental health and SUD) disorders—68% and 44% respectively. Additional data indicate a rise in opioid use and its consequences—such as opioid-related arrests, overdoses, detox and treatment admissions, and Hepatitis C. Similar to the rest of the nation, Whatcom County reached a peak crisis in the epidemic by 2016.

Progress: Targeted efforts to address crisis and addiction can be effective in reducing jail admissions and readmissions. Activities include:

- **Crisis Training.** Crisis Prevention and De-escalation Training for law enforcement has proven to reduce or avert arrests while also connecting individuals to appropriate services. The Sheriff and police departments are working to ensure all deputies and officers receive state-mandated crisis training. Since June of 2014, all recruits attending the Basic Law Enforcement Academy receive eight hours of Crisis Intervention Training (CIT). The training provides law enforcement with the skills and resources to respond and effectively evaluate and de-escalate situations involving individuals experiencing a behavioral or chemical dependency crisis.

  In addition, deputies received 16 hours of Crisis Intervention Training in 2015. Beginning in 2018, all deputies will receive two hours of annual CIT refresher training. The Sheriff’s Office Crisis Negotiations Team (CNT) has received County-funded support for ongoing annual training related to negotiation and de-escalation techniques. The team is utilized during high-risk critical incidents with increased risk to innocent victims, deputies, and the subject in crisis.

  In 2018, the Sheriff’s Office added a position for a Crisis Intervention Deputy to respond to persons in crisis and follow up with prevention services. The Deputy will also attend regular meetings with local mental health and chemical dependency providers to ensure a coordinated response. The current plan is to staff the position by the third quarter of 2018. The Bellingham Police Department also piloted a program to increase behavioral health expertise in crisis situations, contracting with Compass Health for the services of a behavioral health specialist. The program has been suspended pending solutions to coordination barriers caused by confidentiality rules. A reconfigured program is under consideration.

- **Opiate Education.** Illicit drug use often intersects with crime and consequent arrest and jail booking. Individuals who become addicted to opiates can resort to desperate means to obtain the drug. Research indicates that half of those who use heroin began by abusing prescription medication. In order to help prevent addiction and resultant crime, the County and its community partners developed a strategic plan to address the opioid crisis focusing on preventing misuse of prescription medication, increasing understanding of risk, and preventing overdose deaths. Educational materials were developed and widely distributed, with the theme of “Anyone can become addicted to Opiates, including Heroin.” Educational posters have been placed on Whatcom Transit Authority (WTA) buses, and educational materials in several

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5 Data are for people on Medicaid only; however, 86% of inmates in the jails had been enrolled in Medicaid at some point over the previous five years. See Paula Henzel et al., “Behavioral Health Needs of Jail Inmates in Washington State,” Department of Social and Health Services, Research and Data Analysis, January 2016.
different languages have been placed at pharmacies, schools, and in lock bags distributed by pharmacies to patients. (Visit the website, WhatcomHope.org for details).

- **Opiate Use Treatment.** Prescription treatment medications have been shown to be effective in promoting stabilization as well as recovery from opiate addiction. Medication Assisted Treatment (MAT) is one cornerstone in opioid crisis response planning since it increases treatment retention by up to 70% and helps to reduce opioid overdoses. Research shows that retention in treatment is associated with decreased use, abstinence, and improved quality of life. There have been two MAT agency expansions in the last year. SeaMar Community Health Services and Cascade Medical Advantage have opened up capacity to treat a total of about 375 people with opioid addiction, and both programs can expand. The Lummi nation continues to operate a program for tribal members.

- **New homeless outreach.** The County received federal funds to implement opiate/substance use disorder services via outreach services to homeless opioid addicted individuals. The County contracted with the Opportunity Council’s Whatcom Homeless Service Center to place an employee with substance use disorder expertise on the Homeless Outreach Team. The new position is bringing dedicated engagement services to people with opioid use disorders and connecting them to services.

- **Changes in hospital procedures.** PeaceHealth St. Joseph Medical Center convened law enforcement and Medical Center personnel to identify problems and develop improvements with a mutual aim of addressing disruptive and potentially violent patient behaviors. With law enforcement

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**IMPACTS OF A CHRONIC HOUSING CRISIS.**

Since 2005 the population in Washington State has grown by 19%, yet the supply of housing units only grew by 14%. This mismatch of growth translates to a shortfall of at least 118,000 housing units, representing a statewide shortfall of about 4% in total inventory of housing units of all types, private and subsidized. The lack of stable housing disrupts a person’s engagement in necessary behavioral health treatment services. Individuals who are living in safe and stable housing are more likely to engage in treatment and supportive services, thereby promoting recovery from addiction. Affordable and accessible housing is also critical to reducing involvement with the criminal justice system.

The mismatch in housing supply and demand shows up in the rental vacancy rate. According to the U.S. Census Bureau Quarterly Vacancy and Home Ownership rates report, the State of Washington ranked #50, the worst in the nation, for tight vacancy rates as of the fourth quarter of 2017. Moreover, according to a study of the Washington State Department of Commerce, Whatcom County ranked worst in the state, with a 1.8% vacancy rate. (A 7% vacancy rate is considered the balanced, or “natural,” rate according to Harvard University research.) Finally, Whatcom County has the nation’s eighth highest rate of house price appreciation at 12.21% in 2017.

A state statute allows a county to put a ballot measure before the public to increase the local sales tax by 1/10th of 1% and dedicate the additional funds to housing and supportive services. The committee will research this option to determine whether it should recommend that the Task Force support this idea at the County Council.
input, the Medical Center has revised its procedures for how law enforcement is called to the hospital, resulting in a reduction in the incidence of people with serious behavioral health issues being admitted or readmitted to the jail from the hospital.

Issues and Opportunities:

- Methamphetamine use is on the rise again, yet there is no effective treatment. Methamphetamine is a stimulant, and some individuals under the influence demonstrate agitated or even aggressive behaviors that trigger a law enforcement response. Not only is this addiction difficult to treat effectively, but smoking the drug can contaminate housing units and challenge the system to find safe and stable housing for these individuals.

- Chronic shortages of mental health and substance abuse disorder treatment facilities have been exacerbated by recent losses in regional capacity. Although the state is addressing some of these capacity issues, constraints remain endemic. In addition, the lack of suitable housing continues to be a major barrier to getting people stabilized—see discussion on page 22.

D. Progress Report: Triage Facility Committee

Introduction: The ordinance creating the Incarceration Prevention and Reduction Task Force called for its recommendations on “The construction and operation of a new or expanded multi-purpose crisis recovery facility to assist with jail and hospital diversion of individuals struggling with mental illness and chemical dependency.” Tasks include providing recommendations on programming, location and space needs; funding sources for construction and operations; and associated services to support the new center. The Triage Facility Committee has met nearly every month for several years to support efforts to expand the current center, which is a key priority of the Task Force. Substantial progress has been made in securing construction funding, on preliminary design, and on the public process necessary to ensure acceptance of the new facility. Remaining issues include refinements of the operational model, ensuring long-term funding to operate the facility, and developing appropriate services to support the center.

Crisis Recovery Facility Construction, Operations, and Funding

Goal: Provide a safe location with appropriate services for law enforcement and other first responders to transfer individuals in behavioral health crisis who might otherwise end up in jail or in the emergency department of the hospital.

Context: The current space allocated to crisis recovery has proven inadequate to the needs of first responders and the community. The current capacity of eight detox beds and five mental health beds will be increased to 16 acute detox beds and 16 mental health triage beds at an expanded or new facility. This will provide law enforcement and emergency services personnel with more options for individuals with acute behavioral health needs. The aim is to provide an alternative to incarceration and link people to the appropriate mental health and substance use disorder services. Increased capacity will also reduce unnecessary use of costly emergency department services.
**Progress:** The Triage Committee has made progress in the following areas.

**Facility Planning and Construction:**

- Capital funds have been secured: $7 million from the Washington State capital fund, and $2.5 million from the North Sound Behavioral Health Organization.
- A public meeting was convened by the County in March 2018 to unveil plans and seek public input, particularly from area residents and businesses. The proposed facility was well received by the members of the public and stakeholders who attended.
- The County Council approved the Task Force-recommended plan to construct a free-standing building that will house two 16 bed units, for a total of 32 beds. (16 beds per unit is the maximum size that qualifies for Medicaid reimbursement).
- County staff have executed contracts with an architectural firm and work is proceeding to invite construction bids with an anticipated groundbreaking by the end of 2018, with project completion expected 12 to 14 months thereafter.

**Operational Planning:**

- **Licensure/Scope of Service.** The plan is to develop two 16-bed units joined in one building off a common foyer with two separate intake spaces. One unit will provide mental health crisis stabilization services and the other will provide acute substance detoxification services. Health Department staff are reviewing licensing and certification options for the respective units with the aim of being able to provide the highest level of service needed to accomplish the aim of diverting people from jail and the hospital emergency department.

  On the detox side, the Health Department is considering classification as a “Medically Monitored” inpatient detoxification unit. This would be the highest level of care provided, but would not preclude the facility from providing a lower level of care when indicated. Individuals needing to be in a hospital setting for detox would be those who need “hands on medical management.” The new facility will also have increased capacity to support community peer-to-peer programs (e.g. 12-steps) and other evidence-based recovery support programs.

  On the mental health stabilization side of the building, County staff have determined that it is possible to shift the State certification to “Triage Facility – Involuntary placement” without prohibitively increasing the staffing or facility costs. The committee is supportive of building the facility to allow for future decisions to designate beds as involuntary. The decision to provide for voluntary or involuntary operations at the new facility will continue to be discussed at the committee prior to making a recommendation.

- **Financing Operations.** In accordance with State legislative mandate, behavioral health and medical financing throughout the State of Washington is being integrated. The role of the North Sound Behavioral Health Organization (BHO) as primary funder is changing, with Medicaid Managed Care Organizations (Medicaid insurance companies known as MCOs) becoming primary funders for Medicaid behavioral health services, as well as for medical care. Thus, all Washington State counties need to nail down how the MCOs plan to reimburse for Crisis Stabilization services. **The County perspective is that cost-based reimbursement (as opposed to fee-for-service) must be the payment method in order to preserve this vital service.** This would
allow Behavioral Health Crisis facilities to be funded for 24/7 operations regardless of bed utilization on any given day. The State received letters of support for cost-based funding from the Incarceration Prevention and Reduction Task Force, the County Council, and the County Executive. The County received a response from the State Health Care Authority recognizing the concern and requesting that involved organizations continue working collaboratively to ensure that important resources are available.

- **Planning roles.** The County Health Department Human Services staff will be leading the program RFP development and contractor selection. The IPRTF Triage Committee will serve as an overview entity linking Crisis Recovery Center operational planning with the Task Force’s overall goals and objectives.

**Issues and Opportunities:** Key issues in the coming months include securing long-term *operational funding* and developing a *continuum of care*. Ensuring optimal state and local funding for an expanded center that allows sustainable funding for 24/7 operations is a key to a successful program. In the Phase III Report to the Council, the Task Force strongly recommended that the County continue to support the development of a continuum of care and noted that the success of the facility will be limited without sufficient resources to support individuals once they have stabilized and are ready to be discharged.

As the Crisis Recovery Center is becoming a reality, now is the time to plan for expanded behavioral health services, greater service integration, and increased housing. Three areas that the Task Force will be considering in the coming months are:

- Ensuring service integration between the GRACE initiative and recovery center operations
- Advocating for increased affordable housing development for vulnerable populations
- Planning for the space that will presumably become available after the current respite program is relocated to the new Crisis Recovery Center

**Progress Report: Information Needs and Data Exchange (INDEX) Committee**

**Introduction.** Access to accurate and timely data is necessary to measure progress in reducing incarceration. With this in mind, the Task Force is in the process of creating a new Information Needs and Data Exchange (INDEX) Committee to develop data collection and reporting capacity. The committee will work across all jurisdictions to identify or develop useful data and program information to measure progress in reducing jail use, and measure the use of alternatives. Data will also be developed to track the effectiveness of various behavioral health programs that divert individuals from incarceration. Lastly, the committee will facilitate information-sharing across jurisdictions to support improved program operation and cross-jurisdictional system improvements.

**Goals of the committee include:**

- Assemble baseline statistics on jail use to determine whether or not programmatic changes are successful in reducing incarceration
- Establish a target for a realistic and achievable percentage decrease in the jail population

Cost-based reimbursement, not fee-for-service, must be the payment method in order to preserve this vital service.
- Identify how to assess performance and establish metrics that would measure the success of each new initiative
- Identify where data is a barrier to implementing various initiatives
- Maximize the accuracy of a data collection system by integrating the system across all jurisdictions
- Allow policymakers to refine processes, improve the way things work, and then observe outcomes

The INDEX Committee structure will include a technical workgroup and a policy workgroup. The policy workgroup would drive the process and guide the work of the technical workgroup. The Incarceration Prevention and Reduction Task Force will serve as the policy workgroup and will determine the policies and outcomes of the INDEX Committee. Existing Task Force committees are currently identifying key data elements to track as part of this process.

The technical workgroup includes the information technology, department, and agency staff who can identify the systems and data to measure outcomes. The technical workgroup would interact with the policy workgroup to help identify options to achieve those outcomes, and would identify existing data or develop improved data practices to monitor progress. The technical workgroup would include representatives from law enforcement, behavioral health organizations and agencies, local courts, prosecutors/city attorneys, and public defenders. Next steps include identifying participants for the committee and developing a work plan for the two workgroups.
III. APPENDIX A: 2018-2020 Committee Work Plans

In the first half of 2018 the Task Force and its committees engaged in a strategic planning process to identify important work for the next three years. The Task Force hired a consultant to survey Task Force members and proxies, program staff, and interested members of the public. At a retreat in February, Task Force participants identified priority areas for action over the 2018-20 period drawn from items identified in the survey, from committee deliberations, and from the Vera report recommendations. These work items were further developed and refined at meetings held throughout the spring. In addition, the committees are working to identify a short list of outcome measures and critical data needs to track progress. These will be further developed by the INDEX committee which will work to identify or create data sets, improve data system capacity and cross-jurisdictional data sharing. Primary work areas for the committees identified to date include the following.

**Behavioral Health Committee:**

- Support local behavioral health training efforts
- Explore options for adding additional forms of supportive housing
- Work to enhance availability of behavioral health resources for law enforcement
- Track trends in drug issues presenting in the jail, emergency room, and other agencies
- Examine opportunities for additional funding for behavioral health and related services
- Monitor and support the work to create the GRACE program

**Legal and Justice Committee:**

- Adopt and validate a data-driven pretrial risk assessment system and establish a regional pretrial monitoring services program to serve all Whatcom County courts
- Implement policies and procedures that will reduce the number of bench warrants for FTAs
- Expand book and release practices, including at municipal police stations
- Facilitate opportunities for individuals to pay off fines associated with moving violations
- Consider restorative practices and their role in preventing incarceration
- Develop recommendations for reentry support
- Examine ways to expand participation in Drug Court

**Triage Committee:**

- Support the work of the Whatcom County Health Department to develop the new Crisis Recovery Center with a focus on the following areas:
  - Facility design and construction
  - Securing operational funding
  - Program design and RFP development and review
  - Developing operating procedures
  - Developing progress metrics and outcome measures
- Coordinate with the IPRTF Behavioral Health Committee and the County Behavioral Health Advisory Board to ensure that center programming is effectively integrated with new and existing programs to support its successful operation.
**TITLE OF DOCUMENT:**
Discussion of meeting procedures for improving efficiencies and productivity

**ATTACHMENTS:**

- **SEPA review required?** ( ) Yes ( ) NO
- **SEPA review completed?** ( ) Yes ( ) NO

**SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:** (If this item is an ordinance or requires a public hearing, you must provide the language for use in the required public notice. Be specific and cite RCW or WCC as appropriate. Be clear in explaining the intent of the action.)
Discussion of meeting procedures and techniques for improving meeting efficiencies and productivity

**COMMITTEE ACTION:**

**COUNCIL ACTION:**

**Related County Contract #:**

**Related File Numbers:**

**Ordinance or Resolution Number:**

*Please Note:* Once adopted and signed, ordinances and resolutions are available for viewing and printing on the County’s website at: www.co.whatcom.wa.us/council.
Whatcom County Council  
Surface Water Work Session  

May 15, 2018

CALL TO ORDER

Council Chair Rud Browne called the meeting to order at 10:30 a.m. in the Civic Center Garden Level Conference Room, 322 Commercial Avenue, Bellingham, Washington.

ROLL CALL


Absent: None

SURFACE WATER WORK SESSION (AB2018-024)

1. FLOODPLAINS BY DESIGN UPDATE

Paula Harris, Public Works Department, submitted and read from a presentation (on file). The County made the short-list and is invited to submit a full application. She described the background and purpose of the Floodplains by Design program and answered questions on how and why the program was originally developed, whether a project can change after a grant is awarded, who is in charge of decision-making, and potentially building water storage areas.

2. WATER PLANNING UPDATE

Gary Stoyka, Public Works Department, gave an update on the Lake Whatcom Stormwater Utility public meeting and creating the advisory committee; the timeline for implementing the utility for 2019; the status of the Burk Consulting contract; converting population data to consumptive use numbers; the process for determining and offsetting the impact of exempt wells; determining net ecological benefit by offsetting all consumptive use at the place and time it is withdrawn, if possible; the Planning Unit and staff team meeting schedule; and including and prioritizing projects.

Stoyka answered questions and councilmembers discussed the timeline for creating the stormwater utility.

Tyler Schroeder, Executive’s Office, provided information on upcoming meetings on the water resources inventory area (WRIA) 1 website.

Stoyka submitted a handout of the WRIA 1 governance structure (on file) based on the 2016 Interlocal Agreement and answered questions about the duties of the Planning Unit outside the requirements of Engrossed Substitute Senate Bill (ESSB) 6091.
Jack Louws, County Executive, described the authority, role, and responsibility of the Watershed Management Board. Whatcom County did not abdicate its authority to the Watershed Management Board under State legislation. The Board’s actions are not binding on the legislative bodies until approved by the legislative bodies. It’s good to collaborate with the Tribes early on in a process. The Watershed Management Board implementation plan is not a planning document. The legislative bodies of the jurisdictions have to approve funding for implementation. The Board structure works and the Planning Unit is doing its work.

Staff and councilmembers discussed the structure and purpose of the Planning Unit, WRIA 1 governance structure, setting deadlines for the staff decisions on ESSB 6091 to the Planning Unit by September, so there is enough time for the County Council to make changes; amending the draft implementation plan to indicate that the County Council, not the Watershed Management Board, makes the decisions; the implementation efforts in the implementation plan; and the best way for the Council to participate in collaboration efforts, instead of seeing the proposal in September.

3. PLANNING UNIT UPDATE

Gary Stoyka, Public Works Department, submitted a handout of the water resources inventory area (WRIA) 1 Planning Unit Caucus Representatives (on file) and described how caucuses and the Planning Unit as a whole reach consensus.

The following Planning Unit members submitted a handout of WRIA Basics/Background (on file) and gave a presentation on the Planning Unit progress and recent decisions:
- Dick Whitmore, forestry caucus
- Dan Eisses, water districts caucus
- Ann Russell, environmental caucus

Staff, Planning Unit members, and councilmembers discussed focusing on solutions, not process; working with Gary Stoyka; successful and respectful collaboration; and the proposed resolution from Councilmembers Brenner and Byrd.

The following people spoke about the governance structure and role of the Planning Unit:
- Dave Onkels
- Carol Perry

ADJOURN

The meeting adjourned at 12:08 p.m.

The Council approved these minutes on ________________, 2018.

ATTEST:      WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON
CALL TO ORDER

Council Chair Rud Browne called the meeting to order at 3:20 p.m. in the Council Chambers, 311 Grand Avenue, Bellingham, Washington.

ROLL CALL


Absent:  None.

COMMITTEE DISCUSSION

1. DISCUSSION OF PROPOSED ORDINANCE ADOPTING AMENDMENTS TO WHATCOM COUNTY CODE TITLE 2 ADMINISTRATION AND PERSONNEL; TITLE 9 PUBLIC PEACE, MORALS AND WELFARE; TITLE 15, BUILDING AND CONSTRUCTION; TITLE 16 ENVIRONMENT; TITLE 20 ZONING; TITLE 21 LAND DIVISION REGULATIONS; TITLE 23 SHORELINE MANAGEMENT PROGRAM; TITLE 24 HEALTH; AND CREATING A NEW TITLE 22 LAND USE AND DEVELOPMENT PROCEDURES; TO RELOCATE AND REVISE PROCEDURES FOR LAND USE AND DEVELOPMENT RELATED PROJECT PERMITS AND LEGISLATIVE ACTIONS (AB2018-056)

The following Planning and Development Department staff submitted and read from a presentation (on file) and answered questions:

- Amy Keenan
- Nick Smith

The following staff answered questions:

- Royce Buckingham, Prosecutor’s Office

Brenner moved to amend 22.20.020, to be more specific than “any person” who can request an interpretation of the code, “Anyone A person considering submitting a permit application may request an interpretation....”

The motion was seconded.

Staff and councilmembers discussed allowing anyone who is seeking clarification; the intent for anyone with a complex question; and to allow staff to see if the use complies with the purpose statement, intent of a district, Comprehensive Plan policies, and other informal determinations.
The motion failed by the following vote:

**Ayes:**  Brenner (1)

**Nays:**  Ballew, Browne, Buchanan, Byrd, Donovan, and Sidhu (6)

Sidhu moved to amend 22.05.160(1)(c), "14 21 days."  The motion was not seconded.

Keenan stated timeline for appeal may be state law, and staff will look into it. She continued with the 2nd and 3rd proposed amendments in the presentation.

Donovan moved to amend to remove subsections (i), (j), (k), and (l) of section 22.05.060(4) regarding vesting, as shown in the presentation. The motion was not seconded.

Staff and Council discussed how vesting works, State laws regarding vesting, vesting to the start of construction versus completion, whether commercial site plans vest.

**Brenner moved** to accept the staff’s recommendation for Attachment A, Attachment B, and 22.88.130 regarding major project permits, as shown in the presentation and on Council packet pages 202 and 203.

The motion was seconded.

The following people spoke about vesting:

- Roger Almskaar stated don’t remove subsections (i), (j), (k), and (l) of section 22.05.060(4), which will subject one project to different rules, and spoke about the cost of development and the benefits of vesting.
- Linda Twitchell stated vesting must be reasonable for completing a project for financing reasons.

Councilmembers discussed providing certainty through vesting.

The motion carried by the following vote:

**Ayes:**  Ballew, Brenner, Browne, Buchanan, Donovan, and Sidhu (6)

**Nays:**  None (0)

**Absent:**  Byrd (out of the room) (1)

**Donovan moved** to amend to remove subsections (i), (j), (k), and (l) of section 22.05.060(4) regarding vesting, as shown in the presentation.

The motion was seconded.

Councilmembers discussed the water bodies covered by the shoreline regulations.

The motion failed by the following vote:

**Ayes:**  Ballew, Buchanan, and Donovan (3)

**Nays:**  Sidhu, Browne, Byrd, and Brenner (4)

Councilmembers discussed deleting the existing transfer of development rights program and creating an alternative.
The Council concurred to introduce at the evening meeting and have a public hearing in two weeks.

Councilmembers discussed the Council’s meeting schedule and deadlines in section 22.05.120(4)(c).

Brenner moved to amend 22.05.120(4)(c), “Within 28 calendar days after the hearing examiner’s recommendation has been filed, unless Council has adjourned for a break, the county council shall hold a public meeting, not an open record public hearing, to deliberate....”

The motion was seconded.

The motion carried by the following vote:

Ayes: Ballew, Brenner, Browne, Buchanan, Byrd, Donovan, and Sidhu (7)
Nays: None (0)

COMMITTEE DISCUSSION AND RECOMMENDATIONS TO COUNCIL

1. ORDINANCE ESTABLISHING WHATCOM COUNTY CODE CHAPTER 2.126, CREATING THE WHATCOM COUNTY BUSINESS AND COMMERCE ADVISORY COMMITTEE (AB2018-132A)

Sidhu gave a staff report on the substitute ordinance.

Councilmembers discussed the purpose of the associate development organization (ADO).

Byrd moved to add members who represent agriculture and the energy industry to replace two members from higher education institutions.

The motion was seconded.

Councilmembers discussed whether or not they should include educational institutions to make sure they educate a qualified skilled labor force and existing collaboration between education and industry.

Donovan moved to call the question.

The motion to call the question was seconded.

The motion to call the question carried by the following vote:

Ayes: Ballew, Browne, Buchanan, Byrd, Donovan, and Sidhu (6)
Nays: Brenner (1)

The motion failed by the following vote:

Ayes: Byrd and Brenner (2)
Nays: Ballew, Browne, Buchanan, Donovan, and Sidhu (5)
**Brenner moved** to allow audience members to speak.

The motion was seconded.

The motion to call the question carried by the following vote:

**Ayes:** Ballew, Buchanan, Byrd, and Brenner (4)

**Nays:** Browne, Donovan, and Sidhu (3)

Brett Bonner, Whatcom Business Alliance, spoke about their Youth Engagement Initiative program.

**Sidhu moved** to recommend adoption of the substitute.

The motion was seconded.

**Byrd moved** to amend add membership for the agriculture and energy industries.

The motion was seconded.

The motion carried by the following vote:

**Ayes:** Ballew, Brenner, Browne, Buchanan, Byrd, Donovan, and Sidhu (7)

**Nays:** None (0)

**Donovan moved** to amend to include a membership of the County Executive or designee.

The motion was seconded.

**Byrd suggested a friendly amendment** that the education and government representatives be non-voting.

**Donovan accepted** the friendly amendment.

The motion to amend carried by the following vote:

**Ayes:** Ballew, Brenner, Browne, Byrd, Donovan, and Sidhu (6)

**Nays:** None (0)

**Absent:** Buchanan (out of the room) (1)

The motion to recommend adoption as amended carried by the following vote:

**Ayes:** Ballew, Brenner, Browne, Byrd, Donovan, and Sidhu (6)

**Nays:** None (0)

**Absent:** Buchanan (out of the room) (1)

2. **DIRECTION ON COMPREHENSIVE PLAN AMENDMENTS REQUESTED BY COUNCIL THROUGH RESOLUTION 2018-015 RELATING TO THE CHERRY POINT URBAN GROWTH AREA (FROM MAY 8) (AB2018-076C)**

**Brenner moved** to allow audience members to speak on the issue.
The motion was seconded.

Brenner amended her motion and moved to always allow public comment at Committee of the Whole meetings.

The motion was seconded.

Councilmembers discussed how to manage public comment at every Committee of the Whole meeting.

Browne moved to call the question.

The motion to call the question was seconded.

The motion to call the question carried by the following vote:

Ayes: Ballew, Browne, Byrd, Donovan, and Sidhu (5)
Nays: Brenner (1)
Absent: Buchanan (out of the room) (1)

Brenner amended her motion and moved to allow people to speak for 10 minutes at today’s meeting before the final vote.

Browne announced the motion failed 3-3 with Buchanan absent.

Matt Aamot, Planning and Development Services Department, submitted and read from a presentation (on file) and answered questions.

Councilmembers discussed the conditional use process being self-supporting.

Browne stated this item is held in Committee.

OTHER BUSINESS

There was no other business.

ADJOURN

The meeting adjourned at 4:57 p.m.

The Council approved these minutes on ______________, 2018.

ATTEST: WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

______________________________  ______________________________
Dana Brown-Davis, Council Clerk   Rud Browne, Council Chair
CALL TO ORDER

Council Chair Rud Browne called the meeting to order at 1:30 p.m. in the Garden Level Conference Room, Civic Center Building, 322 N. Commercial St., Bellingham, Washington.

ROLL CALL

Present: Tim Ballew, Barbara Brenner, Rud Browne, Barry Buchanan, Todd Donovan, and Satpal Sidhu.

Absent: Tyler Byrd.

2019/2020 BUDGET PRIORITIES AND GUIDELINES MEETING

Roles and Responsibilities

Jack Louws, County Executive, described the balance and role of the administrative and legislative branches, the Executive’s and Council’s budget responsibilities according to the County Charter, and identifying shared goals.

Timeline

Tyler Schroeder, County Executive’s Office, referenced and described the budget preparation timeline.

Brad Bennett, Administrative Services Department, answered questions.

Louws described the importance of the timeline and answered questions on whether the County can get a draft of the Executive’s recommended budget early, before it’s printed; the possibility of the Council receiving a copy of the department budgets when submitted in August; providing information on the annual budget projections at the next quarterly report update; and the biggest factors that can impact the budget.

Department Division Program

Staff referenced, reported on, and discussed with the Council the department and division programs in the Council packet. The Council will need more information on the specific items in the Executive’s miscellaneous category and the changes year-over-year.

Capital List

Louws referenced and reported on the 2019-2024 capital projects preliminary estimates in the Council’s packet.
Staff and councilmembers discussed the timeline for approving the annual capital improvement program and technology projects.

Executive Priorities

Louws reported on his budget priorities, which include:

- County infrastructure
- Housing programs and initiatives
- The work of the Incarceration Prevention and Reduction Task Force, including the development of a pretrial services program from Superior Court and District Court
- Operation and construction of the crisis triage facility
- Facilities Division and Information Technology Division staffing
- Customer service initiatives
- Rearranging the fire marshal and fire investigators staffing
- The Sheriff’s radio system
- The financial management system
- The equipment rental and revolve (ER&R) fund replacement schedule
- A new building at the Lynden fairgrounds and a .25 fulltime equivalent (FTE) staff position for the Washington State University (WSU) extension agency
- A domestic violence offender treatment program of the Domestic Violence and Sexual Assault Services (DVSAS) in cooperation with the City of Bellingham
- Identification access
- Several other small initiatives and requests for personnel

The first priority is funding of the existing ongoing programs.

Council Priorities

Councilmembers described their priorities:

- Upgrading Sheriff’s radios for the purpose of coverage and interoperability (Browne)
- Upgrading the enterprise software (Browne)
- Investments in Information Technology security (Browne)
- Funding the identification access program for the next two years, subject to improving, effective this year (Browne)
- Rental assistance and other existing housing programs (Donovan)
- Expanding access to the needle exchange program (Donovan)
- Operating the crisis triage facility (Donovan)
- Creating baseline data on critical areas (Donovan)
- The pretrial services unit and risk assessment tool (Donovan)
- Assigning a non-uniformed jail alternatives staff person to the courthouse to direct people to jail alternative programs during court (Donovan)
- Tiny homes program for homeless individuals, possibly using economic development investment (EDI) funds (Brenner)
- Amending County codes to allow for easier development of homeless housing (Brenner)
- More traffic deputies (Brenner)
- Combine the Parks and Public Works Departments (Brenner)
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- Electronic home monitoring programs (Brenner)
- More funding from all jurisdictions, including the State, for economic development in the total amount of $1 million for the next seven years (Sidhu and Browne)
- Addressing the opiate abuse problem to reduce deaths by opiate overdose, including increased access to dispensaries or disposal for prescription painkillers, IV disposal, access to affordable housing, and increased access to medical detox services (Ballew, Browne, and Brenner)
- Creating a method to track the success of programs recommended by the Incarceration Prevention and Reduction Task Force to demonstrate they have reduced or eliminated the likelihood of someone reoffending. Define the correlation between investment in programs and costs saved from incarceration (Browne)

Councilmembers and staff discussed when nonprofit agencies can submit requests for funding; funding for response to the Engrossed Substitute Senate Bill (ESSB) 6091 legislation; and next steps in the budget process.

ADJOURN

The meeting adjourned at 2:54 p.m.

The County Council approved these minutes on ______, 2018.

ATTEST: WHATCOM COUNTY COUNCIL

WHATCOM COUNTY, WASHINGTON

______________________________  ___________________________
Dana Brown-Davis, Council Clerk   Rud Browne, Council Chair

______________________________
Jill Nixon, Minutes Transcription
WHATCOM COUNTY COUNCIL
Special Committee of the Whole

June 19, 2018

CALL TO ORDER

Council Vice-Chair Todd Donovan called the meeting to order at 9:50 a.m. in the Council Chambers, 311 Grand Avenue, Bellingham, Washington.

ROLL CALL


Absent: Rud Browne

COMMITTEE DISCUSSION

1. DIRECTION ON COMPREHENSIVE PLAN AMENDMENTS REQUESTED BY COUNCIL THROUGH RESOLUTION 2018-015 RELATING TO THE CHERRY POINT URBAN GROWTH AREA (AB2018-076C)

Matt Aamot, Planning and Development Services Department, submitted a handout (on file) and gave a staff report.

The following staff answered questions:
- Karen Frakes, Prosecutor’s Office
- Nick Smith, Planning and Development Services Department

Staff and councilmembers discussed fees for environmental impact statement (EIS) review, coordinating with federal permits and requirements, development agreements, locating changes to conditional uses in the zoning code, getting the railroad companies and/or developers to contribute to projects that are impacted by the location of a railroad, generic conditional use criteria for all zones, mitigation for the lifecycle of greenhouse impacts in the State Environmental Policy Act (SEPA) review, the possibility of revising SEPA procedures, mitigating conditions, whether use prohibitions would be in the conditional use section of the code, bond and insurance requirements for certain uses, the lack of insurance requirements from railroads, different ownership of different railroad and train components, the ability to require insurance for worst-case scenarios, bonds versus insurance, requiring industry owners to participate in emergency response activities and costs, and insurance requirements on wind energy systems.

The Committee concurred on staff creating language to amend Title 22 to include language for bonds or other security for type IV applications and, if legally allowed, to require insurance policies for certain types of permits.
Staff and councilmembers continued to discuss the bases for imposing conditions on 1 or denying SEPA applications; how to amend the criteria that are considered under the SEPA 2 process; adding a SEPA criterion about identifying other applicable regulations from other 3 federal agencies and/or tribes; allowing concurrent instead of sequential permit review 4 when possible; whether they need clearer bases for SEPA denial; how to document 5 assurances that people will have safe, healthful, productive, and aesthetically and culturally pleasing surroundings; Hearing Examiner’s review of conditional use permit revisions; 6 recent Code changes that appeals of Hearing Examiner decisions going straight to Superior Court; setting use and impact thresholds in the conditional use permit; when a more 7 intensive use triggers review of conditional use permit impacts; defining a “minor change” 8 to major project permits; requiring certain businesses and/or industries to submit periodic master plans to the County; extending the interim moratorium ordinance before the Council 9 goes on its August break; and making the County decisions contingent on federal permits, 10 and not expending County resources until federal permits are in place.

Aamot stated staff will begin to draft language and present the draft changes to the 13 Committee on July 10.

OTHER BUSINESS

There was no other business.

ADJOURN

The meeting adjourned at 10:57 a.m.

The Council approved these minutes on ______________, 2018.

ATTEST:      WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

______________________________    ______________________________
Dana Brown-Davis, Council Clerk                  Todd Donovan, Council Vice-Chair

______________________________
Jill Nixon, Minutes Transcription
WHATCOM COUNTY COUNCIL
Committee Of The Whole

June 19, 2018

CALL TO ORDER

Council Vice-Chair Todd Donovan called the meeting to order at 1:15 p.m. in the Council Conference Room, 311 Grand Avenue, Bellingham, Washington.

ROLL CALL

Absent:  Rud Browne

COMMITTEE DISCUSSION

1. DISCUSSION WITH CHIEF CIVIL DEPUTY PROSECUTOR KAREN FRAKES REGARDING PENDING LITIGATION, KORTLEVER, ET AL. V. WHATCOM COUNTY JAIL (AB2018-018)

Attorney Present: Karen Frakes

Donovan stated that discussion of agenda item one may take place in executive session pursuant RCW 42.30.110(1)(i). Executive session will conclude no later than 2:15 p.m. If the meeting extends beyond the stated conclusion time, he will step out of the meeting to make a public announcement.

Buchanan moved to go into executive session until no later than 2:15 p.m. to discuss the agenda items pursuant to RCW citations as announced by the Council Chair. The motion was seconded.

The motion carried by the following vote:
Ayes:  Ballew, Brenner, Buchanan, Byrd, Donovan, and Sidhu (6)
Nays:  None (0)
Absent:  Browne (1)

OTHER BUSINESS

ADJOURN

The meeting adjourned at 2:03 p.m.

The Council approved these minutes on ______ 2018.

ATTEST:  WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON
CALL TO ORDER

Council Vice-Chair Todd Donovan called the meeting to order at 2:16 p.m. in the Council Chambers, 311 Grand Avenue, Bellingham, Washington.

ROLL CALL


Absent: Rud Browne

COMMITTEE DISCUSSION

1. DISCUSSION WITH HEALTH DEPARTMENT STAFF REGARDING PUBLIC WATER SYSTEM AUTHORITY AND PROCESSES CONTAINED WITHIN THE COORDINATED WATER SYSTEM PLAN TO ADDRESS PROPOSED WATER AVAILABILITY WITHIN SERVICE AREA BOUNDARIES (AB2018-199)

The following staff gave a staff report:

- John Wolpers, Health Department
- Gary Stoyka, Public Works Department, submitted a handout (on file)
- Richard Rodriguez, State Department of Health

Staff reported on the Coordinated Water System Plan, retail services areas, the authority for each agency and jurisdiction, and State and municipal water law.

The following members of the public spoke:

- Roger Almskaar, land use consultant, spoke about reasonable water service costs to homeowners.
- Bob Carmichael, attorney for certain water districts, spoke about not applying changes to water districts.
- Dave Olsen, rural water systems consultant, submitted handouts (on file) and spoke about plan definitions, including timely and reasonable service standards and costs.

Staff and speakers answered questions on whether the County Council can make amendments, the definition of "reasonable," whether districts participate on the Water Utility Coordinating Committee (WUCC), and whether the coordinated water system plan (CWSP) is flawed.

Byrd moved to refer this issue to the Health Department to engage the WUCC, set a deadline of September 30 to create solutions for the issues, determine the appeals process,
and decide how to regulate themselves. If necessary, they can hire an attorney to advise on what the County Council can and can’t do regarding water issues.

Staff and councilmembers continued to discuss creating temporary cost relief for water customers until the processes are changed, the differences between water districts and water associations and treating them differently, who owns water shares, who elects water district supervisors, impacts of water service to affordable housing, the process for convening the WUCC, and making sure there is a transparent application process.

**Byrd restated the motion** to refer this issue to the Health Department to convene the WUCC to define a timely, reasonable, and transparent process and to set a deadline of September 30 to create solutions for the issues.

The motion was seconded.

Sidhu suggested a friendly amendment to amend the CWSP to create a waiver if a cost estimate is more than three times the water association share. Allow this particular case to move forward before September and allow the WUCC to change the wording on the CWSP to allow a waiver if the cost of hookup is more than three times the cost of the share.

Donovan stated the friendly amendment is not related to the original motion because it’s not related to giving direction to the WUCC.

The motion carried by the following vote:

- **Ayes:** Ballew, Brenner, Buchanan, Byrd, Donovan, and Sidhu (6)
- **Nays:** None (0)
- **Absent:** Browne (1)

**Sidhu moved** to take this particular case and allow them to change the wording on the CWSP to allow a waiver if the cost of hookup is more than three times the cost of the share.

The motion was seconded.

Staff and councilmembers discussed unintended consequences for allowing a waiver for a particular water customer

**Sidhu withdrew** the motion.

Donovan stated this item will be discussed at the next surface water work session to discuss how this impacts the Engrossed Substitute House Bill (ESHB) 6091 process and how to mitigate for wells.

**OTHER BUSINESS**

There was no other business.

**ADJOURN**
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The meeting adjourned at 3:25 p.m.

The Council approved these minutes on ______________, 2018.

ATTEST:
WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

______________________________  ______________________________
Dana Brown-Davis, Council Clerk   Todd Donovan, Council Vice-Chair

______________________________
Jill Nixon, Minutes Transcription
WHATCOM COUNTY COUNCIL
Regular County Council Meeting

June 19, 2018

CALL TO ORDER
Council Vice-Chair Todd Donovan called the meeting to order at 7:00 p.m. in the Council Chambers, 311 Grand Avenue, Bellingham, Washington.

ROLL CALL
Absent: Rud Browne

FLAG SALUTE

ANNOUNCEMENTS

MINUTES CONSENT
Brenner moved to approve the Minutes Consent items.

The motion was seconded.

The motion carried by the following vote:
Ayes: Ballew, Brenner, Buchanan, Byrd, Donovan, and Sidhu (6)
Nays: None (0)
Absent: Browne (1)

1. SPECIAL COMMITTEE OF THE WHOLE (AM) FOR MAY 8, 2018
2. SPECIAL COMMITTEE OF THE WHOLE (PM) FOR MAY 8, 2018
3. REGULAR COUNTY COUNCIL FOR MAY 8, 2018
4. COMMITTEE OF THE WHOLE FOR MAY 22, 2018
5. REGULAR COUNTY COUNCIL FOR MAY 22, 2018
6. SPECIAL COMMITTEE OF THE WHOLE FOR JUNE 5, 2018
7. REGULAR COUNTY COUNCIL FOR JUNE 5, 2018
COMMITTEE REPORTS, OTHER ITEMS, AND COUNCILMEMBER UPDATES

Byrd described requirements about elected officials not campaigning in the courthouse.

PUBLIC HEARINGS

1. RESOLUTION AUTHORIZING USE AND ESTABLISHING EXPENDITURE AUTHORITY FOR POINT ROBERTS TRANSPORTATION BENEFIT DISTRICT TAX REVENUE FUNDS FOR TYEE DRIVE STREETScape CORRIDOR LANDSCAPE MAINTENANCE (COUNCIL ACTING AS THE GOVERNING BODY FOR THE POINT ROBERTS TRANSPORTATION BENEFIT DISTRICT) (AB2018-174)

Donovan opened the public hearing, and the following people spoke:

Ken Calder stated make sure that the Council looks at each component individually as they come up and about public notice in Point Roberts.

Rhiannon Allen, Point Roberts Garden Club, stated she supports the amendment.

Scott Hackleman, Point Roberts Garden Club President, stated he supports the resolution. His membership has done the maintenance work in the past. The original landscaping was done with transportation benefit funds.

Jane Donaldson, Point Roberts Garden Club Treasurer, stated she supports the resolution.

Dave Lee stated he supports the resolution.

Arthur Reber stated he supports the resolution. There should be better notice of public meetings in Point Roberts.

Jeff Christopher stated his committee supports this project. Increase the size of the sidewalk.

Hearing no one else, Donovan closed the public hearing.

Buchanan moved to approve the Minutes Consent items.

The motion was seconded.

Brian Walker, Public Works Department, answered questions on whether the scope of the landscape work includes caring for ornamental plants, in addition to mowing and weeding.

Brenner moved to amend the staff report on Council packet page 332 to not spend the funding on ornamental flower beds, "...specialized landscape maintenance work..."
care for ornamental flower beds, shrubs and street trees for mowing and trimming grass, cleaning and raking the area, clearing and weed cutting, and trimming back blackberries”

The motion was seconded.

Councilmembers discussed the appropriate level of maintenance that should occur at the project site.

The motion to amend failed by the following vote:

- **Ayes:** Brenner and Byrd (2)
- **Nays:** Ballew, Buchanan, Donovan, and Sidhu (4)
- **Absent:** Browne (1)

Councilmembers discussed not setting a precedent for the County funding of gardening projects along roads and about communication with the Point Roberts community about upcoming topics on the agenda item regarding Point Roberts issues.

The motion to approve the resolution carried by the following vote:

- **Ayes:** Ballew, Buchanan, Byrd, Donovan, and Sidhu (5)
- **Nays:** Brenner (1)
- **Absent:** Browne (1)

**2. ORDINANCE ADOPTING AMENDMENTS TO THE POINT ROBERTS AND WISER LAKE LAMIRD REQUIREMENTS (AB2018-177)**

Donovan opened the public hearing, and the following people spoke:

Russ Unrein stated he supports the amendments made at the Planning Commission meeting. Manufacturing existed on the site in 1990.

Ken Calder spoke about contacts in Point Roberts that can receive information on Council agenda items.

Hearing no one else, Donovan closed the public hearing.

**Brenner moved** to adopt the ordinance, which should be the Planning Commission-approved version of the ordinance.

The motion was seconded.

Mark Personius, Planning and Development Services Department, stated the version in the packet is the Planning Commission-approved version.

The motion carried by the following vote:

- **Ayes:** Ballew, Brenner, Buchanan, Byrd, Donovan, and Sidhu (6)
- **Nays:** None (0)
- **Absent:** Browne (1)

**OPEN SESSION**
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The following people spoke:

- Ken Calder submitted a handout (on file) and spoke about the impact of the recently-adopted garbage service ordinance.
- Jim Peterson, HomesNOW, spoke about homeless housing services.
- Lisa Papp spoke about the emergency ordinance regarding the operation of temporary tent encampments (AB2018-182).
- Amy Glasser spoke about the need for homeless housing.
- Doug Gustafson, HomesNOW, spoke about the emergency ordinance regarding the operation of temporary tent encampments (AB2018-182).
- Mike Kaufman spoke about the Kent State University shooting, other major events in Cleveland, Ohio, and how society uses its police forces.
- Misty O’Loughlin spoke about the emergency ordinance regarding the operation of temporary tent encampments (AB2018-182).
- Gary Franco submitted a handout (on file) and spoke about his campaigning efforts in the County Courthouse.
- Adam Lambe, Laborers Local 292 Business Agent, spoke about the permit reforms for Cherry Point and County industries.
- Hillary Cole spoke about homeless housing issues.
- Brian Kruick spoke about the rundown condition at Paradise Lakes in Maple Falls and the need for a homeowners’ association.
- Jessica Radovich spoke about homeless housing issues.
- Craig Kasberg, Tidal Vision Founder and CEO, spoke about homeless housing issues.
- Marcus Sidham spoke about homeless housing issues.
- Stony Bird spoke about the emergency ordinance regarding the operation of temporary tent encampments (AB2018-182).
- Jennifer Mansfield spoke about homeless housing issues.
- Lynn Allen spoke about homeless housing issues.
- John Campbell spoke about a recent homeless event from the Sikh community.
- Joanne Pattern spoke about homeless housing issues.
- Aaron Thomas spoke about homeless housing issues and non-Indian homeowners on Lummi Shore Road using incorrect property maps that indicate they own the beach, contrary to Treaty documents.

OTHER ITEMS

9. ORDINANCE (EMERGENCY) ADOPTING EMERGENCY ZONING REGULATIONS FOR THE SITTING, ESTABLISHMENT, AND OPERATION OF TEMPORARY TENT ENCAMPMENTS (AB2018-182)

Brenner moved to amend the agenda to deal with this item now.

The motion was seconded.

The motion carried by the following vote:

Ayes: Ballew, Brenner, Buchanan, Byrd, Donovan, and Sidhu (6)
Buchanan moved to adopt the ordinance. The motion to adopt was seconded.

Byrd moved to amend to edit Section 4, paragraph C regarding fences, “C. A six-foot-tall sight-obscuring fencing is required around the perimeter of the encampment; provided, that the fencing does not create a sight obstruction at the street or street intersections or curbs as determined by the county engineer, unless the director determines that there is sufficient vegetation, topographic variation, or other site conditions such that fencing would not be needed.”

The motion was seconded. Councilmembers discussed fence requirements.

Sidhu suggested a friendly amendment to also change the fence height to three feet.

Byrd did not accept the friendly amendment.

Motion to amend carried unanimously.

The following staff answered questions:
- Mark Personius, Planning and Development Services Director
- Karen Frakes, Prosecutor’s Office

Staff and councilmembers discussed the ability of non-profit agencies to host homeless facilities, the best process for making amendments to the temporary emergency ordinance versus the interim ordinance, the duration of the emergency ordinance, whether the Council wants the decision-making authority to approve extensions, and deadlines and extensions for more permanent tiny home projects.

Byrd moved to amend Section 5, “Section 5. Frequency and duration of temporary use. …Temporary tent encampments may be approved for a period not to exceed 90 days one year. The director may grant one 90-day a one-year extension, provided all conditions have been complied with....”

The motion was seconded.

Brenner moved to amend the motion to add language, “…Temporary tent encampments may be approved for a period not to exceed 90 days. The director may grant one 90-day... Other temporary structures shall be approved for a period not to exceed one year. The director may grant a one-year extension....” The motion was not seconded.

The motion failed by the following vote:

Ayes: Ballew, Benner, and Byrd (3)
Nays: Donovan, Buchanan, and Sidhu (3)
Absent: Browne (1)

Byrd moved to amend Section 4, paragraph O, "O. The sponsor and the managing agency...all people who stay overnight in the temporary tent encampment...and this current log shall be made available upon demand by any municipal or County Law Enforcement Officer... and shall advise prospective encampment residents that this log will be available upon request to law enforcement agencies... Persons who have active warrants, or who are required to register as a sex offender, are prohibited from the encampment's location. Status checks of current encampment residents shall be routinely performed by the Warrant Officers of the Whatcom County Sheriff’s Department through the current log provided by the sponsor and managing agency."

The motion was seconded.

The motion to adopt as amended carried by the following vote:
Ayes: Ballew, Brenner, Buchanan, Byrd, Donovan, and Sidhu (6)
Nays: None (0)
Absent: Browne (1)

Byrd moved to replace section M with the suggested section M in the information provided by the Sheriff’s Office, "M. The sponsor and the managing agency shall designate points of contact and provide contact information (24-hour accessible phone contact) to the Patrol Operations Commander for the Whatcom County Sheriff’s Department. At least one designated point of contact shall be on duty at all times. The names of the on-duty points of contact shall be posted on-site daily, and their contact information shall be provided to the Whatcom County Sheriff’s Department as described above. The sponsor and the managing agency shall designate points of contact and provide contact information (24 hour accessible phone contact) to the chief criminal deputy of the Whatcom County Sheriff or his/her designee. At least one designated point of contact shall be on duty at all times. The names of the on-duty points of contact shall be posted onsite daily and their contact information shall be provided to the Whatcom County Sheriff’s Office as described above."

The motion was seconded.

The motion carried unanimously.

The motion to adopt as amended carried by the following vote:
Ayes: Ballew, Brenner, Buchanan, Byrd, Donovan, and Sidhu (6)
Nays: None (0)
Absent: Browne (1)

Councilmembers thanked the HomesNOW advocates.

(Clerk’s Note: The Council took a break at 9:07 p.m.)

CONSENT AGENDA

Sidhu reported for the Finance and Administrative Services Committee and moved to approve Consent Agenda items one through ten.
The motion carried by the following vote:

**Ayes:** Ballew, Brenner, Buchanan, Byrd, Donovan, and Sidhu (6)

**Nays:** None (0)

**Absent:** Browne (1)

1. REQUEST AUTHORIZATION FOR THE COUNTY EXECUTIVE TO ENTER INTO AN INTERAGENCY AGREEMENT BETWEEN WHATCOM COUNTY AND WASHINGTON STATE DEPARTMENT OF COMMERCE TO RECEIVE STATE FUNDS FOR CONDUCTING WORK RELATING TO THE NEW BUILDABLE LAND REQUIREMENTS OF STATE LAW, IN THE AMOUNT OF $225,000 (AB2018-189)

2. REQUEST AUTHORIZATION FOR THE COUNTY EXECUTIVE TO ENTER INTO A SALE AGREEMENT BETWEEN WHATCOM COUNTY AND PUGET SOUND ENERGY FOR A 45 FOOT WIDE UTILITY EASEMENT ALONG STATE ROAD 547 (KENDALL ROAD) AT THE EAST WHATCOM REGIONAL RESOURCE CENTER (AB2018-190)

3. REQUEST AUTHORIZATION FOR THE COUNTY EXECUTIVE TO ENTER INTO A CONTRACT AMENDMENT BETWEEN WHATCOM COUNTY AND KIMBERLY K. GEARIETY, ATTORNEY TO EXTEND NEGOTIATOR SERVICES THROUGH JUNE 30, 2020 TO COMPLETE A BARGAINING CYCLE FOR FIVE AGREEMENTS, IN THE AMOUNT OF $128,152, FOR A TOTAL AMENDED CONTRACT AMOUNT OF $214,528 (AB2018-191)

4. REQUEST AUTHORIZATION FOR THE COUNTY EXECUTIVE TO ENTER INTO A NEW JAIL FACILITY USE AGREEMENT BETWEEN WHATCOM COUNTY AND THE CITY OF EVERSON, EFFECTIVE JULY 1, 2018 (AB2018-192)

5. REQUEST AUTHORIZATION FOR THE COUNTY EXECUTIVE TO ENTER INTO A NEW JAIL FACILITY USE AGREEMENT BETWEEN WHATCOM COUNTY AND THE CITY OF NOOKSACK, EFFECTIVE JULY 1, 2018 (AB2018-193)

6. REQUEST AUTHORIZATION FOR THE COUNTY EXECUTIVE TO ENTER INTO A NEW JAIL FACILITY USE AGREEMENT BETWEEN WHATCOM COUNTY AND THE CITY OF SUMAS, EFFECTIVE JULY 1, 2018 (AB2018-194)

7. REQUEST AUTHORIZATION FOR THE COUNTY EXECUTIVE TO ENTER INTO A NEW JAIL FACILITY USE AGREEMENT BETWEEN WHATCOM COUNTY AND THE CITY OF FERNDALE, EFFECTIVE JULY 1, 2018 (AB2018-195)

8. REQUEST AUTHORIZATION FOR THE COUNTY EXECUTIVE TO ENTER INTO A NEW JAIL FACILITY USE AGREEMENT BETWEEN WHATCOM COUNTY AND THE CITY OF LYNDEN, EFFECTIVE JULY 1, 2018 (AB2018-196)

9. REQUEST AUTHORIZATION FOR THE COUNTY EXECUTIVE TO ENTER INTO A NEW JAIL FACILITY USE AGREEMENT BETWEEN WHATCOM COUNTY AND THE CITY OF BLAINE, EFFECTIVE JULY 1, 2018 (AB2018-197)
10. REQUEST AUTHORIZATION FOR THE COUNTY EXECUTIVE TO ENTER INTO A NEW JAIL FACILITY USE AGREEMENT BETWEEN WHATCOM COUNTY AND THE CITY OF BELLINGHAM, EFFECTIVE JULY 1, 2018 (AB2018-198)

OTHER ITEMS

1. ORDINANCE AMENDING THE WHATCOM COUNTY BUDGET, EIGHTH REQUEST, IN THE AMOUNT OF $44,642 (AB2018-178)

Sidhu reported for the Finance and Administrative Services Committee and moved to adopt the ordinance.

The motion carried by the following vote:
Ayes: Ballew, Brenner, Buchanan, Byrd, Donovan, and Sidhu (6)
Nays: None (0)
Absent: Browne (1)

2. ORDINANCE AMENDING ORDINANCE 2017-046 (ESTABLISHMENT OF THE TRIAGE CENTER EXPANSION FUND AND ESTABLISHMENT OF A PROJECT BASED BUDGET FOR THE TRIAGE CENTER EXPANSION PROJECT) TO ADD $1,000,000 OF EXPENDITURE AUTHORITY TO THE ORIGINAL PROJECT BUDGET OF $300,000, FOR A TOTAL AMENDED PROJECT BUDGET OF $1,300,000 (AB2018-179)

Sidhu reported for the Finance and Administrative Services Committee and moved to adopt the ordinance.

The motion carried by the following vote:
Ayes: Ballew, Brenner, Buchanan, Byrd, Donovan, and Sidhu (6)
Nays: None (0)
Absent: Browne (1)

3. ORDINANCE AUTHORIZING AN INTERFUND LOAN TO CONTINUE FINANCING OF CENTRAL PLAZA BUILDING (AB2018-180)

Sidhu reported for the Finance and Administrative Services Committee and moved to adopt the ordinance.

The motion carried by the following vote:
Ayes: Ballew, Brenner, Buchanan, Byrd, Donovan, and Sidhu (6)
Nays: None (0)
Absent: Browne (1)

4. RESOLUTION AUTHORIZING THE COUNTY EXECUTIVE, THROUGH PARKS DIRECTOR MICHAEL MCFARLANE, TO MAKE APPLICATION AND ENTER INTO A GRANT AGREEMENT BETWEEN WHATCOM COUNTY AND THE WASHINGTON STATE RECREATION AND CONSERVATION OFFICE FOR FUNDING THROUGH THE WASHINGTON WILDLIFE AND RECREATION PROGRAM FOR THE MAPLE
FALLS PARK TRAILHEAD DEVELOPMENT, IN THE AMOUNT OF $380,000 (AB2018-184)

Sidhu reported for the Finance and Administrative Services Committee and moved to approve the resolution.

The motion carried by the following vote:
Ayes: Ballew, Brenner, Buchanan, Byrd, Donovan, and Sidhu (6)
Nays: None (0)
Absent: Browne (1)

5. RESOLUTION AUTHORIZING THE COUNTY EXECUTIVE, THROUGH PARKS DIRECTOR MICHAEL MCFARLANE, TO MAKE APPLICATION AND ENTER INTO A GRANT AGREEMENT BETWEEN WHATCOM COUNTY AND THE WASHINGTON STATE RECREATION AND CONSERVATION OFFICE FOR FUNDING THROUGH THE WASHINGTON WILDLIFE AND RECREATION PROGRAM FOR THE LAKE WHATCOM PARK TRAILHEAD & TRAIL DEVELOPMENT 18-2035, IN THE AMOUNT OF $500,000 (AB2018-185)

Sidhu reported for the Finance and Administrative Services Committee and moved to approve the resolution.

The motion carried by the following vote:
Ayes: Ballew, Brenner, Buchanan, Byrd, Donovan, and Sidhu (6)
Nays: None (0)
Absent: Browne (1)

6. RESOLUTION AUTHORIZING THE COUNTY EXECUTIVE, THROUGH PARKS DIRECTOR MICHAEL MCFARLANE, TO MAKE APPLICATION AND ENTER INTO A GRANT AGREEMENT BETWEEN WHATCOM COUNTY AND THE WASHINGTON STATE RECREATION AND CONSERVATION OFFICE FOR FUNDING THROUGH THE WASHINGTON WILDLIFE AND RECREATION PROGRAM FOR THE LOOKOUT MOUNTAIN FOREST PRESERVE TRAIL DEVELOPMENT 18-2034, IN THE AMOUNT OF $150,000 (AB2018-186)

Sidhu reported for the Finance and Administrative Services Committee and moved to approve the resolution.

The motion carried by the following vote:
Ayes: Ballew, Brenner, Buchanan, Byrd, Donovan, and Sidhu (6)
Nays: None (0)
Absent: Browne (1)

7. RESOLUTION AUTHORIZING THE COUNTY EXECUTIVE, THROUGH PARKS DIRECTOR MICHAEL MCFARLANE, TO MAKE APPLICATION AND ENTER INTO A GRANT AGREEMENT BETWEEN WHATCOM COUNTY AND THE WASHINGTON STATE RECREATION AND CONSERVATION OFFICE FOR FUNDING THROUGH THE WASHINGTON WILDLIFE AND RECREATION PROGRAM FOR THE BIRCH BAY BEACH PARK DEVELOPMENT 18-1992, IN THE AMOUNT OF $500,000 (AB2018-187)
Sidhu reported for the Finance and Administrative Services Committee and moved to approve the resolution.

The motion carried by the following vote:

**Ayes:** Ballew, Brenner, Buchanan, Byrd, Donovan, and Sidhu (6)

**Nays:** None (0)

**Absent:** Browne (1)

8. RESOLUTION OF THE WHATCOM COUNTY COUNCIL UPDATING THE APPENDIX OF THE 2015 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS) (AB2018-188)

Sidhu reported for the Finance and Administrative Services Committee and moved to approve the resolution.

The motion was seconded.

Tyler Schroeder, Executive’s Office, answered questions about the differences in the version in the Council packet and last year’s CEDS list.

Sidhu moved to amend the New Jail and New Sheriff’s Office locations “LaBounty Road Whatcom County.”

The motion to amend was seconded.

The motion to amend carried by the following vote:

**Ayes:** Ballew, Brenner, Buchanan, Byrd, Donovan, and Sidhu (6)

**Nays:** None (0)

**Absent:** Browne (1)

The motion to approve as amended carried by the following vote:

**Ayes:** Ballew, Brenner, Buchanan, Byrd, Donovan, and Sidhu (6)

**Nays:** None (0)

**Absent:** Browne (1)

COUNCIL APPOINTMENTS TO BOARDS, COMMISSIONS, AND COMMITTEES

1. APPOINTMENTS TO THE WHATCOM COUNTY BUSINESS AND COMMERCE ADVISORY COMMITTEE, 13 VACANCIES (COMMITTEE ADVISES THE WHATCOM COUNTY COUNCIL ON ISSUES, INCLUDING REGULATIONS AND POLICIES THAT COULD IMPACT LOCAL BUSINESSES, INDUSTRY, OR ECONOMIC DEVELOPMENT) (AB2018-132B)

Brenner moved to hold in Council until the next meeting.

The motion was seconded.

The motion carried by the following vote:
INTRODUCTION ITEMS

1. ORDINANCE ESTABLISHING PARKING RESTRICTIONS WITHIN TEN FEET OF U.S. MAILBOXES ON ALL COUNTY ROADS (AB2018-200)

Buchanan moved to introduce item one.

The motion was seconded.

The motion carried by the following vote:

Ayes: Ballew, Brenner, Buchanan, Byrd, Donovan, and Sidhu (6)
Nays: None (0)
Absent: Browne (1)

2. ORDINANCE ADOPTING INTERIM ZONING REGULATIONS FOR THE SITING, ESTABLISHMENT, AND OPERATION OF TEMPORARY TENT ENCAMPMENTS (AB2018-182A)

Mark Personius, Planning and Development Services Department, stated this item was withdrawn from the agenda and held for Introduction to the next meeting. Staff will incorporate proposed changes as discussed earlier in the meeting.

Karen Frakes, Prosecutor’s Office, stated that after staff makes changes, it will have to be Introduced and then a public hearing two weeks later.

Councilmembers and staff discussed potential changes that staff will make before Introduction at the next meeting, including creating separate and distinct definitions and regulations for tent encampments and for tiny home projects.

COMMITTEE REPORTS, OTHER ITEMS, AND COUNCILMEMBER UPDATES

Committee Chairs reported on presentations and discussions during committee meetings.

Councilmembers gave updates on recent activities and upcoming events.

ADJOURN

The meeting adjourned at 9:48 p.m.

The County Council approved these minutes on ______, 2018.
DISCLAIMER: This document is a draft and is provided as a courtesy. This document is not to be considered as the final minutes. All information contained herein is subject to change upon further review and approval by the Whatcom County Council.
CALL TO ORDER

Council Vice-Chair Todd Donovan called the meeting to order at 10:30 a.m. in the Council Chambers, 311 Grand Avenue, Bellingham, Washington.

ROLL CALL

Present: Barry Buchanan, Barbara Brenner, Rud Browne, Tyler Byrd, Todd Donovan, Satpal Sidhu, and Timothy Ballew

Absent: None

2. DIRECTOR REPORT

Regina Delahunt, Health Department Director, gave a staff report on the Women, Infant, and Children (WIC) program. SeaMar will take over the County’s caseload and open several new locations.

3. PUBLIC HEALTH ADVISORY BOARD (PHAB) UPDATE

Rachel Lucy Cecka, Public Health Advisory Board Chair, gave an update on the upcoming joint meeting with the PHAB and the Board of Health. Outcomes of the meeting will include:

• Clarifying the roles of the Health Department, Board of Health, and PHAB
• A common understanding of the community health assessment
• Evolving role of public health and community health strategy
• An aligned plan of the future strategy and policy

4. HOMELESS HOUSING STRATEGY DISCUSSION

The following Health Department staff read from the presentation in the meeting packet on homelessness and housing in Whatcom County.

• Anne Deacon
• Barbara Johnson-Vinna

Mike Parker, Opportunity Council, answered questions.

Staff answered questions on the process for conducting the homeless point-in-time count; few available rental units and higher rents are causes of homelessness; supply and demand issues other than the availability of affordable rental units; data on the change over time in population compared to the change in available housing; using county data versus state data; barriers to creating more affordable housing in Whatcom county; the types of services provided by the staff at supportive housing facilities; the difference between specialized housing and affordable housing; amount provided per household for rental
assistance; locations and size of low barrier shelters and tent encampments; and working with community partners and private landlords.

Councilmembers discussed funding for rental assistance; the County’s role in preventing homelessness; identifying the root causes of homelessness in Whatcom County; rental assistance as only a temporary solution; whether growth projections need to be revisited; how the County can encourage more housing; encouraging developers to create housing at below-market levels; and the disconnect between available jobs and the labor market.

1. PUBLIC SESSION

Jim Peterson, HomesNOW President, spoke about tiny home projects and tent encampments as a short-term, temporary solution to homelessness.

Tony Casale, Bellingham/Whatcom Housing Authority Housing Supervisor, stated the Housing Authority is a partner with Whatcom County. He described the services that the Housing Authority provides to the community. He answered questions on Section 42 federal housing tax credit.

Mike Parker, Opportunity Council, spoke about social and health barriers to housing and the disparate impacts of the economy. Homelessness doesn’t affect everyone equally. Specialized programs address specialized needs.

Tyler Schroeder, Executive’s Office, answered questions on how the Council could initiate the use of County property for homeless shelters or encampments; which ordinances apply to County property owned within city limits; and getting an inventory of County-owned property.

ADJOURN

The meeting adjourned at 12:27 p.m.

The County Council approved these minutes on _______, 2018.

ATTEST: WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

______________________________  __________________________
Dana Brown-Davis, Council Clerk   Rud Browne, Council Chair

______________________________
Jill Nixon, Minutes Transcription
WHATCOM COUNTY COUNCIL AGENDA BILL

CLEARANCES

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TITLE OF DOCUMENT:

An Ordinance Establishing Parking Restrictions Within 10 Feet of U.S. Mailboxes on All County Roads

ATTACHMENTS:

1. Memorandum to County Executive and County Council
2. Ordinance

SEPA review required? ( ) Yes ( X ) NO
SEPA review completed? ( ) Yes ( X ) NO

Should Clerk schedule a hearing? ( X ) Yes ( ) NO
Requested Date: 7/10/18

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE: (If this item is an ordinance or requires a public hearing, you must provide the language for use in the required public notice. Be specific and cite RCW or WCC as appropriate. Be clear in explaining the intent of the action.)

To comply with RCW 46.61.570, this ordinance establishes parking restrictions within 10 feet of U.S. mailboxes on all Whatcom County roads.

COMMITTEE ACTION:

COUNCIL ACTION:

6/19/2018: Introduced 6-0, Browne absent

Related County Contract #: Related File Numbers: Ordinance or Resolution Number:

Please Note: Once adopted and signed, ordinances and resolutions are available for viewing and printing on the County’s website at: www.co.whatcom.wa.us/council.
MEMORANDUM

MEMO TO: The Honorable Jack Louws, County Executive, and Honorable Whatcom County Council Members
Through: Jon Hutchings, Public Works Director
FROM: Joseph P. Rutan, P.E., County Engineer/Assistant Director
       Mike Donahue, P.E., Engineering Services-Traffic Manager
RE: Ordinance Establishing Parking Restrictions within 10 Feet of U.S. Mailboxes on All County Roads
DATE: May 30, 2018

Please find attached for your review and signature the subject ordinance.

Requested Action:
To comply with RCW 46.61.570, this ordinance provides for parking restrictions within 10 feet of U.S. mailboxes on all Whatcom County roads.

Background and Purpose:
U.S. Postal Service has been unable to provide mail delivery to mailboxes that are blocked by parked vehicles. This has resulted in numerous complaints to Whatcom County Public Works as well as the Sheriff’s Office by citizens who have not been able to receive their mail.

In order to satisfy requests from the community and to facilitate mail delivery, Whatcom County Public Works has developed the attached ordinance to be added to Whatcom County Code Section 10.24.24. This ordinance will establish parking restrictions within 10 feet of U.S. mailboxes except temporarily for the purpose and while engaged in the delivery or pick up of postal items.

Please contact Mike Donahue at extension 6250 with any questions regarding this ordinance.

Attachment
PROPOSED BY: Public Works - Engineering
INTRODUCTION DATE: 6/19/2018

ORDINANCE NO.________

ESTABLISHING PARKING RESTRICTIONS WITHIN 10 FEET OF U.S. MAILBOXES ON ALL COUNTY ROADS

WHEREAS, Whatcom County Council is authorized under RCW 46.61.570 to restrict parking on County roads; and

WHEREAS, Whatcom County Sheriff's office contacted Public Works to request assistance in defining parking that blocks mailboxes from mail delivery; and

WHEREAS, it is important and necessary for people to be able to receive mail delivery to their mailbox; and

WHEREAS, the City of Bellingham prohibits parking within ten (10) feet of mailboxes;

NOW, THEREFORE, BE IT ORDAINED by the Whatcom County Council that the following be added to the Whatcom County Code Section 10.24.24 as follows:

No Parking within ten (10) feet of U.S. mailboxes, except temporarily for the purpose and while engaged in the delivery or pick up of postal items.

BE IT FURTHER ORDAINED Whatcom County Sheriff be notified by a copy of this ordinance.

ADOPTED this _____ day of ___________, 2018.

ATTEST: WHATCOM COUNTY COUNCIL

Dana Brown-Davis, Council Clerk WHATCOM COUNTY, WASHINGTON

Rud Browne, Council Chair

APPROVED AS TO FORM: ( ) Approved ( ) Denied

Civil Deputy Prosecutor Jack Louws, Executive

Date: _________________

159
Request to appoint a law library trustee for the Whatcom County Law Library Board

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<td>Code reference RCW 27.24.020</td>
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County Executive requests that County Council appoint a law library board trustee to fulfill the requirements of RCW 27.24.062; the Executive is willing to serve in this capacity if council approves or they can elect a member from their body to serve, the board meets 1-3 times annually or as needed.
MEMORANDUM

TO: Whatcom County Council Members

FROM: Jack Louws, County Executive

DATE: June 29, 2018

SUBJECT: Request to Appoint Law Library Board Trustee

As you know, the county is required to have a Law Library Board of Trustees. Per the R.C.W. that governs this board – 27.24.020 (copy attached) – the Council Chair of the county legislative branch is an ex-officio trustee. The board consists of five members.

County Council may appoint anyone they wish to act in place of the Council Chair. In this instance, I am prepared to serve, if Council approves. In either case I attend the meetings. Alternatively, Council may appoint a member from their ranks to serve.

I request that Council make an appointment at the July 10 council meeting and relay their decision to the County Law Library Board of Trustees.

JL
RCW 27.24.020

Board of trustees—Composition—Terms.

(1) Unless a regional law library is created pursuant to RCW 27.24.062, every county with a population of three hundred thousand or more must have a board of law library trustees consisting of five members to be constituted as follows: The chair of the county legislative authority is an ex officio trustee, the judges of the superior court of the county shall choose two of their number to be trustees, and the members of the county bar association shall choose two members of the bar of the county to be trustees.

(2) Unless a regional law library is created pursuant to RCW 27.24.062, every county with a population of eight thousand or more but less than three hundred thousand must have a board of law library trustees consisting of five members to be constituted as follows: The chair of the county legislative authority is an ex officio trustee, the judges of the superior court of the county shall choose one of their number to be a trustee, and the members of the county bar association shall choose three members of the county to be trustees. If there is no county bar association, then the lawyers of the county shall choose three of their number to be trustees.

(3) If a county has a population of less than eight thousand, then the provisions contained in RCW 27.24.068 shall apply to the establishment and operation of the county law library.

(4) If a regional law library is created pursuant to RCW 27.24.062, then it shall be governed by one board of trustees. The board shall consist of the following representatives from each county: The judges of the superior court of the county shall choose one of their number to be a trustee, the county legislative authority shall choose one of their number to be a trustee, and the members of the county bar association shall choose one member of the bar of the county to be a trustee. If there is no county bar association, then the lawyers of the county shall choose one of their number to be a trustee.

(5) The term of office of a member of the board who is a judge is for as long as he or she continues to be a judge, and the term of a member who is from the bar is four years. Vacancies shall be filled as they occur and in the manner directed in this section. The office of trustee shall be without salary or other compensation. The board shall elect one of their number president and the librarian shall act as secretary, except that in counties with a population of eight thousand or more but less than three hundred thousand, the board shall elect one of their number to act as secretary if no librarian is appointed. Meetings shall be held at least once per year, and if more often, then at such times as may be prescribed by rule.

[ 2011 c 336 § 706; 2005 c 63 § 2; 1992 c 62 § 2; 1919 c 84 § 2; RRS § 8248.]
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### TITLE OF DOCUMENT:

Class Action Opt-in Notice for Kane County, Utah v. United States

### ATTACHMENTS:

Class Action Opt-In Notice Form, Official Notice from US Court of Federal Claims

### SEPA review required?

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### SEPA review completed?

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### Should Clerk schedule a hearing?

| Yes | No |

### SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

If this item is an ordinance or requires a public hearing, you must provide the language for use in the required public notice. Be specific and cite RCW or WCC as appropriate. Be clear in explaining the intent of the action.

Whatcom County is seeking to recover additional sums under the Payment in Lieu of Taxes Act (PILT) for fiscal years 2015, 2016, 2017.

### COMMITTEE ACTION:


### COUNCIL ACTION:


### Related County Contract #:


### Related File Numbers:


### Ordinance or Resolution Number:


Please Note: Once adopted and signed, ordinances and resolutions are available for viewing and printing on the County’s website at: www.co.whatcom.wa.us/council.
Class Action Opt-In Notice Form

UNITED STATES COURT OF FEDERAL CLAIMS
Kane County, Utah v. United States
Case Nos. 17-739C and 17-1991C (Consolidated)

1. To participate in this lawsuit as a Class Member, please fill out this form completely and legibly. **It must be submitted, postmarked, or delivered no later than September 14, 2018.**

See Paragraph 5 below for the addresses for (a) electronic submission via the internet; (b) first class mail; and (c) delivery by pre-paid delivery service.

2. Please fill in the name of the unit of local government [i.e., County, City, Town, Borough, Parish, etc.] opting into the Kane County, Utah v. United States Class Action lawsuit:

__________________________________  ______________________
Unit of local government               State

3. Please fill in the following information for the unit of local government:

Name of the person who will act as contact for the unit of local government regarding the Class Action lawsuit:

__________________________________

His/Her:

Title __________________________________________

Mailing Address: ______________________________________
______________

Telephone number: ______________________________________

E-mail address: ______________________________________

4. By signing your name in the space below (or filling in an electronic signature in the format /s/ First name Last name if submitting via the internet) you are declaring under penalty of perjury under the laws of the United States that:

Page 1 of 2
(a) The unit of local government named above wishes to opt into the Class Action lawsuit: *Kane County, Utah v. United States*, Case Nos. 17-739C and 17-1991-C (Consolidated).

(b) You are authorized by the unit of local government named above to sign this document on its behalf.

Sign Your Name: _____________________________ Date: _____________________________

Print/Type Your Name: __________________________________________________________________________________________

Your Position or title with the unit of local government: __________________________________________________________________________________________

Your e-mail address: __________________________________________________________________________________________

Your phone number: __________________________________________________________________________________________

5. Submit this completed form to:

**On Line:** by clicking “Submit” at http://www.PILTpayments.com
- A copy of this Class Action Opt-In Notice Form may also be downloaded at this website.

**By First Class Mail:** PILT Payments Class Action
P. O. Box 65876
Washington, D.C. 20035-5876

**Pre-paid Delivery Service:** PILT Payments Class Action
1025 Connecticut Avenue, N.W., Suite 600
Washington, D.C. 20036
United States Court of Federal Claims  
Washington, D.C.  

OFFICIAL NOTICE  

The United States Court of Federal Claims has certified a CLASS ACTION lawsuit regarding your right to recover additional sums under the PAYMENTS IN LIEU OF TAXES ACT [PILT Act] for fiscal years 2015, 2016, and 2017.

This is not a solicitation from a lawyer.

The Court of Federal Claims, in the case of Kane County, Utah v. United States, Case Nos. 17-739C and 17-1991C (Consolidated) [the Lawsuit], has directed sending this notice to a Class made up of: “All ‘unit[s] of general local government,’ as defined in 31 U.S.C. § 6901(2), that received payment under 31 U.S.C. § 6902(a) of the Payment in Lieu of Taxes Act [PILT Act] in fiscal years 2015, 2016 and/or 2017.”

You are receiving this notice because you are a unit of local government believed (1) to be a member of that Class, and (2) to have been underpaid in those years.

The Lawsuit seeks to recover monies that the Court has determined that the federal government owes each Class Member for the underpayment of its respective PILT Act entitlement in fiscal years 2015, 2016, and/or 2017.

To obtain the money that the federal government owes you, without having to file your own lawsuit, you must submit a Class Action Opt-In Notice Form which can be done quickly and securely online at www.PILTPayments.com. You may also complete and return the enclosed copy of the Class Action Opt-In Notice Form by first class mail or pre-paid delivery service.

To participate in the Lawsuit, you must submit your completed Class Action Opt-In Notice no later than September 14, 2018.

YOUR LEGAL RIGHTS AND OPTIONS IN THIS LAWSUIT  

- This Notice has been sent to you by order of a federal court. Please read this Notice carefully and fully. It explains the opportunity you now have to join a Class Action Lawsuit currently pending before the Court.

- The Court is neither encouraging nor discouraging you to join the Lawsuit. You have the right to participate in the Lawsuit as a Class Member, or to do nothing and be excluded from the Lawsuit.
• **Please Note:** This particular Class Action differs from many other class actions in the United States because,
  
  o if you do nothing, you will **not** be able to participate in the Lawsuit, and
  
  o the Court has already ruled that the federal government owes each Class Member for underpayments in fiscal years 2015, 2016, and/or 2017.

<table>
<thead>
<tr>
<th>SUMMARY OF YOUR RIGHTS AND OPTIONS IN THIS LAWSUIT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASK TO BE INCLUDED (OPT INTO THE CLASS ACTION LAWSUIT)</strong></td>
</tr>
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<tr>
<td></td>
</tr>
<tr>
<td><strong>DO NOTHING</strong></td>
</tr>
</tbody>
</table>

• Your rights and options, and the deadline to exercise them, are further explained below.

• This Notice may affect your legal rights. Read it carefully.
BASIC INFORMATION

1. Why did I get this Notice?

The federal government’s records show that you are a unit of local government that received a payment pursuant to Section 6902 of the PILT Act in fiscal years 2015, 2016, and/or 2017. This Notice advises you that:

a. The Court has allowed, or “certified,” a Class Action Lawsuit against the United States to recover amounts which the Court has determined that the government was required to pay units of local government under 31 U.S.C. § 6902, but did not pay in full in fiscal years 2015, 2016 and 2017.

b. You are eligible to participate in the Lawsuit by completing and timely submitting a Class Action Opt-In Notice Form. The Form may be completed and submitted online at www.PILTPayments.com. Alternatively, you may complete the enclosed copy of that Class Action Opt-In Notice Form and submit it by first class mail or by pre-paid delivery service.

2. What is this Lawsuit about?

This Lawsuit is about whether the federal government was required to pay in full the amounts due to units of local government under Section 6902 of the PILT Act in fiscal years 2015, 2016, and 2017. The Class Representative (Kane County, Utah) contended that the federal government underpaid units of local government in those years, and that all Class Members are entitled to recover the underpayment amounts. The government denied that any units of local government were entitled to any additional PILT payments beyond the amounts already paid for those years.

3. What has the Court decided?

The Court has ruled that provisions of Section 6902 of the PILT Act obligated the federal government to pay eligible units of local government the full amounts calculated by a formula set forth in the Act even though Congress failed to appropriate sufficient funds to do so in fiscal years 2015 through 2017 (noting that Kane County had not challenged (and the decision did not therefore extend to) the portion the government’s reduction of its fiscal year 2015 PILT payments caused by the sequestration of part of the funds appropriated to make FY 2015 PILT payments). The Court granted summary judgment, in favor of the Class, as to the government’s liability for underpaying Class Members in those years. The Court has not yet determined the amount by which the Class as a whole, or any individual Class Member, was underpaid in those years. As of the date of this notice, Class Counsel
and counsel for the government have agreed on the amount of the underpayment in fiscal years 2015 and 2016, and anticipate reaching agreement on the amount of the underpayment in fiscal year 2017. The Court's decision is subject to appeal.

4. **What is a Class Action and who is involved?**

In a class action, one or more Class Representatives (in this case, Kane County, Utah) sues on behalf of all Class Members (in this case, units of local government that receive PILOT payments) who have the same or similar claims. Kane County and all other Class Members who choose to participate in the Lawsuit are the “Plaintiffs.” The United States is the “Defendant.” In a class action at the United States Court of Federal Claims, the Court resolves all issues for all Class Members who choose to participate in the Lawsuit. Here, that includes the Court’s decision that the government is liable, described in paragraph 3 above.

5. **Why is this lawsuit a Class Action?**

The Court has decided that this Lawsuit meets the requirements of Rule 23 of the Rules of the United States Court of Federal Claims, which governs class actions in that Court. Specifically, the Court has ruled that:

- The potential Class is so numerous that joinder of all Class Members is impractical;
- There are legal questions and facts common to each Class Member’s claim;
- The Class Representative’s claim is typical of the claims of other Class Members;
- The Class Representative, Kane County, Utah, and Class Counsel, Alan I. Saltman, a partner in the Washington, D.C. office of Smith, Currie & Hancock LLP, will fairly and adequately represent the interests of the Class;
- The common legal and factual questions predominate over questions affecting only individual Class Members; and
- This Class Action will be more efficient than having many individual lawsuits.

6. **What is requested in this Lawsuit?**

The Class Representative seeks, for itself and for all other Class Members who choose to participate in the Lawsuit, payment of the amounts by which each was underpaid in fiscal years 2015 through 2017. Class Counsel will also ask the Court for an award of attorney’s fees and expenses.
WHO MAY PARTICIPATE IN THE CLASS ACTION

7. Am I part of this Class Action Lawsuit?
You must decide whether you wish to participate in the Lawsuit. You cannot participate unless and until you fill out and submit—online, by first class mail, or by pre-paid delivery service—the Class Action Opt-In Notice Form found on the website www.PILTPayments.com. A copy of the Form is also enclosed. The Rules of the United States Court of Federal Claims require that Class Members choose whether to “opt into” the lawsuit. If you fit the description in the next question—and the government’s records indicate that you do—you may opt into and participate in this Lawsuit. If you do nothing, you will be excluded from the Lawsuit and will forfeit your right to receive any monies recovered in the Lawsuit.

8. Who can participate in the Lawsuit?
The Court has decided that the Class consists of:

“All unit[s] of local government, as defined in 31 U.S.C. § 6901(2), that received payment under 31 U.S.C. § 6902(a) of the Payment in Lieu of Taxes Act in fiscal years 2015, 2016, and/or 2017.”

Any unit of local government meeting this definition may participate in this Lawsuit by timely submitting a completed Class Action Opt-In Notice Form.

9. Does participating in the Lawsuit cost any money?
No.

YOUR OPTIONS

10. How can I participate in this Lawsuit?
You can complete and submit your Class Action Opt-In Notice Form online at www.PILTPayments.com. Alternatively, you can complete the enclosed Class Action Opt-In Notice Form and send it by first class mail to: PILT Payments Class Action, P.O. Box 65876, Washington, D.C. 20035-5876; or by pre-paid delivery service to: PILT Payments Class Action, 1025 Connecticut Avenue NW, Suite 600, Washington, D.C. 20036. However you transmit it, you must submit your completed Form no later than September 14, 2018 if you wish to participate in the Lawsuit. Do not delay.
11. What happens once I choose to participate in this Lawsuit?
As a Class Member who chooses to participate in the lawsuit, you will be represented by Class Counsel, who will take all actions necessary to protect your rights. You will receive the benefit of, and be bound by, all rulings, orders, judgments entered, or settlements approved by the Court, whether favorable or unfavorable. You will not, however, be asked to make any out-of-pocket payment of attorney’s fees or expenses in the case.

12. If I choose to participate in the Lawsuit, what will I be required to do?
After timely submitting a completed Class Action Opt-In Notice Form, the parties currently do not anticipate that you will have to do anything else.

13. What happens if I choose not to participate in the Lawsuit?
If you do not submit a completed Class Action Opt-In Notice Form online on or before September 14, 2018; by first class mail postmarked on or before September 14, 2018; or by pre-paid delivery service delivered no later than September 14, 2018, you will be barred from participating in the Lawsuit and will not be entitled to any portion of any monetary recovery by judgment or settlement of the Lawsuit. You will retain the right to sue the federal government on your own about the same legal claims made in the Lawsuit, and will not be bound by the Court’s judgment in the Lawsuit. If you decide to pursue your claim independently, outside of this Lawsuit, you should consult an attorney and do so promptly because certain statutes of limitation may bar or limit your claim. If you choose to hire your own attorney, you will be responsible for paying the full cost of that attorney.

THE LAWYERS REPRESENTING YOU

14. If I choose to participate in the Lawsuit, do I have to hire a lawyer to represent me?
No. The Court has decided that Alan I. Saltman and the firm of Smith, Currie & Hancock LLP are qualified to represent you and all other Class Members who choose to participate. They are called “Class Counsel.”

Mr. Saltman is experienced in handling similar cases against the federal government. If you choose to file a Class Action Opt-In Notice Form, you agree to legal representation by Mr. Saltman and his firm.

15. Should I hire my own lawyer?
If you decide to participate in the Lawsuit, you do not need to hire a lawyer because Class Counsel is and will continue working on your behalf. But you are permitted to hire your own lawyer if you would like to do so. For
example, you may have your own lawyer appear in Court if you want someone other than Class Counsel to speak for you. Of course, if you choose to hire your own lawyer, you will be responsible for paying the full cost of that lawyer.

16. How will Class Counsel be paid?
Class Counsel will submit a request for its fees and expenses to the Court. You will not have to pay any fees or expenses directly. The fees and expenses that the Court determines should be paid to Class Counsel, if any, might be deducted from the money obtained for the Class and might reduce the amount available for distribution to Class Members, and therefore reduce the amount of money you receive.

LITIGATION INFORMATION

17. How and when will the Court decide the amount of the underpayments?
Class Counsel and counsel for the government have already agreed on the amount of the underpayments in fiscal years 2015 and 2016, and anticipate that they will also reach agreement on the amount of the underpayment in fiscal year 2017. Should that not occur, Class Counsel will have to prove the amount of the underpayments in fiscal year 2017 at trial. No trial date has been set. The Court has not yet entered judgment in any amounts for any of the years involved in the Lawsuit.

18. If there is a trial on damages, must I attend?
If there is a trial on damages, you do not need to attend. Class Counsel will present the case on behalf of all Class Members participating in the Lawsuit. You and/or your own lawyer are welcome, and entitled, to attend at your own expense.

19. When will I get any money from the lawsuit?
After the Court has determined (a) which Class Members have chosen to participate in the lawsuit, (b) the underpayment amounts, and (c) the fees and expenses that should be paid to Class Counsel, you will be notified about how and when you will receive your payment. At this time, the parties do not know how long that will take, or whether there will be any appeal from the Court’s decisions that could impact the entitlement, timing, or amount of any payments.
GETTING MORE INFORMATION

20. **Is more information available from the Court?**

The pleadings and other records in the Lawsuit may be examined during regular business hours at the Office of the Clerk of the United States Court of Federal Claims. The Court’s address is:

United States Court of Federal Claims
717 Madison Place, N.W.
Washington, D.C. 20005

THE COURT HAS INSTRUCTED THAT YOU SHOULD NOT CONTACT THE CLERK’S OFFICE BY TELEPHONE, E-MAIL, OR MAIL FOR INFORMATION ABOUT THIS CASE. **Please do not contact the** United States Court of Federal Claims with questions or requests for information.

21. **Who can I contact if I have a question or need additional information?**

Both a copy of the Court’s decisions on Kane County’s Motions for Summary Judgment, and its Order certifying the Class are also available at [www.Smithcurrie.com/PILTPaymentsInfo](http://www.Smithcurrie.com/PILTPaymentsInfo).

Any questions you have can be submitted at [www.Smithcurrie.com/PILTPaymentsInfo](http://www.Smithcurrie.com/PILTPaymentsInfo) and Class Counsel will respond. The answers to Frequently Asked Questions, and to submitted questions of general interest, will also be posted there.
WHATCOM COUNTY COUNCIL AGENDA BILL

CLEARANCES

Initial | Date | Date Received in Council Office | Agenda Date | Assigned to:
--- | --- | --- | --- | ---
Division Head: |
Dept. Head: |
Prosecutor: |
Purchasing/Budget: |
Executive: |

TITLE OF DOCUMENT:
Appointments to the Business and Commerce Advisory Committee

ATTACHMENTS:
Applications

SEPA review required? ( ) Yes ( ) NO
SEPA review completed? ( ) Yes ( ) NO

Should Clerk schedule a hearing? ( ) Yes ( ) NO
Requested Date:

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:
(If this item is an ordinance or requires a public hearing, you must provide the language for use in the required public notice. Be specific and cite RCW or WCC as appropriate. Be clear in explaining the intent of the action.)

Appointments to the Business and Commerce Advisory Committee. Ordinance 2018-030 established the committee. The applications were due by noon June 11, 2018.

COMMITTEE ACTION:

COUNCIL ACTION:

Related County Contract #: Related File Numbers: Ordinance or Resolution Number:

Please Note: Once adopted and signed, ordinances and resolutions are available for viewing and printing on the County's website at: www.co.whatcom.wa.us/council.
These two applications were received before the meeting on June 19th, but after the application deadline of noon June 11, 2018

Applicants:

Bob Pritchett – Internet technology
Ross Black - Other
Board and Commission Application

Step 1

Application for Appointment to Whatcom County Boards and Commissions

Public Statement
THIS IS A PUBLIC DOCUMENT: As a candidate for a public board or commission, the information provided will be available to the County Council, County Executive, and the public. All board and commission members are expected to be fair, impartial, and respectful of the public, County staff, and each other. Failure to abide by these expectations may result in revocation of appointment and removal from the appointive position.

First Name Bob
Last Name Pritchett
Date 6/11/2018
Street Address 933 Chuckanut Shore Rd
City Bellingham
Zip 98229
Do you live in & are you registered to vote in Whatcom County? Yes
Do you have a different mailing address? Field not completed.
Primary Telephone 360-734-0964
Secondary Telephone Field not completed.
Email Address bob@faithlife.com

Step 2
1. Name of Board or Committee | Business and Commerce Advisory Committee
---|---

Business and Commerce Advisory Committee Position: | Internet technology

2. Do you meet the residency, employment, and/or affiliation requirements of the position for which you’re applying? | Yes

3. Which Council district do you live in? | District 3


5. Are you registered to vote in Whatcom County? | Yes

6. Have you declared candidacy (as defined by RCW 42.17A.055) for a paid elected office in any jurisdiction within the county? | No

7. Have you ever been a member of this Board/Commission? | No

8. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County? | No

You may attach a resume or detailed summary of experience, qualifications, & interest in response to the following questions | Field not completed.

9. Please describe your occupation (or former occupation if retired), | President/CEO Faithlife Corporation (27 years) Studied Information Science at Drexel University
qualifications, professional and/or community activities, and education

| 10. Please describe why you’re interested in serving on this board or commission | I want to support economic development in Whatcom County and see us recruit more high-tech companies so that we can retain the talent that moves here to attend Western Washington University as well as recruit existing businesses to move or open satellite offices. |

| References (please include daytime telephone number): | Rud Browne 360-778-5010 Anne-Marie Faiola 360-676-1030 |

| Signature of applicant: | Bob Pritchett |

| Place Signed / Submitted | Bellingham, WA |

(Section Break)

Email not displaying correctly? View it in your browser.
Board and Commission Application

Step 1

Application for Appointment to Whatcom County Boards and Commissions

Public Statement

THIS IS A PUBLIC DOCUMENT: As a candidate for a public board or commission, the information provided will be available to the County Council, County Executive, and the public. All board and commission members are expected to be fair, impartial, and respectful of the public, County staff, and each other. Failure to abide by these expectations may result in revocation of appointment and removal from the appointive position.

First Name: Ross
Last Name: Black
Date: 6/16/2018
Street Address: 860 Sunrise Drive
City: Lynden
Zip: 98264
Do you live in & are you registered to vote in Whatcom County? Yes
Do you have a different mailing address? Field not completed.
Primary Telephone: 3605100702
Secondary Telephone: Field not completed.
Email Address: ross@getsimplebox.com

Step 2
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name of Board or Committee</td>
<td>Business and Commerce Advisory Committee</td>
</tr>
<tr>
<td>Business and Commerce Advisory Committee Position:</td>
<td>I represent a for-profit business.</td>
</tr>
<tr>
<td>2. Do you meet the residency, employment, and/or affiliation requirements of the position for which you’re applying?</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Which Council district do you live in?</td>
<td>District 4</td>
</tr>
<tr>
<td>4. Are you a US citizen?</td>
<td>Yes</td>
</tr>
<tr>
<td>5. Are you registered to vote in Whatcom County?</td>
<td>Yes</td>
</tr>
<tr>
<td>6. Have you declared candidacy (as defined by RCW 42.17A.055) for a paid elected office in any jurisdiction within the county?</td>
<td>No</td>
</tr>
<tr>
<td>7. Have you ever been a member of this Board/Commission?</td>
<td>No</td>
</tr>
<tr>
<td>8. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County?</td>
<td>No</td>
</tr>
<tr>
<td>You may attach a resume or detailed summary of experience, qualifications, &amp; interest in response to the following questions</td>
<td>Field not completed.</td>
</tr>
<tr>
<td>9. Please describe your occupation (or former occupation if retired).</td>
<td>I am the founder and CEO of Simple Box, a portable storage company with locations in Washington, Oregon, and Idaho. My wife and I live in Lynden and have 4 children. I have had the</td>
</tr>
</tbody>
</table>
qualifications, professional and/or community activities, and education

opportunity to coach many of my kids sports teams, have worked as a mentor, and I was also privileged to serve as a seventh-grade tutor last year. I am passionate about mentoring, orphan care, entrepreneurship, and being part of a healthy and vibrant community that helps set future generations up for success.

10. Please describe why you’re interested in serving on this board or commission

I’m optimistic about business in whatcom county. I believe healthy businesses are a key component in a healthy community. Although I have a lot to learn, my 22 years of business ownership have given me tools, ideas, and perspective that I believe could be helpful on committee like this.

References (please include daytime telephone number):
Mark Warren (Consultant): (360) 319-1608 Troy Luginbill (Museum Director): (360) 961-6724 John Krieg (Economics Professor): (360) 318-8599

Signature of applicant: Ross Black

Place Signed / Submitted: Lynden, WA

(Section Break)

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BUSINESS AND COMMERCE ADVISORY COMMITTEE – APPLICANTS

Debbie Ahl – Other (Healthcare)
Ryan Allsop – Manufacturing
Cara Buckingham - Other
Paul Burrill – Marine Trades
F. Jeffrey Callender - Other
Susan Cole – Higher Education – Whatcom Community College
Chris Colon – Energy Industry
Pete Dawson – Commercial Real Estate
Casey Diggs – Retail
Jim Drinkwine – Higher Education – Whatcom Community College
Andrew Gamble – Energy or marine Trades
Richard Griffith – Food Processing
Kris Halterman – Other
Jonathan Humphrey – Internet Technology
Sarah Hutton – Retail
Esther Hyuan – Other
Brad Johnson – Higher Education - Western Washington University
Tim Johnson – Energy Industry
James Markarian - Other
Troy Muljat – Real Estate
Joe Murphy – Energy industry
Brad Rader – Agricultural
John Ramsey – Commercial real estate
Dan Robbins - Retail
Danielle Rosellison – Other
Joshua Summers – Energy industry
Douglas Thomas – Marine Trades
James Twining – Other
Bryan VanderYacht – Energy Industry
Rollo VanSlyke – Other
Drew Zogby - Manufacturing
APPLICATION FOR APPOINTMENT TO WHATCOM COUNTY BOARDS AND COMMISSIONS

PLEASE PRINT LEGIBLY and COMPLETE ALL ITEMS

Name:  Debbie J. Ahl  Date:  5-23-2018
Street Address:  49 Strawberry Pl  City:  Bellingham, WA  Zip Code:  98229
Mailing Address (if different from street address):  
Day Telephone:  360-393-2599  Evening Telephone:  360-393-2599  Cell Phone:  360-393-2599
E-mail address:  d.ahl@edgewateradvising.com

1. Name of board or committee - please see reverse:  Business and Commerce Advisory Council

2. You must specify which position you are applying for. Please refer to vacancy list:

3. Do you meet the residency, employment, and/or affiliation requirements of the position for which you're applying? (If applicable, please refer to vacancy list.)  (x) yes  ( ) no

4. Which Council district do you live in?  ( ) One  ( ) Two  ( ) Three  ( ) Four  ( ) Five

5. Are you a US citizen?  (x) yes  ( ) no

6. Are you registered to vote in Whatcom County?  (x) yes  ( ) no

7. Have you ever been a member of this Board/Commission?  ( ) yes  (x) no

If yes, dates:

8. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County?  (x) yes  ( ) no

If yes, please explain:

9. Have you declared candidacy (as defined by RCW 42.17A.055, see instructions) for a paid elected office in any jurisdiction within the county?  ( ) yes  (x) no

You may attach a résumé or detailed summary of experience, qualifications, & interest in response to the following questions.

10. Please describe your occupation (or former occupation if retired), qualifications, professional and/or community activities, and education.

   Founder & Managing Partner, EdgeWater Advising; Former President/CEO Sterling Life

   Insurance Company, grew Sterling to $1.3 Billion in revenue, nearly 1500 employees. Chairman, BIC Board

   Chairman, NW Innovation Resource Center; Director, Compass Health Board. See attached Bio.

11. Please describe why you’re interested in serving on this board or commission:  My background is health, with 10+ years on the provider side and 20 years on payers side. To create healthy communities, you must address innovative & strategic economic development, educational pathways and employment opportunities. Creating strong relationships across communities with clear-cut priorities is critical.

References (please include daytime telephone number):  
Richard Pena (312) 771-0800  Steve Lippai (312) 925-6989  Diane Kaminzka (360) 739-2968  Julie Johansen, (360) 927-4367

Signature of applicant:

This is a public document: As a candidate for a public board or commission, the above information will be available to the County Council, County Executive, and the public. All board and commission members are expected to be fair, impartial, and respectful of the public, County staff, and each other. Failure to abide by these expectations may result in revocation of appointment and removal from the appointive position.
Debbie J. Ahl  
Founder, Managing Partner  
Edgewater Advising, LLC

Edgewater Advising is founded on the belief that strengthening organizational performance & results for corporations, businesses and organizations will result in an improved quality of life for all of us. Great leadership and optimal results create energized teams which contribute even more as individuals to their communities. Tapping into the foundational platform of companies and organizations with great leadership can change our world.

Founder and Managing Partner, Debbie Ahl is a strategic leader with a passion for creating impact and results through full stakeholder engagement. She has a broad background in public, private and not-for-profit organizations; including 20 years in the C-Suite and 10 years as CEO accountable for top line growth and bottom line performance.

Adept at developing collaborative cultures and teams aligned in purpose and vision, Debbie is skilled in identifying issues impeding performance and mapping solutions for complex situations based on stakeholder perspectives, data analysis, insight and intuition. Debbie’s career has focused on strategy development, business growth and development of performance teams. She is proficient in highly regulated environments with a commitment to proactive communication. She is skilled at critical understanding of core competencies, identifying key performance metrics and implementing focused quality and expense improvements. A discerning leader, she has a talent for connecting people, information, organizations and developments within a global picture.

As President & CEO of Sterling Life Insurance Company (2000-2009), Debbie had full P&L responsibility for comprehensive insurance operations in a highly regulated and competitive market. Sterling served over 235,000 enrollees in Medicare Advantage, Medicare supplement, prescription drug and employer plans. She is skilled at transformational change and change management. She was involved in the successful start-up of Olympic Health Management Systems, a consulting company, third party administrator and sales agency acquired by Aon Corporation in 1998 for $15 million. Following this acquisition, Olympic was matched with Sterling to develop a full Medicare portfolio. Under Debbie’s leadership, the company grew from $48 million (2000 YE) to $1 Billion in revenue (2008 YE), and was acquired by Munich Re for $352 million in 2008. She led the successful integration of Sterling into the Munich organization. Prior to joining Olympic, Debbie held key management positions with St. Luke’s Hospital and ElderMed of Washington, subsidiaries of UnilHealth America. Debbie is an insightful Director with 30 years’ experience on boards including subsidiaries of publicly traded companies, private and not-for profit organizations.

Debbie and her husband, Bill Ziels enjoy boating, skiing, and biking. They are partners in a 100-year old barge which navigates inland European waterways, allowing them to “research” the perfect vineyards. They enjoy spending as much time as possible with their family of six adult children.

Contact Information:  
Email: d.ahl@edgewateradvising.com  
Cell: 360.393.2599  
http://edgewateradvising.com
Thanks for your call earlier this week. This email is to clarify the intent of my paper application to apply for the Business & Advisory Committee recently established by Whatcom County Council.

The position I’m applying to represent can be for-profit or non-profit healthcare. I served as the President / CEO for Sterling Life Insurance Company for 10 years here in Bellingham, a $1.3 Billion company employing 1500 people (50% in Bellingham). During my tenure, Sterling was first a subsidiary of Aon Corporation, a publicly traded company in the US for 10 years and then a sub of Munich Re, a German company traded on the European stock exchange for 2 additional years. I was formerly on the administrative team at the old St. Luke’s Hospital (nonprofit). As a consultant, I served as the Executive Director for Mount Baker Kidney Center and the new Mount Baker Foundation, both nonprofits. I also serve as Senior Advisor to ADVault, Inc., a for profit privately held company located in Dallas, TX (national health IT company).

Most of my career has been in the for profit or publicly traded health sector, however I am conversant with nonprofit in this sector and have served on several nonprofit boards throughout my career.

I currently serve as the Chair for the Bellingham Technical College Board of Trustees, and as a member of WWU’s College of Business and Economics CIE advisory board. I also chair the NW Innovation Resource Center, a five-county regional nonprofit focused on economic development through support of entrepreneurs and inventors. This brings me into contact with economic development efforts in Snohomish and Skagit counties, as well as Island and San Juan counties.

I believe that educational pathways, economic opportunity, and a strong business climate are necessary for a community’s health. I also believe that a healthy community is critical to a strong business environment.

Please let me know that you have received this and if I can provide any further clarification.

Best,

Debbie

Debbie J. Ahl
Founder & Managing Partner
Edgewater Advising
360.393.2599

d.ahl@edgewateradvising.com
www.linkedin.com/in/debbieahl
www.edgewateradvising.com
Hi Nadine —

This email is to confirm my application is for the Business and Commerce Advisory Committee, for the position of “Other – For Profit.” Within that, my expertise is for-profit healthcare.

Thanks!

Debbie

-------------------------------
Debbie J. Ahl
Founder & Managing Partner
Edgewater Advising
360.393.2599

d.ahl@edgewateradvising.com
www.linkedin.com/in/debbieahl
www.edgewateradvising.com
APPLICATION FOR APPOINTMENT TO WHATCOM COUNTY BOARDS AND COMMISSIONS
PLEASE PRINT LEGIBLY and COMPLETE ALL ITEMS

Name: Ryan Allsop
Street Address: 913 Squalicum Way #201
City: Bellingham, WA
Mailing Address (if different from street address):
Day Telephone: (360) 734-9090 Evening Telephone: (360) 734-9090 Cell Phone: 360-220-4472
E-mail address: ryan.allsop@allsop.com

1. Name of board or committee—please see reverse: Business and Commerce Advisory Committee
2. You must specify which position you are applying for. Please refer to vacancy list.
3. Do you meet the residency, employment, and/or affiliation requirements of the position for which you’re applying? (If applicable, please refer to vacancy list.) (X) yes ( ) no
4. Which Council district do you live in? ( ) One ( ) Two ( ) Three ( ) Four ( ) Five
5. Are you a US citizen? (X) yes ( ) no
6. Are you registered to vote in Whatcom County? (X) yes ( ) no
7. Have you ever been a member of this Board/Commission? ( ) yes (X) no
8. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County? ( ) yes (X) no
9. Have you declared candidacy (as defined by RCW 42.17A.055, see instructions) for a paid elected office in any jurisdiction within the county? ( ) yes (X) no

You may attach a résumé or detailed summary of experience, qualifications, & interest in response to the following questions.

10. Please describe your occupation (or former occupation if retired), qualifications, professional and/or community activities, and education. Co-President at Allsop, Inc.

Drives the day-to-day efforts in the multi-branded technology division, and oversees Softride.

Education—University of Washington—Business, Marketing degree (1996)

11. Please describe why you're interested in serving on this board or commission: Because I'm passionate about the success of future of business in Bellingham and Whatcom County and want to get involved to help impact our future.

References (please include daytime telephone number): Tyler Kimberly, President Inco 360-902-7607 Mike Morse, President Morse Steel, 360-303-6103

Signature of applicant: [Signature]

THIS IS A PUBLIC DOCUMENT: As a candidate for a public board or commission, the above information will be available to the County Council, County Executive, and the public. All board and commission members are expected to be fair, impartial, and respectful of the public, County staff, and each other. Failure to abide by these expectations may result in revocation of appointment and removal from the appointive position.
If you are applying for one of the following boards, committees, or commissions, please send this application to the

**Whatcom County Executive's Office:**
311 Grand Avenue, Suite 108
Bellingham, Washington 98225
Phone: (360) 778-5200  Fax: (360) 778-5201

- Agricultural Advisory Committee
- Americans with Disabilities Act (ADA) Compliance Committee
- Behavioral Health Advisory Committee
- Bellingham-Whatcom County Commission Against Domestic Violence
- Bicycle/Pedestrian Advisory Committee
- Boundary Review Board
- Civil Service Commission
- County Appeals Board
- Developmental Disabilities Board
- Development Standards Technical Advisory Committee
- Ethics Commission
- Housing Authority of Whatcom County
- Housing Advisory Committee
- Lodging Tax Advisory Committee
- Marine Resource Committee
- North Sound Mental Health Administration
- Northwest Senior Services Board
- Parks and Recreation Commission
- Point Roberts Community Advisory Committee
- Public Health Advisory Board
- Purchase of Development Rights Oversight Committee
- Rural Library Board
- Salary Commission
- Veteran's Advisory Board

If you are applying for one of the following boards, committees, or commissions, please send this application to the

**Whatcom County Council Office:**
311 Grand Avenue, Suite 105
Bellingham, Washington 98225
Phone: (360) 778-5010  Fax: (360) 778-5011

- Acme/VanZandt Flood Control Sub-Zone Advisory Committee
- Address and Road Name Citizen Appeals Committee
- Birch Bay Shellfish Protection District Advisory Committee
- Birch Bay Watershed and Aquatic Resources Recreation Committee
- Board of Equalization
- Climate Impact Advisory Committee
- Drayton Harbor Shellfish Protection District Advisory Committee
- Flood Control Zone District Advisory Committee
- Forestry Advisory Committee
- Horticultural Pest and Disease Board
- Incarceration Prevention and Reduction Task Force
- Jail Stakeholder Workgroup
- Lake Whatcom Stormwater Utility Advisory Committee
- Law and Justice Council
- Lummi Island Ferry Advisory Committee
- Lynden/Everson Flood Control Sub-Zone Advisory Committee
- Noxious Weed Control Board
- Open Space Advisory Committee
- Planning Commission
- Portage Bay Shellfish Protection District Advisory Committee
- Solid Waste Advisory Committee
- Sumas/Everson/Nooksack Flood Control Sub-Zone Advisory Committee
- Surface Mining Advisory Committee
- Wildlife Advisory Committee

RCW 42.17A.005
(7) "Candidate" means any individual who seeks nomination for election or election to public office. An individual seeks nomination or election when he or she first:

(a) Receives contributions or makes expenditures or reserves space or facilities with intent to promote his or her candidacy for office;

(b) Announces publicly or files for office;

(c) Purchases commercial advertising space or broadcast time to promote his or her candidacy; or

(d) Gives his or her consent to another person to take on behalf of the individual any of the actions in (a) or (c) of this subsection.
NaDean Hanson

From: noreply@civicplus.com
Sent: Monday, June 11, 2018 7:49 AM
To: Ben Glassett; Jill Nixon; Suzanne Mildner; Kristi Felbinger; Dana Brown-Davis; Executive; NaDean Hanson
Subject: Online Form Submittal: Board and Commission Application

Board and Commission Application

Step 1

Application for Appointment to Whatcom County Boards and Commissions

Public Statement
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First Name Cara
Last Name Buckingham
Date 6/11/2018
Street Address 2420 Eldridge Avenue
City Bellingham
Zip 98225
Do you live in & are you registered to vote in Whatcom County? Yes
Do you have a different mailing address? Field not completed.
Primary Telephone 360-734-5717 ext 109
Secondary Telephone 360-383-7572
Email Address carab@birchequipment.com

Step 2
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Board or Committee</td>
<td>Business and Commerce Advisory Committee</td>
</tr>
<tr>
<td>Business and Commerce Advisory Committee Position:</td>
<td>I represent a for-profit business.</td>
</tr>
<tr>
<td>2. Do you meet the residency, employment, and/or affiliation requirements of the position for which you’re applying?</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Which Council district do you live in?</td>
<td>District 2</td>
</tr>
<tr>
<td>4. Are you a US citizen?</td>
<td>Yes</td>
</tr>
<tr>
<td>5. Are you registered to vote in Whatcom County?</td>
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<tr>
<td>6. Have you declared candidacy (as defined by RCW 42.17A.055) for a paid elected office in any jurisdiction within the county?</td>
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</tr>
<tr>
<td>7. Have you ever been a member of this Board/Commission?</td>
<td>No</td>
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<tr>
<td>8. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

If yes, please explain: My spouse is Royce Buckingham who is a county employee. I work at Birch Equipment, which occasionally rents or sells equipment and jobsite supplies to county departments.

You may attach a resume or detailed summary of experience, qualifications, & interest in response to the following questions.

Cara Buckingham Resume.pdf
9. Please describe your occupation (or former occupation if retired), qualifications, professional and/or community activities, and education

10. Please describe why you’re interested in serving on this board or commission

As part of the Birch Equipment corporate team, headquartered in Bellingham and owned by a 5th generation Whatcom County resident, I can offer the balanced and unique perspective of a business that is as focused on the health and welfare of Whatcom County’s communities as it is on operating at the highest level of sophistication at local, regional and national levels. Birch has the pleasure of working with commercial contractors, industrial and manufacturing sites, the agricultural community, specialty marine contractors, government agencies and homeowners. This experience with such diverse customer markets gives Birch an understanding of both the benefits and impacts of government rules and policies on businesses. Birch is more than an equipment rental company. It is a community partner that donates well over $150k a year supporting hundreds of local organizations. It provides solid career opportunities to a diverse workforce, hiring and developing people with a range of experience from recent high school and tech grads to those with college degrees. Birch invests in new technologies to streamline operations and be an industry trendsetter. My role with Birch Equipment has been to develop relationships in government contracting. I have done so by learning about and participating in programs for small businesses, eventually earning the invitation to participate in the advisory boards and committees you see listed on my resume. My aim is for positive and productive discussions that improve existing policy and offer real-life business insights for the development of future regulations. I appreciate the council for creating this committee and look forward to being a part of it.

References (please include daytime telephone number):

Tiffany Scroggs, Director WA State Procurement Technical Assistance Center (PTAC) - 360-464-6041. I have known Tiffany for years and now serve with her on the WA State Department of Enterprise Services Small Business Advisory Board; Brad Swanson, Swanson Belcher Law Firm 360-734-6390. I have known Brad for years through my involvement as a volunteer team manager for Rangers Soccer Teams; Christy Fazio, Asst. State Auditor, Washington State 360-739-1442. Christy is a personal reference. She and I have trained together for a number of long distance running events including a 50-mile trail race.
Signature of applicant:   Cara Ann Landi Buckingham
Place Signed / Submitted:   Bellingham

(Section Break)

Email not displaying correctly? View it in your browser.
CARA A. L. BUCKINGHAM
(360) 383-7572
carab@birchequipment.com

SUMMARY OF QUALIFICATIONS
Twenty-four years of combined business, communication, government and community relations and, management and supervisory experience. Front seat to local government process and decision-making as a news reporter.

EXPERIENCE

Information Director, Birch Equipment Co., Inc., Bellingham, WA 6/09 – present
- Strategic planning with company CEO / Owner to identify and pursue business opportunities including market expansion and revenue generation.
- Identify, participate in and provide feedback on government programs created to support small businesses, providing insights on associated rules and policies as member of several community advisory boards (see below).
- Promote small business utilization and diversity in contracting. Includes legislative advocacy and outreach to procurement officers and policy makers, management of small business certifications and completion of small business utilization reports to the company, customers and government agencies.
- Manage company information, policies and communications.
- Develop key personal connections with local, regional and national corporations and government agencies in support of long term, cohesive relationships/communities.
- Research, track and communicate bid opportunities in Birch Equipment markets to corporate, management and sales personnel.
- Create and implement PR, marketing and social media initiatives.
- Assist with $40million fleet equipment analysis and reconciliation reports.

PROFESSIONAL & COMMUNITY INVOLVEMENT
- WA State Department of Enterprise Services Business Diversity Advisory Group, 5/18 - present
- Diversity & Inclusion Committee, Association of General Contractors, 6/17 – present
- Youth Initiative Committee, Whatcom Business Alliance, 7/17 – present
- Manager, WFC Rangers Soccer, 6/16 – present
- Disadvantaged Business Enterprise Advisory Committee, Community Transit, 1/16 – present
- Programming Team, Birch Equipment – Development of proprietary Strategic Management System for Birch’s multi-site clientele
- Secretary, Bellingham High School PTSA, 6/16 - 6/17
- Barcelona Fundraising Committee, WFC Rangers Soccer, 10/16 - 5/17
- Co-Chair, Columbia Elementary School Auction, 1/10 – 1/14
- Executive Board Vice Chair, Board Member and Marketing Committee Chair, Bellingham/Whatcom County Tourism, 2002 – 2008
- Member, International Council of Shopping Centers, 2002 – 2008
ADDITIONAL WORK EXPERIENCE

Customer Service Resource Manager General Growth Properties (GGP), Chicago, IL, 2/08 – 6/09
- Managed gift card sales nationwide from Bellingham office.
- Communicated program details to teams at 180 properties.
- Created and implemented incentive programs.
- Responded directly to and resolved issues regarding gift cards.

Marketing Manager, GGP, Bellingham, WA, 1/02 - 2/08
- Managed all marketing for local GGP property, Bellis Fair Mall.
- Led public and community relations efforts.
- Supervised marketing and customer service teams.
- Coordinated internship program.
- Conducted strategic planning.
- Directed market research and utilized results to attract tenants and develop consumer-focused campaigns.
- Cultivated business partnerships.
- Prepared and managed marketing and mall budgets.
- Coordinated all mall advertising and promotions.
- Planned all mall events.

Assistant Marketing Manager, GGP, Bellingham, WA, 8/99-1/02
- Managed tourism and food court programs at Bellis Fair.
- Assisted Marketing Manager with budget, proofing ad copy, ad placement, and event planning and management.

Television and Radio News Anchor and Reporter
- KVOS-TV, Bellingham, WA, 4/96-3/99
- KBRC Radio, Mount Vernon, WA, 3/96-4/96

EDUCATION

Bachelor of Arts, Syracuse University, Syracuse, N.Y., 1993
Double Major – Broadcast Journalism and Economics
Board and Commission Application

Step 1

Application for Appointment to Whatcom County Boards and Commissions

Public Statement
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First Name  Paul
Last Name  Burrill
Date  5/24/2018
Street Address  706 Fieldston Rd
City  Bellingham
Zip  98225
Do you live in & are you registered to vote in Whatcom County?  Yes
Do you have a different mailing address?  Field not completed.
Primary Telephone  360-325-5073
Secondary Telephone  360-389-5680
Email Address  burrillpaul@yahoo.com

Step 2
1. Name of Board or Committee | Business and Commerce Advisory Committee
---|---
2. Do you meet the residency, employment, and/or affiliation requirements of the position for which you’re applying? | Yes
3. Which Council district do you live in? | District 1
4. Are you a US citizen? | Yes
5. Are you registered to vote in Whatcom County? | Yes
6. Have you declared candidacy (as defined by RCW 42.17A.055) for a paid elected office in any jurisdiction within the county? | No
7. Have you ever been a member of this Board/Commission? | No
8. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County? | No
9. Please describe your occupation (or former occupation if retired), qualifications, | I am co-owner of Sound Pacific Seafoods located in Blaine, 24 year commercial fisherman, owner and operator of Dominion Fisheries LLC of Bellingham. I am current chair of the Marine Advisory Committee for the Port of Bellingham. I am also am a
professional and/or community activities, and education

10. Please describe why you're interested in serving on this board or commission

Whatcom county is in a unique position currently to collaborate with the Port and other marine trades for the promotion of living wage Bluegreen jobs. I would like to take my knowledge of marine trades and love of Whatcom county to help secure clean industries for our children's future.

References (please include daytime telephone number):

Dan Ayers (coastal shellfish lead biologist, WDFW) 360-470-3557. Gene Knutson 360-734-4686

Signature of applicant: Paul Burrill

Place Signed / Submitted Bellingham, WA
APPLICATION FOR APPOINTMENT TO WHATCOM COUNTY BOARDS AND COMMISSIONS

PLEASE PRINT LEGIBLY and COMPLETE ALL ITEMS

Name: Jeff Callender
Street Address: 3901 Unick Road 9121 PINTAIL LOOP
City: Ferndale, WA BLAINE, WA
Mail Address: olgasanta9@gmail.com
Day Telephone: (360) 384-1044 Evening Telephone: (360) 371-5712 Cell Phone: (360) 224-8488
Mailing Address (if different from street address): 

Date: 5/30/2018
Zip Code: 98248 98230

1. Name of board or committee—please see reverse: Business and Commerce Advisory Committee

2. You must specify which position you are applying for. Please refer to vacancy list.

3. Do you meet the residency, employment, and/or affiliation requirements of the position for which you’re applying? (If applicable, please refer to vacancy list.)

4. Which Council district do you live in? One ( ) Two ( ) Three ( ) Four ( ) Five ( )

5. Are you a US citizen? ( ) Yes ( ) No

6. Are you registered to vote in Whatcom County? ( ) Yes ( ) No

7. Have you ever been a member of this Board/Commission? ( ) Yes ( ) No

If yes, dates:

8. Do you or your spouse have a financial interest in or are you an employee or officer of any 

business or agency that does business with Whatcom County? ( ) Yes ( ) No

If yes, please explain:

9. Have you declared candidacy (as defined by RCW 42.17A.055, see instructions) for a paid elected office in any jurisdiction within the county? ( ) Yes ( ) No

You may attach a résumé or detailed summary of experience, qualifications, & interest in response to the following questions.

10. Please describe your occupation (or former occupation if retired), qualifications, professional and/or community activities, and education.

   Regional Director, Public Affairs & Communication, Phillips 66

Education - Loyola Marymount University, College of Business Administration, MBA (1988)

CLAREMONT McKENNA COLLEGE, BA POLITICAL SCIENCE (1978)

11. Please describe why you’re interested in serving on this board or commission: As A REPRESENTATIVE OF BELLECHAM TECHNICAL COLLEGE, I THINK I CAN ADD VALUE BY BRINGING TOGETHER AND ENHANCE THE EFFECTIVENESS OF OUR RESOURCES.

References (please include daytime telephone number):

   Rob Fix (360) 676-2500
   Kim Perry (BTC President) (360) 752-8333
   Jeff Callender (360) 778-5200

Signature of applicant: Jeff Callender

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F. JEFFREY CALLENDER
Career Summary

Nearly 40 years of experience in communications, public relations and public affairs, with expertise in strategic plan development and implementation, media relations, crisis communications, government relations, community relations and outreach, employee communications, publications and speech writing.

Phillips 66, Ferndale Washington
2007 - 2018

Nation's third largest integrated energy company with annual revenues in excess of $180 billion

Provided communications and public affairs support for Phillips 66 assets in the Pacific Northwest, including the Ferndale Refinery, Polar Tankers, Phillips 66 Pipelines and Terminals. Managed an ambitious corporate philanthropic program, strategically leveraging charitable donations to maximize the benefit of the company's contributions. Scheduled regular briefings with community leaders and elected officials. Developed and implemented an ambassador program, placing company managers in board positions with non-profits throughout the region.


Formulated and implemented crisis communications plans for ConocoPhillips' global operations. Provided internal and external communications support for corporate health, safety and environmental department. Developed and executed public and media relations for major environmental remediation projects throughout the U.S. Handled media relations and advised senior management on issues related to environmental litigation. Conducted media training for managers and field personnel in business units worldwide. Served as interim director of media relations for seven months, managing a five-person team and coordinating with 50 field communicators in 40 countries to effectively respond to inquiries from print and broadcast media.

- Created online system to monitor and track all media inquiries received through corporate headquarters
- Revamped media interview trained more than 300 supervisory-level personnel from the United States and six other countries
- Launched program to provide consistent crisis communications training to domestic field communicators and involved them in periodic exercises and drills
- Helped international emergency response planning teams develop crisis communications capability for Asia/Pacific and Europe/Middle East/Africa regional operations
- Directed effective media, community, government and claims response following well blowout at remediation site, reversing negative news coverage and minimizing claims and litigation exposure

Manager of Public Affairs and Communications – Los Angeles, California – 1997 – 2003

Directed three-person team handling corporate identity and public image for ConocoPhillips refineries, pipeline network and distribution terminals in Southern California. Managed media relations, crisis communications, employee communications, community relations/outreach, corporate giving and local government relations.

- Developed and implemented comprehensive community relations plan, using regular surveys of local community to guide efforts and measure impact of public information and community outreach programs
- Created strategic contributions program based on results of periodic community needs assessments
- Coordinated media relations, employee communications, community outreach and claims response after two major fires at company's Los Angeles refinery, yielding strong community support and minimizing claims
- Successfully managed Northern California public and community relations on interim basis, launching effort to enhance public image following fatal accident at company's San Francisco manufacturing facility
- Managed media, community and government relationships for acquisition of a $700 million asset in Louisiana from British Petroleum, generating positive publicity and improved relations with elected officials
- Supervised public affairs effort to obtain approvals for new pipeline construction and secure $250,000 refund from local municipality for pipeline relocation
- Partnered with city to launch summer jobs program, generating goodwill and positive media coverage
CIBA Vision Corporation, Duluth, Georgia 1993 – 1997
Producer of contact lenses and ophthalmic pharmaceuticals with annual sales exceeding $1 billion

Manager of Communications
Managed corporate public relations, employee and management communications, and community relations. Oversaw production of one tabloid and three newsletters, organized media outreach efforts, conducted media training and assisted with development of corporate Internet site.
- Formulated strategic plan to align communications objectives with strategic business initiatives
- Designed and implemented plan to generate significant media coverage for acquisition of major competitor
- Developed and executed internal and external communications plans announcing the merger and launching of a new parent company (Novartis), resulting in employee support for merger and positive media coverage
- Coordinated selection and management of public relations firm for global launch of two new products
- Created and produced newsletter that improved morale among worldwide senior management
- Redesigned employee publication, increasing readership and reducing production costs 25 percent
- Revitalized community grants committee and convinced management to increase funding 33 percent

Unocal Corporation, Los Angeles, California 1989 - 1993
International producer and marketer of oil and energy resources with annual sales exceeding $10 billion

Public Relations Representative
Handled media relations, public relations and crisis communications for refining, marketing, shipping, pipeline, oil shale and geothermal energy divisions. Helped operating facilities implement community relations plans. Wrote speeches and congressional testimony and contributed to internal and external publications.
- Created and executed media plan announcing launch of new motorist service in Los Angeles, San Francisco, San Jose, San Diego and Honolulu, producing significant broadcast media coverage
- Successfully managed public relations at two oil spills (on the coast of California and Texas), resulting in positive media coverage of the company’s spill response efforts
- Initiated community meeting program for refineries, leading to improved community relations

International provider of financial services and nation’s sixth largest bank

Assistant Vice President, Employee Communications, 1988
Coordinated preparation, production and distribution of internal publications and communications (magazines and newsletters), researching and writing stories and supervising photography and layout.
- Established and managed college internship program to increase department productivity

Special Projects Officer, Public Affairs Group, 1986
Wrote speeches for office of the chairman. Administered projects for executive vice president of public affairs, including annual stockholders’ meetings, corporate briefing book and quarterly marketing brochure.
- Streamlined process for updating semi-annual senior management briefing book

Government Relations Analyst, 1980
Monitored banking legislation in state legislatures nationwide, identifying bills with a potential impact on Security Pacific and assisting the general counsel in formulating company positions on key issues.
- Developed, implemented and managed a legislative information database and network linking Security Pacific’s Los Angeles, Sacramento and Washington D.C. government relations offices
- Helped coordinate multi-state lobbying efforts for a consortium of major California and New York banks

Operations Supervisor/Management Trainee, 1978
Following six-month training program, supervised branch office operations staff. Responsible for hiring, training, salary administration, internal audits, and resolving customer problems and complaints.
- Efforts to improve efficiency of operations staff led to most successful internal audit in five years
EDUCATION

Claremont Men's College, Claremont, California
BA in Political Science, 1978

Loyola Marymount University, Los Angeles, California
MBA in Management and Organizational Behavior, 1988

PAST & PRESENT PROFESSIONAL AFFILIATIONS

Bellingham Technical College
BTC Foundation board member, 2008-2016
BTC board of trustees, 2016 – present

Whatcom County Boys and Girls Clubs
Board member, 2015-2007
Advisory committee member 2015-2017
Volunteer, 2008-present

City of Los Angeles Cultural Affairs Department – Bannings Landing Community Center
Board member, treasurer, chair of communications committee, 1998 – 2003

Harbor Area/South Bay YWCA Advisory Council
Chairperson, 2002 – 2003

International Association of Business Communicators
Lifetime member since 1994
Vice President of Long Beach/South Bay Chapter, 1999

International Trade Education Programs, Port of Los Angeles

Los Angeles Community College District – Harbor College Bond Oversight Committee
Committee member, 2001 – 2003

Public Relations Society of America
Member, 1994 – 2003

Western States Petroleum Association – Southern California External Affairs Committee
Chairperson, 2000 - 2004
Board and Commission Application

Step 1

Application for Appointment to Whatcom County Boards and Commissions

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First Name	Susan
Last Name	Cole
Date	5/30/2018
Street Address	237 W. Kellogg Rd.
City	Bellingham
Zip	98226
Do you live in & are you registered to vote in Whatcom County?
Yes

Do you have a different mailing address?
Field not completed.

Primary Telephone	3603833326
Secondary Telephone	Field not completed.
Email Address	scole@whatcom.edu

Step 2
<table>
<thead>
<tr>
<th></th>
<th>1. Name of Board or Committee</th>
<th>Business and Commerce Advisory Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Business and Commerce Advisory Committee</td>
<td>Higher Education - Whatcom Community College</td>
</tr>
<tr>
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<td></td>
<td>You may attach a resume or detailed summary of experience, qualifications, &amp; interest in response to the following questions</td>
<td>Field not completed.</td>
</tr>
<tr>
<td></td>
<td>9. Please describe your occupation (or former occupation if retired), qualifications,</td>
<td>Executive Director for College Advancement/Whatcom Community College (WCC); 30+ years in private sector. Former governor-appointed WCC trustee. Board member. Chuckanut Health Foundation, Interfaith Coalition, Bellingham</td>
</tr>
</tbody>
</table>
professional and/or community activities, and education

Airport Advisory Commission, previously Bellingham Board of Adjustment and Bellingham Library Board. BA, Western Washington University

10. Please describe why you're interested in serving on this board or commission

This is an opportunity to bring together government, business and education to lift up Whatcom County and our citizens. Speaking for higher education, this offers us the means to understand the needs of business and the resources government has that we can complement. I welcome the chance to learn more about each of these sectors and about future possibilities to enhance Whatcom County.

References (please include daytime telephone number):

Tim Douglas 360.676.8530 Satpal Sidhu 360.305.4948

Signature of applicant:

Susan Cole

Place Signed / Submitted:

Bellingham, WA
Board and Commission Application

**Step 1**

Application for Appointment to Whatcom County Boards and Commissions

Public Statement

*THIS IS A PUBLIC DOCUMENT: As a candidate for a public board or commission, the information provided will be available to the County Council, County Executive, and the public. All board and commission members are expected to be fair, impartial, and respectful of the public, County staff, and each other. Failure to abide by these expectations may result in revocation of appointment and removal from the appointive position.*

<table>
<thead>
<tr>
<th>First Name</th>
<th>Chris</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>Colon</td>
</tr>
<tr>
<td>Date</td>
<td>6/11/2018</td>
</tr>
<tr>
<td>Street Address</td>
<td>8763 White Rd.</td>
</tr>
<tr>
<td>City</td>
<td>Blaine</td>
</tr>
<tr>
<td>Zip</td>
<td>98230</td>
</tr>
<tr>
<td>Do you live in &amp; are you registered to vote in Whatcom County?</td>
<td>Yes</td>
</tr>
<tr>
<td>Do you have a different mailing address?</td>
<td>Field not completed</td>
</tr>
<tr>
<td>Primary Telephone</td>
<td>360-739-9357</td>
</tr>
<tr>
<td>Secondary Telephone</td>
<td>360-332-1895</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:ckcolon@yahoo.com">ckcolon@yahoo.com</a></td>
</tr>
</tbody>
</table>

**Step 2**
<table>
<thead>
<tr>
<th>1. Name of Board or Committee</th>
<th>Business and Commerce Advisory Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business and Commerce Advisory Committee Position:</td>
<td>Energy industry</td>
</tr>
<tr>
<td>2. Do you meet the residency, employment, and/or affiliation requirements of the position for which you’re applying?</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Which Council district do you live in?</td>
<td>District 5</td>
</tr>
<tr>
<td>4. Are you a US citizen?</td>
<td>Yes</td>
</tr>
<tr>
<td>5. Are you registered to vote in Whatcom County?</td>
<td>Yes</td>
</tr>
<tr>
<td>6. Have you declared candidacy (as defined by RCW 42.17A.055) for a paid elected office in any jurisdiction within the county?</td>
<td>No</td>
</tr>
<tr>
<td>7. Have you ever been a member of this Board/Commission?</td>
<td>No</td>
</tr>
<tr>
<td>8. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

If yes, please explain: My wife is a volunteer CASA for Whatcom County. This is not paid for the position, but I am including the information for full disclosure. Cynthia Whipple is the coordinator for the CASA program if additional information is required.

You may attach a resume or detailed summary of experience, qualifications, & interest in response to: [Chris Colon BIO.pdf](Chris%20Colon%20BIO.pdf)
the following questions

9. Please describe your occupation (or former occupation if retired), qualifications, professional and/or community activities, and education

I am currently employed at the BP Cherry Point Refinery as the site Continuous Improvement Coach, serving the previous 8 years as a Turnaround Execution Lead. Before employment with BP I worked for a mechanical contract service provider as a piping foreman. I served as a volunteer firefighter for North Whatcom Fire and Rescue for 8 years, taught Sunday school at our church, and was active in our local 4H program. My wife and I were also foster and foster/ adopt parents. I received a Bachelor of Science degree in Public Relations/ Speech Communication from Central Washington University, and an Associate of Arts degree in Commercial Aviation from Big Bend Community College in Moses Lake.

10. Please describe why you’re interested in serving on this board or commission

I love this community and the beauty and diversity it offers. I feel that the businesses and industries that have the privilege to operate in Whatcom County are a vital part of our community and contribute to the sustainability of the community in a major way, and am excited about the opportunity the County Council has offered our business in helping to shape what the future of the county could look like. I believe my experience in evaluating work processes, relationships of stakeholders, and truly understanding the problems we are trying to solve from a root-cause perspective would be valuable in the discussions of this board.

References (please include daytime telephone number):

Derek Gremban- 269-808-1300 Jeff TenPas - 360-815-0270
Frank Capristo- 360-393-2795 (cell) 360- 685-2000 (office)

Signature of applicant: Christopher N. Colon

Place Signed / Submitted Blaine, WA

(Section Break)

Email not displaying correctly? View it in your browser.
Chris Colon is the Cherry Point Refinery Continuous Improvement Coach, and had served as the interim Business Improvement Manager in 2015. Prior to taking the CI Coach role in 2013, Chris was a Turnaround Execution Lead and had worked in the Turnaround Planning Department since 2005. Chris started with BP as a General Shop Technician in 2003, previously working for a contract company at Cherry Point as a Pipefitter Foreman.

Chris has had the opportunity to lead CI teams and activities across the US and with international teams in Germany and the Netherlands. All of these efforts were lead with a passion for dynamic work design, working to match business activity to the intent and connecting the human chain.

Chris Graduated from Central Washington University with a degree in Public Relations/Speech Communication and an AA degree in Commercial Aviation from Big Bend Community College in Moses Lake. After graduation from Central, Chris worked in media and business management in Ellensburg until making the move to Whatcom County in 1999.

<table>
<thead>
<tr>
<th>Year</th>
<th>Position/Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1992</td>
<td>AA Commercial Aviation</td>
</tr>
<tr>
<td></td>
<td>Big Bend CC</td>
</tr>
<tr>
<td>1992-1995</td>
<td>BS Public Relations/ Speech Communication</td>
</tr>
<tr>
<td></td>
<td>Central Washington University</td>
</tr>
<tr>
<td>1999-2003</td>
<td>Colt/Matrix- Pipefitter/ Foreman</td>
</tr>
<tr>
<td>2003-2005</td>
<td>BP Cherry Point General Shop Technician</td>
</tr>
<tr>
<td>2005-2013</td>
<td>TA Planning- Discipline Planner and Team Lead</td>
</tr>
<tr>
<td>2013- present</td>
<td>Site Continuous Improvement Coach</td>
</tr>
</tbody>
</table>
Board and Commission Application

Step 1

Application for Appointment to Whatcom County Boards and Commissions

Public Statement
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First Name   Pete
Last Name    Dawson
Date         6/8/2018
Street Address  405 32nd Street, Ste 110
City         Bellingham
Zip          98225
Do you live in & are you registered to vote in Whatcom County? Yes
Do you have a different mailing address? YES
Mailing Address PO Box 31806 Bellingham, WA 98228
Primary Telephone 3607561000
Secondary Telephone Field not completed.
Email Address pdawson@dawson.com
### Step 2

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name of Board or Committee</td>
<td>Business and Commerce Advisory Committee</td>
</tr>
<tr>
<td>Business and Commerce Advisory Committee Position:</td>
<td>Commercial real estate</td>
</tr>
<tr>
<td>2. Do you meet the residency, employment, and/or affiliation requirements of the position for which you’re applying?</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Which Council district do you live in?</td>
<td>District 3</td>
</tr>
<tr>
<td>4. Are you a US citizen?</td>
<td>Yes</td>
</tr>
<tr>
<td>5. Are you registered to vote in Whatcom County?</td>
<td>Yes</td>
</tr>
<tr>
<td>6. Have you declared candidacy (as defined by RCW 42.17A.055) for a paid elected office in any jurisdiction within the county?</td>
<td>No</td>
</tr>
<tr>
<td>7. Have you ever been a member of this Board/Commission?</td>
<td>No</td>
</tr>
<tr>
<td>8. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County?</td>
<td>Yes</td>
</tr>
<tr>
<td>If yes, please explain</td>
<td>President, CEO of Dawson Construction</td>
</tr>
<tr>
<td>You may attach a resume or detailed summary of experience, qualifications, &amp; interest in response to the following questions</td>
<td>[Dawson, Pete Resume for Whatcom County Board.pdf](Dawson, Pete Resume for Whatcom County Board.pdf)</td>
</tr>
</tbody>
</table>
9. Please describe your occupation (or former occupation if retired), qualifications, professional and/or community activities, and education

I am the President and CEO of Dawson Construction. I am a 2nd generation leader, succeeding my father and company founder, J.R. Dawson. I graduated from Montana St. in Bozeman with a Construction Engineering Degree. I am a member of the Bellingham/Whatcom County Chamber of Commerce, Bellingham Bay Rotary Club, the YMCA Building Committee, WWU Foundation and Sustainable Connections.

10. Please describe why you’re interested in serving on this board or commission

For profit real estate and construction industry

References (please include daytime telephone number):

Ron Cowan, Bellingham School District 360.676.6521 and Terry Brown, Zervas Group Architects 360.734.4744

Signature of applicant:
Pete Dawson

Place Signed / Submitted
Bellingham, WA

(Section Break)

Email not displaying correctly? View it in your browser.
PETE DAWSON PRESIDENT, CEO

QUALIFICATIONS
Pete was born and raised in Whatcom County. He cares deeply about the community he lives and works in and, through his business, strives to build for a better future.

Pete has been the President and CEO of Dawson Construction since taking over ownership from his father, Jack Dawson, in 1997. He established Dawson’s mission of “building with leadership, predictability and value to ensure successful construction projects.” He is a strong advocate of working in the project’s best interests and “doing the right thing” for his employees, clients and partners. He emphasizes a culture of continuous improvement and is dedicated to building enduring industry relationships through fair and honest management which takes into account the best interest of all team members.

Pete’s emphasis on safety, quality, environmental sustainability and the delivery of successful projects has instilled pride in the company and earned the Dawson team recognition as recipients of multiple construction industry awards, including:

- Sustainable Connections 2017 Sustainability Champion Award: Strong Community
- Associated General Contractors (AGC) 2017 Safety & Claims Management Excellence Award
- AIA Northwest Washington 2016 Honor Award for the Waples Mercantile Building

MEMBERSHIPS
- Bellingham/Whatcom County Chamber of Commerce
- Whatcom County Jail Task Force Committee
- Bellingham Bay Rotary Club
- YMCA Building Committee
- Western Washington University Foundation
- Sustainable Connections

NOTABLE WHATCOM COUNTY PROJECTS
- Sehome High School Replacement
- Whatcom Middle School Replacement
- Bellingham High School Expansion
- Western Washington University Multicultural Center

EDUCATION
Montana State University
Bachelor of Science, Construction Engineering Technology

REFERENCES
Ron Cowan
Bellingham School District
360.676.6521

Terry Brown
Zervas Group Architects
360.734.4744
NaDean Hanson

doreply@civicplus.com
Monday, June 04, 2018 1:54 PM
Ben Glassett; Jill Nixon; Suzanne Mildner; Kristi Felbinger; Dana Brown-Davis; Executive;
NaDean Hanson
Online Form Submittal: Board and Commission Application

Board and Commission Application

Step 1

Application for Appointment to Whatcom County Boards and Commissions

Public Statement

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First Name Casey
Last Name Diggs
Date 6/4/2018
Street Address 2839 Humboldt
City Bellingham
Zip 98225
Do you live in & are you registered to vote in Whatcom County? Yes
Do you have a different mailing address? Field not completed.
Primary Telephone 3603039548
Secondary Telephone Field not completed.
Email Address Diggscr@gmail.com

Step 2
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name of Board or Committee</td>
<td>Business and Commerce Advisory Committee</td>
</tr>
<tr>
<td>Business and Commerce Advisory Committee Position:</td>
<td>Retail</td>
</tr>
<tr>
<td>2. Do you meet the residency, employment, and/or affiliation requirements of the position for which you’re applying?</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Which Council district do you live in?</td>
<td>District 2</td>
</tr>
<tr>
<td>4. Are you a US citizen?</td>
<td>Yes</td>
</tr>
<tr>
<td>5. Are you registered to vote in Whatcom County?</td>
<td>Yes</td>
</tr>
<tr>
<td>6. Have you declared candidacy (as defined by RCW 42.17A.055) for a paid elected office in any jurisdiction within the county?</td>
<td>No</td>
</tr>
<tr>
<td>7. Have you ever been a member of this Board/Commission?</td>
<td>No</td>
</tr>
<tr>
<td>8. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County?</td>
<td>No</td>
</tr>
<tr>
<td>You may attach a resume or detailed summary of experience, qualifications, &amp; interest in response to the following questions</td>
<td>Please see attached resume</td>
</tr>
<tr>
<td>9. Please describe your occupation (or former occupation if retired),</td>
<td>Please see attached resume</td>
</tr>
</tbody>
</table>
qualifications, professional and/or community activities, and education

| 10. Please describe why you're interested in serving on this board or commission | I am invested in committing my time and energy towards the hard work that is needed to instigate growth in our community. Being a part of the positive direction that is going to make our county a better place to live and visit is an essential value that drives my daily choices. Serving on this board would allow me the opportunity to give back to the community that has given me so much, and I would happily do so with humility, grit and diplomacy. |

| References (please include daytime telephone number): | Ed Bennett; Boundary Bay Brewery, Proprietor (360-927-2715) Jake Jarvis; Crux Concrete, Proprietor (360-739-8791) Jenny Schmidt; Board President, Shifting Gears (360-927-5434) |

| Signature of applicant: | Casey Diggs |

| Place Signed / Submitted | 1103 Railroad Ave, Bellingham, Wa 98225 |

Email not displaying correctly? View it in your browser.
CASEY R. DIGGS
2839 Humboldt St. • Bellingham, WA 98225 • 360.303.9548
casey@bbaybrewery.com

PROFILE
Accomplished and driven downtown business manager with strong public relations and business experience looking for opportunities to improve my local community. Collaborated with over 160 local organizations by facilitating with diplomacy, grit and generosity. Committed to broadening my potential impact in the community by executing strategic plans that will stimulate growth and improve lifestyles of all demographics in Bellingham.

EXPERIENCE
Boundary Bay Brewery
Operations Manager 2006 – Present
Office Assistant 2002 – 2006
Responsible for inter-departmental communications and logistics coordination. Oversee Human Resources, conflict resolution and general support staff. Manage Community Outreach programs. Conceptualized and implemented a donation review committee composed of current employees. Responsible for outreach and donation coordination with over 160 community organizations in 2017.

COMMUNITY AFFILIATIONS
Max Higbee Center
WWU Alumni Assoc.
City of Bellingham
NSEA
WDRC
Bellingham Firefighters
Recreation NW
Opportunity Council
+150 More

PROFESSIONAL AFFILIATIONS
Downtown Bellingham Partnership
President, Board of Directors 2014 – Present
Bellingham St. Patrick's Day Parade
Committee Chair 2010 – Present

AWARDS
2014 Outstanding Philanthropic Small Business Award
Association of Fundraising Professionals, WA Chapter
2015 Community Impact Award
Boys & Girls Club of Whatcom County
2016 Community Volunteer Recognition Award
Western Washington University
Board and Commission Application

Step 1

Application for Appointment to Whatcom County Boards and Commissions

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First Name                   Jim
Last Name                    Drinkwine
Date                         12/21/1964
Street Address               2409 Main Street #104
City                         Ferndale
Zip                          98248
Do you live in & are you registered to vote in Whatcom County? Yes
Do you have a different mailing address? Field not completed.
Primary Telephone            3603833506
Secondary Telephone          2532173142
Email Address                jdrinkwine@whatcom.edu

Step 2
1. Name of Board or Committee: Business and Commerce Advisory Committee
2. Do you meet the residency, employment, and/or affiliation requirements of the position for which you’re applying? Yes
3. Which Council district do you live in? District 5
4. Are you a US citizen? Yes
5. Are you registered to vote in Whatcom County? Yes
6. Have you declared candidacy (as defined by RCW 42.17A.055) for a paid elected office in any jurisdiction within the county? No
7. Have you ever been a member of this Board/Commission? No
8. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County? No
9. Please describe your occupation (or former occupation if retired). As a business instructor, I work with students to help them understand important business concepts and how they apply beyond the classroom. I bring in my experience in journalism,

You may attach a resume or detailed summary of experience, qualifications, & interest in response to the following questions.

[File: Jim Drinkwine Resume.pdf]
qualifications, professional and/or community activities, and education

healthcare, finance, telecommunications, and hospitality to provide students examples of the concepts. I have taught courses ranging from accounting to operations management. My current focus is on general business, management, and accounting.

10. Please describe why you’re interested in serving on this board or commission

I am interested in serving on this commission for two primary reasons: 1) To engage with my community in a meaningful way, allowing me to share my experience in a wide variety of business settings as well as in the classroom while becoming more acquainted with Whatcom County. 2) To better connect business education to the current business climate.

References (please include daytime telephone number):

Guy Smith - (360) 383-3556 Kate Baker - (360) 383-3537 John Fasler - (360) 383-3502

Signature of applicant: Jim Drinkwine

Place Signed / Submitted: Bellingham, WA

(Section Break)

Email not displaying correctly? View it in your browser.
JIM DRINKWINE
2409 Main Street, Unit 104, Ferndale, WA 98248
(253) 217-3142
jimdrinkwine@gmail.com

SUMMARY OF QUALIFICATIONS

- More than 10 years of experience teaching and developing community relationships
- Collaborative and creative colleague with focus on inclusion and team-building
- Skilled leader with focus on people
- Critical thinker with strong ability to identify trends and develop appropriate strategies
- Exceptional communication skills
- Big-picture thinker who is great at building relationships and making connections

PROFESSIONAL EXPERIENCE

Full-time Business Faculty – Whatcom Community College, Bellingham, WA, 2017-Present
Teach business courses as assigned including Introduction to Business, Principles of Management, Retail Management, and various accounting courses. Partner with campus colleagues and business professionals to identify trends in business and incorporate them into the curriculum.
- Participate in campus projects including WCC’s new makerspace project housed in the Phyllis and Charles Self Learning Commons
- Co-advisor for WCC’s Business Students Club

Senior Learning Advisor – King County Department of Judicial Administration, Seattle, WA, 2017
Provide strategic direction, program development, and execution in alignment with the King County Strategic Plan. Contribute toward the success of King County’s ranking in the top 200 of Forbes 2016 America’s Best Employers and goal to be the nation’s best-run government. Develop and deliver learning programs and materials supporting professional and personal growth for DJA staff. Consult with managers, supervisors, and employees on personal development planning and develop annual training plans for new and existing employees.
- Gather information and target training for new and existing employees at all levels of the organization.
- Plan, develop, coordinate, promote, schedule and conduct training programs.
- Develop metrics to evaluate the effectiveness of training efforts via evaluations, surveys and other methods; recommend and implement process/training improvements.
- Provide periodic reports and analysis of training activities and outcomes.

New Instructor Bootcamp Instructor - Olympic College, Bremerton, WA, 2015-Present
Facilitate professional development training for subject matter experts who are now teaching professional/technical programs for Washington community and technical colleges. Work as part of a team to update program curriculum.
- Recruited to help redesign the Advanced BootCamp for Professional Technical instructors.
- Mentor additional BootCamp instructors

Tenured Instructor - Renton Technical College, Renton, WA, 2008-2016
Using Canvas LMS, classroom teaching, group projects, and other learning methods, I connect students to business concepts around management/leadership, accounting, human relations, law, and other business-related courses. Using Reading Apprenticeship and Universal Design for Learning concepts, curriculum supports learning how to learn and multiple modalities.
Business Education Program Developer - Green River College, Kent, WA, 2006-2008
Analyze trends and develop new professional development and career enhancement classes to meet the market's needs. Hire and train new instructors. Monitor instructors' courses and evaluate their teaching style. Manage customized training for area businesses from initial contact through contract fulfillment, which involves assessing needs and identifying opportunities, creating and monitoring contracts, and post-training evaluation and process checks.

Academic Advisor - City University of Seattle, Bellevue, WA, 2003-2006
Work with students and prospective students to identify programs and courses that meet their personal and professional goals. Research businesses to identify potential partnerships and build synergistic relationships. Serve as the team's first point of contact for PeopleSoft and technology issues.

Branch Manager - Portamedic, Bellevue, WA, 2002-2003
Hire, train, coach, and supervise employees and contracted medical professionals for this nationwide company that provides health information services to life and health insurance companies. Ensured customer satisfaction; developed and evaluated sales/marketing strategies; built and maintained relationships with insurance agents; and prepared and monitored budgets, payroll, accounts payable, and inventory control.

Serve as Corporate Relations liaison with product development, marketing, and legal teams for this financial services firm; produce newsletters from concept to delivery; create, implement, and measure strategic communication plans consistent with corporate objectives; develop and manage communication channels such as broadcast emails and faxes, newsletters, and publications; advise and train other departments on effective communication methods.

Develop and implement strategic communication plans for this wireless communications company; write and edit newsletters, training guides, call center scripts, proposals, and procedures; provide guidance and training to project managers and team leaders regarding effective communication tools and strategies; participate in new product development; work in cooperation with customer service, sales, marketing, and information technology on product launches, system changes, and other large projects; lead focus groups, brainstorming sessions, and team meetings; and plan and coordinate special events.

EDUCATION

Master of Business Administration, City University, Bellevue, WA
Bachelor of Arts: Communications, Washington State University, Pullman, WA
Associate of Arts, Peninsula College, Port Angeles, WA

PROFESSIONAL AFFILIATIONS
- Renton Technical College Foundation, Director, 2013-2016
- Renton Chamber of Commerce, Member, 2013-2016
- National Association of Community College Entrepreneurship, Member, 2009-2016
- International Association of Business Communicators, Interim Chair, Professional Development, 2001-2002
APPLICATION FOR APPOINTMENT TO WHATCOM COUNTY BOARDS AND COMMISSIONS

PLEASE PRINT LEGIBLY and COMPLETE ALL ITEMS

Name: Andrew Gamble
Date: June 05, 2018
Street Address: 8612 Harbor Drive
City: Blaine
Zip Code: 98230
Mailing Address (if different from street address): 
Day Telephone: 360.671.2351 Evening Telephone: 360.220.7613 Cell Phone: 360.220.7613
E-mail address: OSCAR1987@YAHOO.COM

1. Name of board or committee—please see reverse: Energy 5/05 Marine Trades on the Business & Commerce Advisory Committee

2. You must specify which position you are applying for, Please refer to vacancy list.

3. Do you meet the residency, employment, and/or affiliation requirements of the position for which you’re applying?
   (If applicable, please refer to vacancy list.)
   
   ( ) One ( ) Two ( ) Three ( ) Four (X) Five

4. Which Council district do you live in?

5. Are you a US citizen?
   (X) yes ( ) no

6. Are you registered to vote in Whatcom County?
   (X) yes ( ) no

7. Have you ever been a member of this Board/Commission?
   (X) yes ( ) no

   If yes, dates:
   
  做梦

8. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County?
   (X) yes ( ) no

   If yes, please explain:
   
   Petrogas

9. Have you declared candidacy (as defined by RCW 42.17A.055, see instructions) for a paid elected office in any jurisdiction within the county?
   (X) yes ( ) no

   You may attach a résumé or detailed summary of experience, qualifications, & interest in response to the following questions.

10. Please describe your occupation (or former occupation if retired), qualifications, professional and/or community activities, and education.
    
    BTC Graduate 2006
    Ferndale Terminal Manager- Chevron Pipeline Co & Petrogas

11. Please describe why you’re interested in serving on this board or commission: I bring unique experience in marine commerce with my expertise in maritime LPG exporting and terminating.

   References (please include daytime telephone number):
   
   Laura McKinney, Alcoa Gout Affairs - 360-384-7316

   Signature of applicant: [Signature] 6-05-2018

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Board and Commission Application

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First Name  Richard
Last Name  Griffith
Date  6/11/2018
Street Address  2528 Lake Whatcom Blvd
City  Bellingham
Zip  98229
Do you live in & are you registered to vote in Whatcom County?  Yes
Do you have a different mailing address?  Field not completed.
Primary Telephone  360.393.7895
Secondary Telephone  360.671.4736
Email Address  rich@bornstein.com

Step 2
1. Name of Board or Committee | Business and Commerce Advisory Committee
---|---
| Business and Commerce Advisory Committee Position: | Food processing
---|---
2. Do you meet the residency, employment, and/or affiliation requirements of the position for which you’re applying? | Yes
---|---
3. Which Council district do you live in? | District 3
---|---
4. Are you a US citizen? | Yes
---|---
5. Are you registered to vote in Whatcom County? | Yes
---|---
6. Have you declared candidacy (as defined by RCW 42.17A.055) for a paid elected office in any jurisdiction within the county? | No
---|---
7. Have you ever been a member of this Board/Commission? | No
---|---
8. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County? | No
---|---
You may attach a resume or detailed summary of experience, qualifications, & interest in response to the following questions | RGriffith Resume.pdf
---|---
9. Please describe your occupation (or former occupation if retired), | Please see attached.
qualifications, professional and/or community activities, and education

| 10. Please describe why you’re interested in serving on this board or commission | I have an interest in learning more about how government works and I like the idea of representing Whatcom County businesses. |
| References (please include daytime telephone number): | Colin Bornstein CEO Bornstein Seafoods 360.734.7990 John Roy Finance Mgr. Roger Jobs 360.820.4756 Roger Chamberlin Owner Rice Insurance 360.734.1161 |
| Signature of applicant: | Richard Griffith |
| Place Signed / Submitted | Bellingham, WA |

(Section Break)

Email not displaying correctly? View it in your browser.
Richard C. Griffith, CPA

2528 Lake Whatcom Boulevard  Bellingham, WA  Home: 360.671.4736  rich@bornstein.com


EXPERIENCE

BORNSTEIN SEAFOODS, INC. – Bellingham, WA
*Historic Northwest Seafood processor with multiple locations and revenue over $90 million*

**Senior Vice President**, January 2011 to present
Reports directly to CEO and owners/board of directors. Responsible for all company accounting functions. Assists CEO in oversight of sales, operations and human resources. Instrumental in more than doubling company revenues.

**Chief Financial Officer**, June 2004 to December 2010

WHATCOM COUNTY AUDITOR’S OFFICE – Bellingham, WA

**Chief Deputy Auditor**, December 2001 to June 2004
Responsible for office management for all three functional areas – elections, recording and licensing.

BURGER ME – Bellingham, WA

*Quick service restaurant with 60 seats and annual revenue of over $400,000.*

**Owner/Operator**, July 2001 to November 2008

BROWN & COLE STORES – Bellingham, WA

*Regional grocery store chain with annual revenue of over $390 million.*

**Controller**, March 1999 to June 2001
Responsible for all accounting functions for 35 stores. Supervised 25 employees, prepared monthly financial statements including multi-company consolidations, managed annual financial audit.

WHATCOM STATE BANK – Bellingham, WA

**Controller**, February 1998 to March 1999

GOLDIE’S PATIO GRILL – Bellingham, WA

*Casual dining restaurant with 176 seats and annual revenue of over $500,000.*


COOPERS & LYBRAND – Tulsa, OK

**Senior Auditor**, December 1987 to July 1991

EDUCATION

ORAL ROBERTS UNIVERSITY – Tulsa, OK

BBS, Accounting, 1986
CPA, 1988

OTHER

THE WHATCOM DREAM – Bellingham, WA

*Provides financial education and support to Whatcom County residents seeking to realize their dreams*

**Board President**, March 2015 to present
## Board and Commission Application

### Step 1

**Application for Appointment to Whatcom County Boards and Commissions**

**Public Statement**

THIS IS A PUBLIC DOCUMENT: As a candidate for a public board or commission, the information provided will be available to the County Council, County Executive, and the public. All board and commission members are expected to be fair, impartial, and respectful of the public, County staff, and each other. Failure to abide by these expectations may result in revocation of appointment and removal from the appointive position.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Kris</td>
</tr>
<tr>
<td>Last Name</td>
<td>Halterman</td>
</tr>
<tr>
<td>Date</td>
<td>5/25/2018</td>
</tr>
<tr>
<td>Street Address</td>
<td>4004 Cedarbrook CT</td>
</tr>
<tr>
<td>City</td>
<td>Bellingham</td>
</tr>
<tr>
<td>Zip</td>
<td>98229</td>
</tr>
<tr>
<td>Do you live in &amp; are you registered to vote in Whatcom County?</td>
<td>Yes</td>
</tr>
<tr>
<td>Do you have a different mailing address?</td>
<td>Field not completed.</td>
</tr>
<tr>
<td>Primary Telephone</td>
<td>3607395890</td>
</tr>
<tr>
<td>Secondary Telephone</td>
<td>3607395890</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:kshalterman@gmail.com">kshalterman@gmail.com</a></td>
</tr>
</tbody>
</table>

### Step 2
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name of Board or Committee</td>
<td>Business and Commerce Advisory Committee</td>
</tr>
<tr>
<td>2. Do you meet the residency, employment, and/or affiliation requirements of the position for which you’re applying?</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Which Council district do you live in?</td>
<td>District 3</td>
</tr>
<tr>
<td>4. Are you a US citizen?</td>
<td>Yes</td>
</tr>
<tr>
<td>5. Are you registered to vote in Whatcom County?</td>
<td>Yes</td>
</tr>
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<tr>
<td>8. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County?</td>
<td>No</td>
</tr>
<tr>
<td>You may attach a resume or detailed summary of experience, qualifications, &amp; interest in response to the following questions</td>
<td>Field not completed.</td>
</tr>
<tr>
<td>9. Please describe your occupation (or former occupation if retired), qualifications,</td>
<td>Owner, President of ABC Bookkeeping, Inc. since 2008 Owner, Park Lanes Bowling, Inc. family business since 1954 President, SAVE (Social Alliance for a Vibrant Economy) 2015</td>
</tr>
</tbody>
</table>
10. Please describe why you're interested in serving on this board or commission:

Having lived my entire life in Whatcom County/Bellingham and operating two businesses in this community for decades, I have seen good and bad times in our local economy. I've worked with a diverse segment of the community and listened to their interests and concerns regarding business and economic opportunities here. An important part of this community is missing when our businesses and local leaders fail to connect and measure the effects that public policy has had and will have on local and future economic activity. Because of my personal business experience I worked to create and launch SAVE, a nonprofit focused on economic education to promote a better understanding of the role people have, and how they are connected, to the economic world. I believe that if selected for this committee, I can provide insight and great value to help achieve a positive future for Whatcom County.

References (please include daytime telephone number):

Guy Occhigrosso, Bellingham/Whatcom Chamber of Commerce: (360) 734-1330
Jon Strong, Whatcom Business Alliance: (360) 746-0411
Hans Erchinger-Davis, Exec. Dir.
LMM: (360) 733-5120 ext. 101

Signature of applicant:

Kris Halterman

Place Signed / Submitted:

Bellingham / Whatcom County / Washington

(Section Break)
**Board and Commission Application**

**Step 1**

Application for Appointment to Whatcom County Boards and Commissions

Public Statement
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<table>
<thead>
<tr>
<th>Field</th>
<th>Answer</th>
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</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Jonathan</td>
</tr>
<tr>
<td>Last Name</td>
<td>Humphrey</td>
</tr>
<tr>
<td>Date</td>
<td>5/25/2018</td>
</tr>
<tr>
<td>Street Address</td>
<td>4521 Fremont St.</td>
</tr>
<tr>
<td>City</td>
<td>Bellingham</td>
</tr>
<tr>
<td>Zip</td>
<td>98229</td>
</tr>
<tr>
<td>Do you live in &amp; are you registered to vote in Whatcom County?</td>
<td>Yes</td>
</tr>
<tr>
<td>Do you have a different mailing address?</td>
<td>Field not completed.</td>
</tr>
<tr>
<td>Primary Telephone</td>
<td>3603060765</td>
</tr>
<tr>
<td>Secondary Telephone</td>
<td>Field not completed.</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:baceman007@gmail.com">baceman007@gmail.com</a></td>
</tr>
</tbody>
</table>

**Step 2**
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name of Board or Committee</td>
<td>Business and Commerce Advisory Committee</td>
</tr>
<tr>
<td>Business and Commerce Advisory Committee</td>
<td>Internet technology</td>
</tr>
<tr>
<td>2. Do you meet the residency, employment, and/or affiliation requirements of the position for which you're applying?</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Which Council district do you live in?</td>
<td>District 3</td>
</tr>
<tr>
<td>4. Are you a US citizen?</td>
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</tr>
<tr>
<td>5. Are you registered to vote in Whatcom County?</td>
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</tr>
<tr>
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<td>No</td>
</tr>
<tr>
<td>You may attach a resume or detailed summary of experience, qualifications, &amp; interest in response to the following questions</td>
<td>JonHumphrey2015TechResume.pdf</td>
</tr>
<tr>
<td>9. Please describe your occupation (or former occupation if retired), qualifications,</td>
<td>I have been both doing music and working on computers since I was about 12. I have over 25 years of professional experience with both. I hold a degree from the HARTT School of Music in Music Production/Technology and run a small business with</td>
</tr>
</tbody>
</table>
my wife in the Geneva area. We run a music school. Like many small businesses today, we rely heavily on technology to do everything from schedule lessons to provide Skype (aka video over internet) lessons with the San Juan Islands and Alaska. Yet we don't have the network resources we really need to expand and bring more money into our community technologically. The Big Telecoms ensure that we are always the weakest link and their services are unreliable. As a business that earns less than $100k a year, which represents one of the largest growth areas in our economy, I can provide a perspective that the over-represented large businesses can not. We are of course, also a local business, and I can provide perspective on those needs as well. On the IT front I still do quite a bit of programming, hardware repair, and design work. (Please see my resume for languages, etc.) I have specifically been working on the Public Broadband issue, as a volunteer, in Bellingham for about 2 years now and have made some real progress and have solid research on this issue. I am an expert in modern forms of broadband communications. Here is a link to my LinuxFest 2018 talk for more information. https://www.youtube.com/watch?v=4ntzy8-p1fA As you can see in the video, I have a lot of experience with technology education as well and can break down complex topics into easy to understand terms.

10. Please describe why you’re interested in serving on this board or commission

I have lived all over the country, but I didn't feel home until I moved to Whatcom County about 9 years ago. I know that this is the best place to live in the country, and I want to use my expertise to do what's best for our County, and its citizens. I have an excellent balance of expertise in technology paired with the needs of small business. I am also community minded, and have worked on housing and the homelessness issue as well. I always put the least represented in our community first. So I can provide technological perspective not just on the needs for small and larger businesses, but also on the needs of our community as a whole.

References (please include daytime telephone number):

Kevin Leja (Indivisible Bellingham) - 360-393-2434 Hugh Newmark (Best Buds Gaming Lounge Owner) - 360.398.6183 Michael Lilliquist (COB Council Member) - (360) 778-8212

Signature of applicant: Jonathan Humphrey

Place Signed / Submitted Bellingham, WA

(Section Break)

Email not displaying correctly? View it in your browser.
Jonathan P. Humphrey  
4521 Fremont Street  
Bellingham, WA 98229  
(360)392-8777  
baceman007@gmail.com

CURRENT IT WORK

* Arduino Programming (Including a TARDIS Control Console for the WWU Planetarium)  
* Steallarium JavaScripting  
* Raspberry Pi Development and Education  
* Pro Audio/Video Presentations (Focusing on Open Source Applications that increase accessibility by removing the cost barriers to technology including Audacity and OpenShot)  
* Salesforce Setup and Development (Bellingham Festival of Music)  
* NWWIHB (Northwest Washington Indian Healthboard) Presentations, Training, Web Design and Support, Server Administration, Google Services, Networking, and Presentation Setup  
* Wordpress site development and administration  
* Salesforce setup, development, and administration

SKILLS & QUALIFICATIONS

* Seven years experience working in a IT Desktop support role  
* Three years experience working in a Macintosh environment  
* Proficient in troubleshooting, assembling, diagnosing, repairing, and setting up new computer systems  
* Able to troubleshoot network connectivity, e-mail, and protocol issues  
* Expertise in multiple operating systems, including OSX, Windows, and Linux  
* Server Administration experience on Macintosh and Windows platforms  
* Peripheral repair includes printers, scanners, mice, keyboards, external drives, memory devices, fingerprint reading devices.  
* Strong communication and problem solving skills  
* Reputation as dependable, accountable, and able to work on a team  
* Able to work under minimal supervision  
* MySQL and Oracle

CERTIFICATIONS

* Comptia A+ Certification  
* Apple Certified Macintosh Technician  
* Apple Certified Technical Coordinator  
* Apple OS Certification  
* Endeavor Certification 300 "Service Your Way"  
* USSG Unix Administrator Certification

RELEVANT EMPLOYMENT EXPERIENCE
NCI
Database Administration
Plone
Wordpress
Sedro-Woolley, WA
Salesforce Administration
Apple Support Technician Including Enterprise Servers
Windows Clients XP and 7 Clients
Windows Servers including Quickbooks Server
Large Network Administration

Computer Consultation/Web Design
Bellingham, WA
Provide on-call desktop, network, and server support for organizations such as Northwest Indian Health Board and Agape Adoptions.
(September 2010-present)
* Completed major Server 2008 R2 replacement and migration project, replaced Windows XP with Windows 7 workstations
* Designed and maintain webpages for clients primarily using CSS/HTML and editors such as Dreamweaver and Bluefish
* www.agapeadoptions.org design and implementation
* On-site Windows (all OS versions), Mac, and Linux support.
Computer Consultant/technician
T.D. Curran
Meridian St.
Bellingham, WA
Sold, serviced, and repaired Apple computers and products. Sold and serviced Verizon products.
Provided one-on-one customer training.
Completed Verizon training. (March 2010-September 2010)
* Consistently received positive customer service reviews
* Received above average employer reviews
Macintosh Technician
CCSU
New Britain, CT
Provided hands-on faculty and staff support for Macintosh and Windows computers. Repaired Macintosh and Windows computers.
Diagnosed and repaired printers. (April 2008-February 2009)
* Provided one to one, face to face, customer support.
* Ability to explain complex topics in easy to understand terms.
* Provided staff with training on computer systems
Mac Genius
Apple Store, Westfarms
Farmington, CT
Provide frontline customer support at the Genius Bar, including hardware and software troubleshooting, diagnosis, and repair. Provide basic customer product training. Provide technical support for in-house systems and provide ongoing
technology coaching to sales associates. (March 2007-April 2008)
* Reputation for excellent customer service and received above-average performance review
* Worked a rotating schedule that often included providing support at night and on weekends
* Software troubleshooting included OS compatibility with applications, driver software, and editing Apple's Font Book
* Repairs are done in an accurate and timely fashion

Systems Analyst
University of Hartford Mortensen Library
West Hartford, CT
Support and maintain University Libraries computing and information technology systems. Implement upgrades as well as expansions of networks and systems. Determine hardware and software needs and recommend the purchase of necessary equipment. (June 2006-December 2006)
* Provide technical expertise and support for library services to faculty, students, and staff. Provide on-call coverage for critical systems 24 hours per day.
* Set up a Brown Bag Lunch Series to train and educate the library staff on new and different ways of using technology to improve productivity.

Computer Specialist/
Server Administrator
Indiana University Jacobs School of Music
Bloomington, IN
Provide primary phone and office computer support for faculty and staff. Primary server administrator for School of Music, using Windows Server 2003, Active Directory, and OSX Server. Maintain and troubleshoot software and hardware for 300 PCs and 70 Macs.
Expertise in multiple operating systems, including Windows XP, Mac OS X and Linux. (Jan. 2005-May 2006)
* Completed major computer deployment project of 90 PCs and 40 Macs
* Computer acquisition, replacement, recommendations, security, scripting, server OS installation, log investigation, and backup
* Repaired a wide range of peripherals, including printers, scanners, external drives, and memory devices.
* Developed and created user education videos
* Completed OSX Server Essentials training

Computer Consultant
UITS – Support Center Front-Line
Indiana University, Bloomington, IN
Provide phone and e-mail consulting for entire student body, faculty, and staff as member of computer support team and Help Desk.
Provide carry-in support, including troubleshooting hardware and software problems, installing software, upgrading memory, and performing operating system rebuilds. (Feb. 2004-Dec. 2004)
* Implemented successful cleaning and organization program
* Completed Comptia A+ certification
* Gained customer service skills
PROFESSIONAL TRAINING AND EDUCATION

Degree:

Continuing Education:
* Endeavor Certification 300 "Service Your Way", 2006
* OSX Server Essentials (Tiger) Ed Cert, Indiana University, 2006
* Windows Server 2003 Ed Cert, Indiana University, 2005
* "Securing a Microsoft Windows Environment" seminar, Indiana University, 2005
* Apple Help Desk Essentials Training, Bloomington, IN, 2005
* Microsoft Outlook Training, Indiana University Ed Cert, 2004

REFERENCES
Don Vesper - Director
Northwest Washington Indian Health Board
(360)647-9480

Brian Festa - Windows/Mac Support Technician, Travelers Insurance
(860)597-2687

Peter Szul - Apple Support Lead Technician / Supervisor
CCSU
(860)777-5800
Board and Commission Application

**Step 1**

Application for Appointment to Whatcom County Boards and Commissions

Public Statement

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<table>
<thead>
<tr>
<th>First Name</th>
<th>Sarah</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>Hutton</td>
</tr>
<tr>
<td>Date</td>
<td>6/7/2018</td>
</tr>
<tr>
<td>Street Address</td>
<td>2217 Yew Street</td>
</tr>
<tr>
<td>City</td>
<td>Bellingham</td>
</tr>
<tr>
<td>Zip</td>
<td>98229</td>
</tr>
<tr>
<td>Do you live in &amp; are you registered to vote in Whatcom County?</td>
<td>Yes</td>
</tr>
<tr>
<td>Do you have a different mailing address?</td>
<td>YES</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>PO Box 30882 Bellingham, WA 98228</td>
</tr>
<tr>
<td>Primary Telephone</td>
<td>360-671-2626</td>
</tr>
<tr>
<td>Secondary Telephone</td>
<td><em>Field not completed.</em></td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:sarah@villagebooks.com">sarah@villagebooks.com</a></td>
</tr>
</tbody>
</table>
### Step 2

<table>
<thead>
<tr>
<th>1. Name of Board or Committee</th>
<th>Business and Commerce Advisory Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td>Retail</td>
</tr>
</tbody>
</table>

2. Do you meet the residency, employment, and/or affiliation requirements of the position for which you’re applying? **Yes**

3. Which Council district do you live in? **District 2**

4. Are you a US citizen? **Yes**

5. Are you registered to vote in Whatcom County? **Yes**

6. Have you declared candidacy (as defined by RCW 42.17A.055) for a paid elected office in any jurisdiction within the county? **No**

7. Have you ever been a member of this Board/Commission? **No**

8. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County? **Yes**

If yes, please explain: Member of the board of Sustainable Connections, which has some government contracts.

You may attach a resume or detailed summary of experience, qualifications, & interest in response to Field not completed.
the following questions

<table>
<thead>
<tr>
<th>9. Please describe your occupation (or former occupation if retired), qualifications, professional and/or community activities, and education</th>
<th>I am a co-owner of a business in Whatcom County and a member of the board of Sustainable Connections. Also participate in bookstore-specific communities regionally and nationally.</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Please describe why you’re interested in serving on this board or commission</td>
<td>I think that business owners and other high-level position holders have a unique and valuable view of the many ways business can impact an economy and a community.</td>
</tr>
</tbody>
</table>

**References (please include daytime telephone number):**
- Kelly Evert 360-671-2626, Paul Hanson 360-671-2626, Chuck Robinson 360-319-6069

**Signature of applicant:** Sarah Hutton

**Place Signed / Submitted:** Bellingham, WA
**NaDean Hanson**

**From:** noreply@civicplus.com  
**Sent:** Monday, June 11, 2018 10:36 AM  
**To:** Ben Glassett; Jill Nixon; Suzanne Mildner; Kristi Felbinger; Dana Brown-Davis; Executive; NaDean Hanson  
**Subject:** Online Form Submittal: Board and Commission Application

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### Board and Commission Application

**Step 1**

Application for Appointment to Whatcom County Boards and Commissions

Public Statement  
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| First Name | Esther |
| Last Name  | Hyun   |
| Date       | 6/11/2018 |
| Street Address | 1700 D Street |
| City       | Bellingham |
| Zip        | 98225   |
| Do you live in & are you registered to vote in Whatcom County? | Yes |
| Do you have a different mailing address? | Field not completed. |
| Primary Telephone | 360-647-1500 |
| Secondary Telephone | Field not completed. |
| Email Address | esther@carmichaelclark.com |

**Step 2**
<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name of Board or Committee</td>
<td>Business and Commerce Advisory Committee</td>
</tr>
<tr>
<td>Business and Commerce Advisory Committee Position:</td>
<td>I represent a for-profit business.</td>
</tr>
<tr>
<td>2. Do you meet the residency, employment, and/or affiliation requirements of the position for which you're applying?</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Which Council district do you live in?</td>
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</tr>
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You may attach a resume or detailed summary of experience, qualifications, & interest in response to the following questions

<table>
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<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Please describe your occupation (or former occupation if retired),</td>
<td>Please see attached resume.</td>
</tr>
</tbody>
</table>

Esther Hyun Resume.pdf
qualifications, professional and/or community activities, and education

10. Please describe why you’re interested in serving on this board or commission

| As a business attorney and daughter of small business owners, I have a deep understanding of how government policies and regulations affect businesses of all sizes and industries. My professional knowledge and experience will allow me to bring a perspective to the Whatcom County Business and Commerce Advisory Committee that is broad-based and not partial to a specific industry. I hope to serve on the committee, so I can assist Whatcom County develop and implement plans that promote economic development and conditions that benefit most, if not all, businesses in the county. |

References (please include daytime telephone number):

| Laughlan "Loch" Clark 360-647-1500; Lisa Keeler 360-647-1500 |

Signature of applicant:

| Esther Hyun |

Place Signed / Submitted:

| Bellingham, WA |

Email not displaying correctly? View it in your browser.
Esther Hyun
1700 D Street | Bellingham, WA 98225 | (360) 647-1500 | Esther@CarmichaelClark.com

LEGAL EXPERIENCE
CARMICHAEL CLARK, P.S., Bellingham, WA
Attorney, November 2017-Present  Represent businesses, creditors, and individuals in a wide-range of business and real estate transactions and disputes. Provide counsel to employers on state and federal employment laws. Advise business entities on governance and formation issues.

SUTTELL & HAMMER, APC, Bellevue, WA
Attorney, May 2016-October 2017  Represented multi-national banks and corporate clients in all phases of consumer debt collection litigation.

HYUN LAW FIRM, San Diego, CA
Attorney, January 2014-April 2016  Assisted clients with business formation, contracts negotiations, and civil litigation. Advised clients on potential risks and drafted various agreements to protect their interests, including arbitration and service agreements.

THE HONORABLE LINDA C.J. LEE, Pierce County Superior Court, Tacoma, WA

EDUCATION
THOMAS JEFFERSON SCHOOL OF LAW, San Diego, CA
J.D. Degree, May 2013
Honors: Honor Roll, Fall 2011, Spring 2012, Fall 2012
Equal Justice Works Summer Corp Education Award, Summer 2012  Pro Bono Honors, May 2013

WASHINGTON STATE UNIVERSITY, Pullman, WA
B.A. Degree, Business Administration, May 2010

COMMUNITY INVOLVEMENT
AMERICAN BAR ASSOCIATION, Chicago, IL
Chair of the GPSolo Young Lawyers Committee, August 2017-Present
Vice Chair of the GPSolo Diversity Board, August 2015-Present
Young Lawyers Division Liaison to the GPSolo Division, August 2017-Present

LAW ADVOCATES
Volunteer, March 2018-Present

WASHINGTON WOMEN LAWYERS-WHATCOM COUNTY, Bellingham, WA
Member, December 2017-Present

WASHINGTON WOMEN LAWYERS-KING COUNTY, Seattle, WA
Board Member, January 2017-Present

WHATCOM COUNTY BAR ASSOCIATION, Bellingham, WA
Member, December 2017-Present

BAR ADMISSION
WASHINGTON, Admitted June 2017
CALIFORNIA, Admitted December 2013
APPLICATION FOR APPOINTMENT TO WHATCOM COUNTY BOARDS AND COMMISSIONS
PLEASE PRINT LEGIBLY and COMPLETE ALL ITEMS

Name: Brad Johnson

Date: 6/7/2018

Street Address: 516 High Street MS 9162

City: Bellingham, WA

Zip Code: 98225

Mailing Address (if different from street address):

Day Telephone: (360) 650-3000 Evening Telephone: 

Cell Phone: (360) 510-2618

E-mail address: brad.johnson@www.edu

1. Name of board or committee-please see reverse: Business and Commerce Advisory Committee

2. You must specify which position you are applying for. Please refer to vacancy list.

3. Do you meet the residency, employment, and/or affiliation requirements of the position for which you’re applying? (If applicable, please refer to vacancy list.)

4. Which Council district do you live in? (X) One ( ) Two ( ) Three ( ) Four ( ) Five

5. Are you a US citizen? (X) yes ( ) no

6. Are you registered to vote in Whatcom County? (X) yes ( ) no

7. Have you ever been a member of this Board/Commission?

If yes, dates:

8. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County? (X) yes ( ) no

If yes, please explain:

9. Have you declared candidacy (as defined by RCW 42.17A.055, see instructions) for a paid elected office in any jurisdiction within the county? (X) yes ( ) no

You may attach a résumé or detailed summary of experience, qualifications, & interest in response to the following questions.

10. Please describe your occupation (or former occupation if retired), qualifications, professional and/or community activities, and education. Dean of the College of Science Engineering and Professor of Physics at Western Washington University. Dr. Johnson has been at Western since 1997.

Education - PhD, University of Colorado, Boulder (1991)

11. Please describe why you’re interested in serving on this board or commission: As Dean of CSE, I have initiated a strategic goal of connecting the college and the university to the community in more meaningful ways, including partnerships promoting economic development, technology transfer, and attracting innovation economy sector partners to the county. Serving on this new committee is a vector towards advancing this goal.

References (please include daytime telephone number): Sabah Randhawa, WWU President (360) 650-7614

Brent Carbajal, WWU Provost (360) 650-3547

Signature of applicant: 

THIS IS A PUBLIC DOCUMENT: As a candidate for a public board or commission, the above information will be available to the County Council, County Executive, and the public. All board and commission members are expected to be fair, impartial, and respectful of the public, County staff, and each other. Failure to abide by these expectations may result in revocation of appointment and removal from the appointive position.
Board and Commission Application

Step 1

Application for Appointment to Whatcom County Boards and Commissions

Public Statement
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<table>
<thead>
<tr>
<th>First Name</th>
<th>Tim</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>Johnson</td>
</tr>
<tr>
<td>Date</td>
<td>6/11/2018</td>
</tr>
<tr>
<td>Street Address</td>
<td>3901 Unick Road</td>
</tr>
<tr>
<td>City</td>
<td>Ferndale</td>
</tr>
<tr>
<td>Zip</td>
<td>98248</td>
</tr>
<tr>
<td>Do you live in &amp; are you registered to vote in Whatcom County?</td>
<td>Yes</td>
</tr>
<tr>
<td>Do you have a different mailing address?</td>
<td>YES</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>PO Box 8, Ferndale, WA 98248</td>
</tr>
<tr>
<td>Primary Telephone</td>
<td>360-384-8368</td>
</tr>
<tr>
<td>Secondary Telephone</td>
<td>360-420-0252</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:tim.johnson@p66.com">tim.johnson@p66.com</a></td>
</tr>
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</table>
**Step 2**

<table>
<thead>
<tr>
<th>Step</th>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>1.</td>
<td>Name of Board or Committee</td>
<td>Business and Commerce Advisory Committee</td>
</tr>
<tr>
<td>2.</td>
<td>Do you meet the residency, employment, and/or affiliation requirements of the position for which you're applying?</td>
<td>Yes</td>
</tr>
<tr>
<td>3.</td>
<td>Which Council district do you live in?</td>
<td>District 3</td>
</tr>
<tr>
<td>4.</td>
<td>Are you a US citizen?</td>
<td>Yes</td>
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<tr>
<td>5.</td>
<td>Are you registered to vote in Whatcom County?</td>
<td>Yes</td>
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<td>No</td>
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<tr>
<td>7.</td>
<td>Have you ever been a member of this Board/Commission?</td>
<td>No</td>
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<tr>
<td>8.</td>
<td>Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County?</td>
<td>No</td>
</tr>
</tbody>
</table>

**You may attach a resume or detailed summary of experience, qualifications, & interest in response to the following questions**

| 9.   | Please describe your experience, qualifications, & interest             | I am Environmental Team Leader at Phillips 66 Ferndale |
occupation (or former occupation if retired), qualifications, professional and/or community activities, and education

Refinery, managing waste and water compliance, natural resource and land use permitting. Volunteer board of director for Whatcom County Habitat for Humanity. BS Biology - Eastern University; MS Zoology - University of Idaho.

10. Please describe why you’re interested in serving on this board or commission

To support development of recommendations on plans, regulations, and proposals which ensure the county is client-focused and supportive to businesses. Will seek to do this in a manner that is balanced, transparent, and provides for careful consideration of impacts of such recommendations.

References (please include daytime telephone number):

John Andersen, 360-780-7129

Signature of applicant:

Tim Johnson

Place Signed / Submitted

Ferndale, WA

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Board and Commission Application

Step 1

Application for Appointment to Whatcom County Boards and Commissions

Public Statement
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First Name  James
Last Name   Markarian
Date        6/8/2018
Street Address  2667 Jensen Rd
City        Bellingham
Zip         98226
Do you live in & are you registered to vote in Whatcom County? Yes
Do you have a different mailing address? Field not completed.
Primary Telephone  3605611761
Secondary Telephone  8584422729
Email Address  james.markarian@gmail.com

Step 2
<table>
<thead>
<tr>
<th>Question</th>
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<tr>
<td>1. Name of Board or Committee</td>
<td>Business and Commerce Advisory Committee</td>
</tr>
<tr>
<td>Business and Commerce Advisory Committee Position:</td>
<td>I represent a for-profit business.</td>
</tr>
<tr>
<td>2. Do you meet the residency, employment, and/or affiliation requirements of the position for which you’re applying?</td>
<td>Yes</td>
</tr>
<tr>
<td>4. Are you a US citizen?</td>
<td>Yes</td>
</tr>
<tr>
<td>5. Are you registered to vote in Whatcom County?</td>
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<td>No</td>
</tr>
<tr>
<td>You may attach a resume or detailed summary of experience, qualifications, &amp; interest in response to the following questions</td>
<td>markarian Resume 140914.doc</td>
</tr>
<tr>
<td>9. Please describe your occupation (or former occupation if retired),</td>
<td>Retired - Program Manager for Major Federal and International Programs in the areas of Arms Control, Nonproliferation, Environmental Engineering Restoration/Response/Special</td>
</tr>
</tbody>
</table>
qualifications, professional and/or community activities, and education,

Studies. Attained the level of qualified Program Manager in the US DoD Acquisition Corp. I have a 10 years experience in business development in a 1.1 bil/yr DoD Science and Technology program and the transition of viable technologies to the private sector and establishing business relations that support many transitions. In addition I coordinated and participated in proposal reviews and down selects of approximately 600 to 850 new Science Technology program grants/funding to major research institutions, major Universities domestically and internationally. I have a 96% win rate in the capture of $4.9 Bil in gov't contract solicitations over my entire career, in short I know how to build winning proposals for major federal programs and successfully compete when oral presentations are required. Locally I am on the Board of Trustees for a Group B Water Association and have contributed to By Laws, Policy and Business Practices development and well as turning the Association around from near financial collapse. This Water Association, a 501 c 12, now has more funds in cash reserves than it has in 20 years and operates in accordance with RCW 24.03 rules and all the State and local regulations and requirements. I also participate as a Board Member on the WRIA 1 Non-govt Water Systems Caucus and follow the status of the studies and forward momentum of the Planning unit. I have done a very deep dive into understanding water issues its impact on the financial health of the County and the State. Recently I became a founding partner in an LLC specializing in environmentally, socially, and financially responsible residential housing developed bringing to the partnership my education and experience in business processes and acuity. Our focus is balanced growth by partnering with local towns and cities to meet the needs of its residents. Long term we intend to stimulate and attract a variety of business entities to support an underlying economic base while preserving the rural character and natural resources of the County. I have a member of the Rome Grange and routinely volunteering in monthly breakfasts and other activities to promote the mission and viability of the this Grange Hall. Have supported local candidates for positions county wide and have met and engaged with many seated county representatives. I understand the concerns of the opposing views in the County and see the common nonpartisan ground as very very fertile. Lastly I was very effective in diplomatic mission at the UN in The Hague. Those efforts and vision I offered in building an international Weapons Treaty nearly stopped the Iraqi war before it started and did avoid US military engagement in Syria. And for that I was officially acknowledged for my contributions for the winning of the 2013 Nobel Peace Prize and unofficially by the DoD for my
direct behind involvement/influence on the Syria chemical weapons planning and destruction program. I uniquely understand the balance of growth and the quality of life and the protection of the environment through my experiences with the US EPA in Regions 1, 3, 5, 9 and 10. Having lived in many booming areas of the US that were adjacent to the most pristine parts of the US I also understand the blunders and successes growth via business development has had.

10. Please describe why you’re interested in serving on this board or commission

There is a complex relation between our regulations, taxes, our view to business growth plans and the overall quality of life in Whatcom County. The recent tax hikes, reliance on a shrinking grants and inability to support our local industrial base and more importantly attract a range of business that can and will broaden opportunities for our graduating students is a a problem set I am sure I can solve. I have the skillsets, the successes, and vision to create and realize a balanced business development program and enhance the quality of life. I owe a debt of service to my community for the life I have been allowed to live, experiences I have had an opportunity to garner and this and future positions I may contribute to are my obligation. My interests revolve around the following, "If you are not part of the solution you are part of the problem" and "ask not what your country can do for you but what you can do for country".

References (please include daytime telephone number):
Gean Cress - 3603190821 Fahri Ugurlu - 3609619133 Terry Unger - 3605925144

Signature of applicant: James Steven Markarian

Place Signed / Submitted 2867 Jensen Road Bellingham WA

(Section Break)

Email not displaying correctly? View it in your browser.
JAMES S. MARKARIAN

2867 Jensen Road, Bellingham, Washington 98226
Cell: 360-561-1761
E-mail: james.markarian@gmail.com

MANAGER MAJOR PROGRAMS
Project/Program Management, Environmental Restoration, Global
Risk Management, Operational Improvements, Strategic & Tactical
Planning, Chem Weapons Destruction and Treaty Implementation, CBRNe
Science and Technology

Technical and managerial science and engineering professional in major federal programs. Provided environmental engineering, consulting, and technical support to federal, state, local regulatory agencies, and the private sector. Supported the United States Environmental Protection Agency (US EPA) in more than sixty hazardous waste sites, multi-media regulatory programs, various national studies and new program initiatives. Provided integration and technical support to the US Army’s Chemical Materiel Agency (CMA) for domestic and international Chemical Weapons destruction program during all phases of Demilitarization Facilities’ lifecycle, construction, systemization, operations and closures. Provided technical support to CMA’s Non-stockpile program regarding the destruction/conversion of former Chemical Weapons Production Facilities as required by the Chemical Weapons Convention. Provided technical support to the United States Army and Cooperative Threat Reduction Program’s assistance to the Russian Federation’s Chemical Weapons destruction program and established the Chemical Weapons Destruction Support Office (CWDSO) in Moscow Russia. Served as Senior Officer in the Organisation for the Prohibition of Chemical Weapons (OPCW) in The Hague, The Netherlands implementing a world-wide Verification Regime for this international arms control treaty organization. Provided integrated program management advice and assistant to the Department of Defense (DoD) Defense Threat Reduction Agency’s (DTRA) Chemical/Biological Joint Science and Technology Office (JSTO) Directorate in maturing new and novel technologies to the warfighter. Provided executive support to the Edgewood MD, Chemical Biological Center (ECBC) building programs and interagency relations/collaboration in response to new and emerging chemical and biological threats. Provided technical support in the execution of the Department of Defense Biological Threat Reduction program, building all aspects of Bio-surveillance capabilities in the country of Georgia. Provided Assistance and Advisory support to the Defense Threat Reduction Agency’s Joint Science and Technology Office in development of strategies, business process infrastructure and Agency-wide integration for the execution of its mission and portfolio. Certificate of recognition from the Director General of the Chemical Weapons Convention for contributions resulting in the 2013 Nobel Peace Prize award for the Syrian Chemical Weapons destruction program.

EDUCATION AND CERTIFICATIONS

MS, Civil Engineering, Tufts University, Medford MA, 1991
BS, Chemistry/Geology, University of NH, Keene NH, 1981.
Clearances: DoD Clearance (on request), United Nations International Secrecy Agreement
DoD Acquisition Program Manager Qualified Level II
DoD Acquisition Science and Technology Manager Qualified Level III
Institute of Hazardous Material Management: Certified Master Level Hazardous Materials Manager # 1639.
PROFESSIONAL EXPERIENCE:

Program Manager, Edgewood Chemical Biological Center (ECBC), Science and Technology Corporation, 7/15/13 to 7/15/14

Responsibilities include management of 10 advanced degreed technical staff, and program analysts/administrative, Program budget analysis/profit and loss projections, hiring and other personnel actions, subcontract management, principle client interface at GS-15 and Senior Executive Levels and providing subject matter expertise on high visibility programs executing across ECBC’s National Chemical and Biological defense portfolio.

Program Manager execution included providing interdisciplinary support via staff in the areas of biosurveillance, chemical and biological detection and sensor platforms, decontamination, chemical and biological elimination technologies, molecular and \textit{invitro} toxicology and participated in and crafted cooperative research agreements with academic research institution, other government research facilities and the private sector Science and Technology companies. Routinely assumed Vice President duties with direct communications/recommendations with Corporate officers. Maintained and nurtured DoD/DHS/DoE inter and intra Agency/Department working relationships for “Whole-of-Government” information facilities and personal sharing/integration.

Program Manager, Defense Threat Reduction Agency (DTRA), Research and Development Enterprise (RD), Joint Science and Technology Office (JSTO), Dynamis, 12/01/11 – 7/14/13

Responsibilities included management of a team of 11 senior technical staff that provide Advisory and Assistance (A&AS) support to the JSTO’s Strategy and Operations Division, Chief Scientist and Senior Advisors/Portfolio Managers. Additional corporate responsibilities include management of onsite staff supporting other DTRA RD programs.

Program Manager execution included supporting the Defense Threat Reduction Agency’s Chemical Biological Joint Science and Technology Office (JSTO), Strategies and Operations Division. Specific program elements supported include multi-disciplinary senior subject matter expertise advice/assistance in; domestic and international collaborations, program strategy development, monitoring and analysis; Advanced Technology Demonstrations; domestic and international Chemical Biological exercises; Nunn Lugar Global Cooperation integration DTRA wide; Operational Science and Technology support to Combatant Commands; interface programs and partnership engagements with Service research laboratories; Biosurveillance programs and initiatives, Dual Use Reporting program development and execution; POM development,
Program infrastructure process improvement; Post Doctoral and Intern programs; external interagency and stakeholder partnerships interactions; and development and implementation of Strategic Plans for the execution of the overall JSTO mission.

**Team Lead, Defense Department Biological Threat Reduction Program (BTRP)**
**Georgia, Battelle Memorial Institute, 1/19/11 to 11/01/11**

Responsible for developing and implementing a 5 year US Department of Defense program to mature a sustainable biological surveillance capability within the country of Georgia.

The program elements focused on biological agent detection and response which include training the national community of Human Health professionals Veterinarians, Laboratory Diagnostic professional, Bio-Safety and Bio-Security professionals, and engaging Georgian government representatives at all levels to develop, mature and exercise an Especially Dangerous Pathogen National Response Plan (EDP NRP), associated Concept of Operations, and practices that ensure international disease reporting obligations. Under scoring the primary objectives additional responsibilities include assisting the Georgian biological scientific community in developing internationally recognized research capabilities and infrastructure with collaborative ties to world wide reference laboratories, research institutions and funding opportunities, conducting a base lining survey on published research on regional EDPs and identifying international Bio-safety and Bio-security regulations in support of bolstering the Georgian regulatory framework through Georgian Ministerial level interactions. Additional responsibilities include execution of mentoring and On-The–Job Training programs in Vector Surveillance techniques, use of the Electronic Infectious Disease Surveillance System (EIDSS), Quality Management System, and in-country and international transportation of biological materials. Lastly responsibilities include developing and implementing a nation-wide Test and Evaluation (T&E) program. Through Table Top, Field Exercises the T&E program assesses the status of capabilities across entire biological surveillance network from individual’s to operating units to an integrated whole. The T&E exercises are a precursor to and include an integrated Final Operational Capability demonstration focuses on the implementation of EDP NRP and Concept of Operations for Human Health and Veterinary responses to EDPs scenarios. The scope of the demonstration includes initial investigation/characterization, local and national response command and control operations, internal and external reporting, and disease mitigation and recovery.

Program wide responsibilities include integration and relationship building with program stakeholders, partners, supporters and donor organizations from world wide governmental and nongovernmental organizations, academia and the private sector.

**Assistant to the Director, US Army Edgewood Chemical Biological Center (ECBC), Research and Technology Directorate, IPA via Battelle Memorial Institute 5/15/08 to 1/18/11**
Responsibilities in this assignment were charged with “full inherently government function” as defined by US federal regulation. Assignment responsibility focused on building a passive chemical and biological defense program in close coordination with Army Civilian Executives.

Execution of responsibilities and duties included support to the US Army’s Edgewood Chemical Biological Center with a primary focus of maturing passive defense programs related to new and emerging biological threats. This included key contributions and facilitation of numerous strategic initiatives to include a Center-wide Strategic and Tactical Research, Engineering and Development future Plan, the Research and Technology Strategy Steering Group’s Road Map of Science as well as business process development, outreach tools and techniques and detailed metrics development to assess attainment of all aspects of various Plans’ objectives. Other functions included on-going analysis of portfolios and programs within the greater CBNRE community of government agencies and departments with a view to identifying Science and Technology leverage opportunities and possible partnerships for new technology development, identifying and supporting fledgling Chemical and Biological passive defense technologies of promise, shaping and solidifying an extensive collaborative network with other government research agencies and laboratories, academia, industry and foreign partners and conducting an on-going analysis on national and international CBRNE related events, treaties, policy, directives and guidance to ensure a current understanding of ECBC’s mission space, challenges and business opportunities. Additional efforts and accomplishments included contribution and to the development of a US Interagency Memorandum of Agreement and associated three year Plan of Work between US Department of Defense, Department of Homeland Security and the Environmental Protection Agency on matters of Chemical and Biological Defense, significant contributor/coordinator in developing a portion of the Department of Army’s response to the “call for data” for the National Strategy for Countering Biological Threats, an Office of the President request.

Interactions in the execution of this assignment included direct interface/consultation with four Senior Executives Service (SES) Directors, three Senior Army Technologists and three Chief Scientists with in the ECBC organization. External interactions included Senior Executives, Chief Scientists, Acquisition Program Manager and Senior Management from the Department of Defense, Army, Navy and Air Force Research Offices, Commanders and Executive at various Military and Department of Energy research laboratories, Office of the Secretary of Defense, Department of Homeland Security, Defense Institute for Analysis, US EPA, US State Department and the various Directorates within the Defense Threat Reduction Agency.

**Senior Executive Staff – National Security Program**, Computer Science Corp, 8/15/05 to 5/15/08
Responsibilities included program coordination, advisory and assistance support in the execution of the US Department of Defense, Defense Threat Reduction Agency’s (DTRA) Chemical and Biological Joint Science and Technology Office (JSTO) programs. Functions included providing program integration, Directorate wide team building, development of program business processes, development of annual technical and programmatic review processes, development of portfolio, knowledge and information management techniques, participation in annual requirements development and associated program build ups, project and program reporting and metrics development, external liaise to US agencies, support for national scale multi organizational Chem/Bio incident demonstrations, academia and the private sector, contributions in establishing the DTRA CB S&T conference as a world class annual event, and day to day program execution support during a period of rapid expansion. This expansion covered the growth for a $500 mil/year 60 staff organization handling 400 projects to a $1 bil/year 200 staff organization with a portfolio of 800 projects. Support was principally focused within the Chemical Biological Physical (non-medical) Division requiring integration and close coordination internally across all JSTO’s divisions, other DTRA Directorates and externally to the Office of Secretary of Defense, the Department of Defense (DoD) Chemical Biological Defense Program’s Joint Program Executive Office (JPEO) and partnering Organization such as US Armed Service and Department of Energy Research Laboratories, Academic Research Institutions and Allied Partners’ Research Institutions.

Major accomplishments include establishing a uniform reporting requirements and analysis technique across the entire Science and Technology performer base, principle architect for the Joint Reporting and Analysis System a portfolio management tool, assisting the preparation in JSTO’s Program Objective Memorandum (POM) and off year Program Builds, R2 Forms coordination, compiling annual CWC and BWC declaration documentation, contributing to development of Technology Transition processes, integrating the Medical and Non-Medical programs and processes, participation in long term Chemical and Biological passive defense strategies, integration with other DTRA Enterprises and Directorates such as On-site Inspection, Cooperative Threat Reduction, Basic and Applied Research and the Innovation Office, providing numerous white papers to senior and executive management on a variety of topics such skill set analysis, productivity analysis, process improvements, reorganization scenarios, Base Closure and Realignment recommendations and opportunities for internal DTRA wide integration.

**Closure Planning and Integration Manager,** EG&G, Tooele Chemical Demilitarization Facility (TOCDF), 9/15/03 to 6/1/05

Responsibilities included planning of the final Chemical Warfare Agent destruction campaigns and subsequent facility closure at the Tooele Chemical Agent Destruction Facility (TOCDF), in Stockton Utah. This included processing of particularly problematic agent munitions stocks and concurrent planning and initial execution for contractual, physical and environment closure of the facility. Functions included leading
a team of 11 Project Managers and Cost Account Managers to develop and maintain cost, schedule and performance objectives and maintaining closure liaise with the military leadership and federal civilian managers at the collocated Deseret Chemical Depot, nearby Tooele Army Depot, and Headquarters Management staff of the US Demilitarization Program in Edgewood Maryland. The estimate for remaining munitions destruction as of 2003 was another 5 to 6 years at a cost of $110 mil/year with the closure project estimates at $500 mil over an additional 4 years.

Additional responsibilities during this time included participation establishing a new business line for URS Corporation in the area of Global Risk Reduction as a follow-on program for the 938 staff at the TOCDF following it’s closure. This new line identified high hazard operations inline with the skills sets TOCDF staff. An accomplishment in this endeavor was participation in the successful win of the Department of State’s $550 million 5 year Small Arms Light Weapons contract that included chemical and biological components.

**Manager for Sites, Project / Task Manager and Senior Scientist/Engineer**, Science Applications International Corporation (SAIC), 3/23/92 to 9/14/03

Responsibilities over a 11 year periods varied and included subject matter senior professional to project and program management for technical and integration support efforts to the United States Army’s $40 billion Chemical Warfare Agent destruction program. Specific programs supported included the Stockpile destruction and Non-Stockpile destruction (buried munitions and former Production facility destruction) and the Cooperative Threat Reduction Program’s Russian Chemical Demilitarization Assistance program. Highlights of key responsibilities and accomplishment follow:

Responsible for managing a department of over 60 US based professionals and 20 Russian Nationals across 14 time zones with an $8 mil/2 year budget cycle. This Department was collocated in Edgewood Maryland with the US Army’s Chemical Demilitarization Headquarters requiring day to day interface to ensure tasks in support of numerous programs were integrated and executing within budget and according to plan. Specific sites in the network included all the various operating US Chemical Demilitarization facilities, the Russian Chemical Weapons Support Office in Moscow and smaller tasks associated with the CWC implementation, Former Chemical Weapons Production Facilities assessments and buried munitions recovery and destruction.

Responsible for technical support in the areas of Environmental permits management, construction, operations oversight, CWC treaty support and public outreach programs at 4 US Chemical Demilitarization facilities during construction, systemization, operations and closure.

Major accomplishments included key contributor to the US National CWC Implementation plan for former CW Production facilities, contributor to development of proposed text for Storage/Production/Demilitarization Facility Agreements, participation
in pre-Entry-into-Force exercises and mock inspection sponsored by the US On-site Inspection Agency, establishment and operations of the Cooperative Threat Reduction program office in Moscow which include development of a Russian/English demilitarization computer based lexicon and translation tool, conceptual designs for the first Russian Demilitarization facility and bench level US/Russian collaborative research proofing out its destruction processes, supported the plans and studies for establishing a central Chemical Agent Analytical Laboratory in Russia, key and significant contributor to Integrated Product Teams in the area of facility closure, environmental issues and facility operations, key contributor to and long standing supporter of treaty implementation at US Chemical Demilitarization Facilities prior to and following Entry-into-Force, helped establish the first CWC Treaty Directorate with in the Army’s newly established Executive Agent for the CWC responsibility, significant contributor to strategies and tactics for Demilitarization facilities’ closure, provided engineering support for the development of mobile and semi fixed chemical weapons destruction systems and containment/storage systems, transportation and handling operations for recovered munitions. Provided support during the operational verification testing oversight and subsequent operations oversight for the first pilot Demilitarization facility, Johnston Atoll Chemical Agent Destruction Facility. Lastly supported and actively engaged the Chemical Emergency Preparedness and the Army’s public outreach programs and office at all sites making presentations and listening to local concerns.

Interactions and engagements during these years included direct interface and presentations to US General Officers and Staff, Senior Executives from the Army, federal Program Managers, Arms Controls represents and management, On-site inspection Agency, numerous Russian General Officers and Research Institution Directors in Moscow and Volgograd.

**Chemical Demilitarization Officer**, Organization for the Prohibition of Chemical Weapons (OPCW), 5/97 - 5/99

Responsibilities in this assignment included the implementation of Verification Regime for former Chemical Weapons Production Facilities (CWPFs). Primary functions in included a detailed review of state party declarations and current CWPF status, development and finalization of Verification Inspection missions and associated Inspection Mandates, assist in finalization of all Inspection Reports and identification of issues requiring the attention of the Director General. Secondary functions included negotiations with the States Parties to finalize Facility Agreements and Plans of Destruction and or Plans for Converting a facility for “Purposes not Prohibited” as a prelude to submission/recommendation to the Executive Council for their decision. Other functions included contributions to the Status of Implementation Report, maintenance of site specific historical case files and near term, mid-term and long term inspection schedules, development of implementation strategies and tactics, one on one problem resolution engagements with various State Party delegations and support in Technical Assistance Visits and advance party negotiations. These roles and functions required routine interactions with Technical Secretariat’s management to include the
Advisor to the Director General, Cabinet members, Legal Council, Policy, Inspectorate Branches, the Deputy Director General, Assistant to the Deputy Director and occasionally the Director General.

Spanning the first two years following Entry-into-Force accomplishments included 90 inspections launched, 70 Agreements and Plans negotiated and submitted to the Executive Council, participation in numerous Technical Assistance Visits and advance party negotiations and co-developer of the sequential inspection concept saving $15 million in the first year of Chemical Weapons Demilitarization Verification inspections. Accomplishments were officially recognized by numerous delegations heads to include the US, a few State Parties’ Ambassadors, the Director General, Deputy Director General and OPCW Directors.

**Principal/Owner/Consultant, Geoserve, 4/90 - 3/92**

Responsibilities as Principal and Owner of a small environmental engineering and remediation company included client development, proposal development, contract negotiations, projects’ execution, hiring and supervising up to 4 staff, managing subcontractors and maintaining company accounts to include accounts receivable and payable.

Major clients and projects during this time frame included Quality Control Supervisory Engineer at the U.S. Army Corps of Engineers Superfund Site, Hanscom Air Force Base, Lexington MA, Project Lead at the U.S. Army Corps of Engineers Superfund Site, Ashland MA and a consulting arrangement with Arthur D. Little Inc providing environmental regulatory compliance oversight support at the US Army’s first Chemical Weapons destruction facility in the Central Pacific, Johnston Atoll. Minor projects included numerous site remediations as the result of oil spills, asbestos waste illegal dumping, and large commercial real estate transactions require environmental assessments. Approximately 1000 hours of US EPA Level “A” personal protective gear expended.

Interactions included Federal and State environmental regulators, US Army Corp of Engineers Program Managers, numerous bank executives and lawyers.

**Senior Scientist, Regional Safety Officer, Roy F. Weston Inc., 12/84 - 4/90**

Responsibilities during this time frame included, Laboratory Service Coordinator, Regional Safety Officer and Senior Staff Member providing Technical Support to U.S. EPA Region I Office of Quality Assurance, to the Office of Emergency Response and occasionally to US EPA’s National Response Team.

Technical assistance was provided for 53 CERCLA, 6 RCRA, 2 TOSCA sites and other environmental regulatory enforcement actions, emergency responses, site
characterizations, remediation, quality assurance oversight at responsible party cleanup sites, and expert assistance support in federally initiated legal proceedings. Functions in these assistance roles include submitting approximately 200 to 300 samples per months for legally defensible qualitative and qualitative analysis that support risk assessments and determination of clean up goals, maintaining supervisor oversight of staff during response to high hazard situations, issuing medical exams and respirator fit for duty reviews, maintain mobile analytical platforms and hand held detection systems, approval of site safety plans, reviewing/validating analytical result form contracted laboratories and participating in public outreach risk communication events. Success in this component were typified by leading the US EPA Region I to the highest level of cost recovery in legal proceedings, 1984 to 1988, of any of the ten national Regions. Technical Assistance also included participating in numerous EPA Special project such as the Blood Lead Levels in Urban Children, a 4 city 2 year epidemiological study in which 6,000 soil and dust samples were collected through the Boston MA neighborhoods, analyzed at EPA Laboratories and compared against children form those neighborhoods and new program initiative such as establishment of Local Emergency Plans for all municipalities within an EPA Region and working with communities to standardize and complete emergency plans. This effort also included training of municipal first responders in safety equipment usage. Other special projects included review and comment on evolving national environmental legislation and national guidance documents for human and ecological risks, laboratory quality control and auditing practices.

Interactions included working with National US EPA Headquarters staff in Washington DC and the National Response Team in Edison NJ, the US EPA Region I Regional Administrator’s Office and Regional Council, Federal and State Incident Commanders and regulators, US Army Corp of Engineers, US CDC represents, the US EPA’s research national facilities, local fire department, city planners and numerous US corporations’ and businesses’ representatives.
APPLICATION FOR APPOINTMENT TO WHATCOM COUNTY BOARDS AND COMMISSIONS

PLEASE PRINT LEGIBLY and COMPLETE ALL ITEMS

Name: Troy Muljat
Date: 5/8/2018
Street Address: 510 Lakeway Drive
City: Bellingham, WA
Zip Code: 98225
Mailing Address (if different from street address): 8303 Double Ditch Rd - Lynden WA - (Sideyard)
Day Telephone: (360) 820-2000
Evening Telephone: (360) 820-2000
Cell Phone: (360) 820-2000
E-mail address: troy@muljat.com

1. Name of board or committee - please see reverse: Whatcom County Economic Development Advisory Council

2. You must specify which position you are applying for. Please refer to vacancy list.

3. Do you meet the residency, employment, and/or affiliation requirements of the position for which you’re applying? (If applicable, please refer to vacancy list.) yes ( ) no

4. Which Council district do you live in? ( ) One ( ) Two ( ) Three ( ) Four ( ) Five

5. Are you a US citizen? ( ) yes ( ) no

6. Are you registered to vote in Whatcom County? ( ) yes ( ) no

7. Have you ever been a member of this Board/Commission? ( ) yes ( ) no

8. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County? ( ) yes ( ) no

9. Have you declared candidacy (as defined by RCW 42.17A.055, see instructions) for a paid elected office in any jurisdiction within the county? ( ) yes ( ) no

You may attach a résumé or detailed summary of experience, qualifications, & interest in response to the following questions.

10. Please describe your occupation (or former occupation if retired), qualifications, professional and/or community activities, and education. Muljat Group Commercial - Owner, Active in developing commercial and residential properties here in Bellingham, WA

Education - Seattle Pacific University - Business, Marketing degree (1992)

11. Please describe why you’re interested in serving on this board or commission: I AM PASSIONATE about economic development & real estate success in Whatcom County.

References (please include daytime telephone number): Kent Thomas - (360) 223-7130
Kena Bensheare - (360) 920-3210

Signature of applicant: 

THIS IS A PUBLIC DOCUMENT: As a candidate for a public board or commission, the above information will be available to the County Council, County Executive, and the public. All board and commission members are expected to be fair, impartial, and respectful of the public, County staff, and each other. Failure to abide by these expectations may result in revocation of appointment and removal from the appointive position.
Board and Commission Application

**Step 1**

Application for Appointment to Whatcom County Boards and Commissions

Public Statement

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<table>
<thead>
<tr>
<th>First Name</th>
<th>Joe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>Murphy</td>
</tr>
<tr>
<td>Date</td>
<td>2/3/1969</td>
</tr>
<tr>
<td>Street Address</td>
<td>3020 Unick Rd.</td>
</tr>
<tr>
<td>City</td>
<td>Ferndale</td>
</tr>
<tr>
<td>Zip</td>
<td>98248</td>
</tr>
<tr>
<td>Do you live in &amp; are you registered to vote in Whatcom County?</td>
<td>Yes</td>
</tr>
<tr>
<td>Do you have a different mailing address?</td>
<td>YES</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>1730 Labounty Dr. #3-91, Ferndale, WA 98248</td>
</tr>
<tr>
<td>Primary Telephone</td>
<td>360-319-6840</td>
</tr>
<tr>
<td>Secondary Telephone</td>
<td>360-384-8486</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:joe.murphy@P66.com">joe.murphy@P66.com</a></td>
</tr>
</tbody>
</table>
### Step 2

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name of Board or Committee</td>
<td>Business and Commerce Advisory Committee</td>
</tr>
<tr>
<td>Business and Commerce Advisory Committee Position:</td>
<td>Energy industry</td>
</tr>
<tr>
<td>2. Do you meet the residency, employment, and/or affiliation requirements of the position for which you’re applying?</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Which Council district do you live in?</td>
<td>District 5</td>
</tr>
<tr>
<td>4. Are you a US citizen?</td>
<td>Yes</td>
</tr>
<tr>
<td>5. Are you registered to vote in Whatcom County?</td>
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<td>7. Have you ever been a member of this Board/Commission?</td>
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</tr>
<tr>
<td>8. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County?</td>
<td>No</td>
</tr>
<tr>
<td>9. Please describe your current work experience, qualifications, and interest in response to the following questions</td>
<td>Currently employed by Phillips 66 Ferndale Refinery as</td>
</tr>
</tbody>
</table>
Turnaround Manager responsible for the long range business plan for turnarounds, the scope development, planning, engineering, procurement, and safe execution of the refinery turnarounds (unit or whole refinery shutdowns and associated maintenance and capital work). A licensed professional engineer with 26 years experience as a project manager and engineer for projects in the oil refinery, pulp and paper, and nuclear industry. Graduated in 1992 from WSU with a B.S in Civil Engineering.

10. Please describe why you're interested in serving on this board or commission

As a 21 year resident of Whatcom County with a family that hopes to live and thrive here, I am deeply interested in the economic future of this county and state. As an engineer having worked in industry and been involved in long term business strategy development, I know I can contribute to providing the council with practical forward looking strategic recommendations on efforts to improve business conditions, environment, and infrastructure. My experience in reviewing building codes and environmental regulations to ensure projects are permitted properly provides me the experience qualifications to review comprehensive plans, regulations, and any other proposals on how they impact business and economic conditions in Whatcom County.

References (please include daytime telephone number):

Travis Millhollin, Executive Director NWCCC, (360) 739-3029
Pete Chapman, Vice President Diamond B, (360) 594-4455
Deidre Dunkin, CEO Dunkin and Bush, (206) 331-0501
Joe Wilson, Pederson Brothers, (360) 734-9180
Billy VanZanten, CEO Western Refinery Services, (360) 815-3306
John Huntley, CEO Mills Electric, (360) 319-7613
Nicole Soncarty, Purchasing Manager, Superfeet Worldwide, Inc. (206) 427-7239
Jim Holien, Program Manager, Anvil Corporation, (360) 937-0535
Todd Beld, Owner, Growsource, Inc. (360) 815-0970
Brian Parberry, SCRAP-IT Recycling Services, (360) 815-6006
Jon Mutchler, Mayor of Ferndale (360) 927-1881
Andrew Thompson, P.E. Senior Project Manager, Granite Construction, (425) 508-3001
Mike Daniels, Manager of Professional Services, VECA Professional Services (360) 202-1250

Signature of applicant:

Joe Murphy

Place Signed / Submitted

Ferndale, WA
Joe Murphy, P.E.
Tumaround Manager

Professional Credentials

Currently employed by Phillips 66, Ferndale Refinery as Turnaround Manager. Responsible for the scope development, budgeting, planning, scheduling, and the safe execution of the refinery turnarounds. Other responsibilities include developing the long-range business plan for turnarounds with input from corporate, refinery management, maintenance, operations, commercial, and capital projects.

Over 26 years of experience in program management, project management, project engineering, and engineering design. Background includes project management, construction management, field engineering, and design engineering in a wide range of projects from heavy industrial to residential.

Proficient in planning and executing schedule driven projects. Experienced in different methods of contracting, management of engineering and construction, and coordinating projects with the Management, Engineering, Operations, and Maintenance personnel of operating facilities.

Background includes experience in the Nuclear, Pulp and Paper, and Oil Refining industries.

Selected Experience

Crude Distillation Tower Replacement Project, Phillips 66 Ferndale

Project Manager—Responsible for managing the engineering, estimating, permitting, procurement, contracting, scheduling, and construction effort to replace a 60-year-old end of life tower with a new tower of safer more efficient design, with upgraded metallurgy and controls.

Responsible for ensuring coordination with permitting agencies, environmental, process safety management, operations, maintenance, and construction. Ensured the engineering design and construction adhered to permitting requirements and documentation.

Crude Unloading Facility Project, Phillips 66 Ferndale

Project Manager—Responsible for managing the scope development, permitting, engineering, estimating, procurement, and construction effort through all the project phases.

Managed the communication and coordination with the permitting agencies through an extensive review and permitting process to ensure an environmentally sound project. Ensured the engineering design and construction adhered to permitting requirements and documentation.

Client Service Manager/Program Manager, CH2MILL/VECO

Responsible for developing and maintaining business relationships with client refineries. Communicated client safety information to project teams and championed target zero safety and environmental goals. Kept abreast of client business and project needs to plan resources required to efficiently execute a
portfolio of projects. Responsible for the safety, quality, and delivery of projects as well as overall profitability of client accounts. Led the budgeting, estimating, and development of proposals while working with management and sales to deliver proposals that align client needs with company goals. Mentored and provided guidance to project engineers and other engineering and design personnel.

Multiple Projects, BP Cherry Point, WA.

Project Manager—Responsible for managing the engineering and procurement effort through the CVP process through front end engineering to completion of detail design and procurement. Responsible for overseeing the development of project scope, P&ID’s, procurement plan, engineering budgets, project EPC schedule, TIC estimates, and all engineering deliverables. Responsible for ensuring project adheres to the approved funded scope and implementing change management and MOC procedures. Responsible for representing the owner's interests in the design in safety, quality, constructability, budget and schedule and notifying the client when a risk to these is identified.

Responsible for ensuring that coordination with owner representatives such as Project Management, PSM, Reliability, Operations, Maintenance, Environmental, and Construction occurs during the planning and design process.

Recent projects included

- LPG Spent Caustic Handling: Design, Procurement, and Installation of an improved caustic handling system to provide operational and safety benefits.

Small Project Alliance, ConocoPhillips Refinery, Ferndale, WA. Program Manager/Project Manager—Responsible for managing the development and execution of multiple projects performed under a multi-year engineering alliance between CH2M HILL and ConocoPhillips. Lead the project team made up of multiple project engineers, on-site and off-site designers and engineers, and support personnel to implement a portfolio of projects ranging in value up to $20,000,000. Assisted client development of their Long-Range Capital Plan and managed the engineering and estimating effort to support it.

Multiple Projects, ConocoPhillips Refinery, Ferndale, WA.

Project Manager—Responsible for leading projects through the gated phases from Conceptual Front-End Loading to development and approval of AFE, through Detail Design, Construction, Commissioning, and Startup. Acted as both the ConocoPhillips Project Manager and the CH2M HILL Project Engineer. Projects include:

- Installation of an MDEA Amine Cleaning Unit. $2,000,000
- Retrofit of an existing FCC Scrubber with new scrubber filtering module to meet EPA Consent Decree. $5,000,000
Joe Murphy, P.E. (continued)

- Replacement of existing Tar Separator Vessel and Vacuum Tower modifications. $4,500,000

Isomerization Project, Shell Oil Products US, Anacortes, WA.
Project Manager—Led the CH2M HILL engineering, design, and procurement team during all phases of the design and ensured that the design and pre-construction effort was coordinated with Shell project management, operations, maintenance and the process vendor. Responsible for managing the Engineering and Procurement budget and overseeing the development and maintenance of the EPC schedule. The Project was delivered on budget and schedule. Project Value: $30,000,000

ConocoPhillips Ferndale Refinery Upgrade Project NOSBL, Ferndale, WA.
Project Engineer—Responsible for the Detail Design effort performed by CH2M HILL for the ConocoPhillips Ferndale Refinery Upgrade Project (FRUP) North Outside Battery Limits (NOSBL). Led the design team consisting of Process, Civil/Structural, Mechanical, Piping, Instrumentation, Controls, and Electrical engineering disciplines. The project was a complex revamp/retrofit to support the Inside Battery Limit portion of the project, which replaces the existing Thermofor Catalytic Cracking (TCC) unit with a Fluidized Catalytic Cracking Unit (FCCU).

Southern Connection Pipeline, LOTT Wastewater Alliance, Olympia, WA.
Project Manager—Construction Project Manager responsible for keeping project within budget and schedule while meeting safety and quality standards. Established and managed construction budget and schedule, performed material and equipment procurement, and initiated and managed subcontracts. Maintained close coordination with Client, Engineer, Landowner, and onsite superintendent. Managed all project changes to minimize impact to schedule and budget. Project was completed on schedule and within budget while meeting or exceeding client expectations. Project Value: $2,500,000

Georgia Pacific West, Inc., Bellingham, WA.
Project Manager—Managed the design and construction of an Elemental Chlorine Free bleach plant upgrade to an operating mill from front end design to final turnover to operations. Coordinated the engineering and construction with operations and maintenance to minimize downtime and maximize operability. The project incorporated existing and some used equipment to save capital cost. A significant portion of the job involved the design and construction of a chlorine dioxide plant for which rigorous Process Safety Management requirements were implemented. Fast track methods were needed on much of the project to meet mill shutdown milestones. Total project value was 23.6 million dollars. Project was completed within budget and on schedule.
Joe Murphy, P.E. (continued)

Project Manager—Managed the design and construction of a new 250,000 square foot tissue warehouse from conceptual design to turnover to operations. The project was built on an old municipal landfill and incorporated an environmental remediation by installing a gas collection system and a landfill cap. The project required extensive coordination with government agencies and landholders to purchase land, obtain permits, and ensure compliance with all codes and laws. Total project cost was 15.5 million dollars. Total construction time was nine months. Project was completed within budget and on schedule.
APPLICATION FOR APPOINTMENT TO WHATCOM COUNTY BOARDS AND COMMISSIONS
PLEASE PRINT LEGIBLY and COMPLETE ALL ITEMS

Name: Brad Rader
Street Address: 1270 E Badger Rd
City: Lynden, WA
Mailing Address (If different from street address):
Day Telephone: (360) 354-6574 ext 21
Evening Telephone: N/A
Cell Phone: (360) 815-4808
E-mail address: brad@raderfarms.com

Business & Commerce
Whatcom County Economic Development Advisory Council
Council Member: Agricultural

1. Name of board or committee-please see reverse: (X) yes ( ) no
2. You must specify which position you are applying for.
   Please refer to vacancy list.
3. Do you meet the residency, employment, and/or affiliation requirements of the position for which you are applying?
   ( if applicable, please refer to vacancy list.) (X) yes ( ) no
4. Which Council district do you live in? ( ) One ( ) Two ( ) Three (X) Four ( ) Five
5. Are you a US citizen? (X) yes ( ) no
6. Have you ever been a member of this Board/Commission? ( ) yes (X) no
7. Have you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County? ( ) yes (X) no
   If yes, please explain:
8. Have you declared candidacy (as defined by RCW 42.17A.655, see instructions) for a paid elected office in any jurisdiction within the county? (X) yes ( ) no
   You may attach a résumé or detailed summary of experience, qualifications, & interest in response to the following questions.
9. Please describe your occupation (or former occupation if retired), qualifications, professional and/or community activities, and education.
   VP/GM at Rader Farms, Inc., Education - Oregon State University
   The Washington Red Raspberry Commission - Board Director, President Whatcom Family Farmers.
   Fundraising chair for Ag. educational project at NW WA Fair Grounds
10. Please describe why you're interested in serving on this board or commission:
    Agriculture is a very large contributor to the local economy. My goal would be to be a voice for all of local Ag to the council.

References (please include daytime telephone number):
   Juan Garcia 360-410-7947
   Fred Likkel 360-815-4361
   Marvin Eshfield 360-815-3705

Signature of applicant:

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Board and Commission Application

Step 1

Application for Appointment to Whatcom County Boards and Commissions

Public Statement

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First Name  John
Last Name  Ramsey
Date  6/11/2018
Street Address  2211 Rimland Dr.
City  Bellingham
Zip  98226
Do you live in & are you registered to vote in Whatcom County?  Yes
Do you have a different mailing address?  YES
Mailing Address  4 Partridge Cir, Bellingham, WA 98229
Primary Telephone  3602985563
Secondary Telephone  Field not completed.
Email Address  johnramsey@kw.com
### Step 2

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name of Board or Committee</td>
<td>Business and Commerce Advisory Committee</td>
</tr>
<tr>
<td>Business and Commerce Advisory Committee</td>
<td>Commercial real estate</td>
</tr>
<tr>
<td>Position:</td>
<td></td>
</tr>
<tr>
<td>2. Do you meet the residency, employment, and/or affiliation requirements of the position for which you’re applying?</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Which Council district do you live in?</td>
<td>District 3</td>
</tr>
<tr>
<td>4. Are you a US citizen?</td>
<td>Yes</td>
</tr>
<tr>
<td>5. Are you registered to vote in Whatcom County?</td>
<td>Yes</td>
</tr>
<tr>
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<td>8. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County?</td>
<td>No</td>
</tr>
</tbody>
</table>

You may attach a resume or detailed summary of experience, qualifications, & interest in response to the following questions

| 9. Please describe your experience with commercial and residential sellers and | My sons and I help commercial and residential sellers and |
occupation (or former occupation if retired), qualifications, professional and/or community activities, and education

buyers negotiate real estate deals. We build bridges to bring local, regional, and global capital to invest in Whatcom County and the Northern I-5 corridor while maintaining and enhancing the quality of life we know and love here.

10. Please describe why you’re interested in serving on this board or commission

I believe Whatcom County has not only an excellent quality of life now, I am also convinced it offers unparalleled opportunity it offer for the future. Since most of my adult life has been spent doing business with East Asia and Europe as well as in North America, I bring language skills, cultural understanding, and business acumen to bear in identifying ways to attract investment while maintaining quality of life.

References (please include daytime telephone number):

Marsha Lockhart 360-224-0563 Max Perry 360-384-1044 Buck Breakey 360-927-6267 Curtis Tyler 360-223-6727

Signature of applicant: John W Ramsey

Place Signed / Submitted: Bellingham, WA

Email not displaying correctly? View it in your browser.
John W. Ramsey

Skills Summary

- Aggressive sales growth, new market penetration, key account acquisition
- Cross cultural management and negotiations
- Worked with new company or new division start-ups in China, Germany, Japan
- Advanced language skills (German, Mandarin Chinese, Japanese)
- Interdisciplinary coordination among engineering, product development, marketing and sales teams
- Set up two companies in Japan
- Multiple sales channels across markets worldwide
- Church teaching and leadership

Qualifications

Sales and Sales Management
Over 26 years of sales and sales management experience in various industries. Experience with commercial and residential real estate, capital goods, direct to consumer sales, concept selling, key account sales, and sales to wholesalers and retailers in consumer equipment business. Top-level sales to business owners and decision makers.

Languages and Intercultural Negotiations
Fluent in German, Business-level Japanese (having managed a subsidiary company where all internal meetings were held in Japanese), and Mandarin Chinese. Experienced in sales and business negotiation in all three languages. Lived and worked in Germany, Japan, and China. Extensive business experience with Switzerland, India, Australia, Singapore, Korea, Malaysia, as well as experience with multiple countries in EU, Middle East, Africa, and Latin America.

International Development
Developed new key accounts, established new channels of sales, and expanded distributor networks for global manufacturers. Replaced established but underperforming distributors with new distributors that achieved higher performance.

General Management
Set up and built a subsidiary sales office in Japan. Established all areas of the business, particularly sales & marketing, customer service, technical support, import, accounting, human resources, warehousing, and distribution. Grew the business from start-up to twenty-two employees with an established management team. Built multiple channels of sales and acquired several key customers. Coordinated implementation of supply chain enhancement system and installation of an ERP system. Built management team in Japan and drove integration of total team with international units in China, Taiwan, and USA.

Start-Up
Served in or led start-up organizations in China, Germany, and Japan. Helped achieve break-even for young companies and thrived in the early stages of company culture development.

Training and Education Experience
Responsible for development of sales training materials for international sales force. Gave multiple training seminars in multiple countries. One-on-one coaching and training of academics and business executives for presentation skills and business communication.
**Professional Experience**

**Keller Williams Western Realty**  March 2016-Present  Bellingham, WA
Real Estate Broker
- Close sales for many listings which other brokers have been unsuccessful in selling
- Specialize in negotiating complex commercial and residential deals

**Faithlife Corporation**  Dec. 2011-March 2016  Bellingham, WA
Direct Sales, Advertising Sales
- Number two direct salesperson in 2012, number one in 2013 for Logos Bible Software
- Built print and pioneered web-based ad sales; trained successors
- Selected to participate in Leadership Whatcom 2012-2013

**3J International**  Dec. 2008-May 2016  Yokohama, Japan/Chattanooga, TN/
President (Owner)  Bellingham, WA
- Set up own corporation in Japan
- Gained access to and presented to decision-making team at Panasonic for Virtual Button Technologies
- Created and launched eStay; developed English, German, and Latin curricula

**Phoenix Associates**  April 2009-Feb. 2010  Tokyo, Japan
Instructor
- Trained executives at major Japanese companies (Mitsui Fudosan, Citibank Japan, etc.)

**Johnson Health Tech**  Jan. 2004-Nov. 2008  Japan & Taiwan
President of Japan Subsidiary and VP International Sales, Asia Pacific
- Set up (2004) and built Japan subsidiary of 22 employees and sales of over ¥780m (over US$8m) (2007)
- Penetrated key accounts in Japan and Asia Pacific

**StairMaster, Inc./Nautilus Health & Fitness Group**  May 1993-Sep. 2003  Germany, USA, Japan
Region Sales Manager Asia Pacific (last title)
- Sales in Germany; sales to distributors world-wide; set up representative office in Japan

**Hoehner & Ortmann**  Jan. 1992 – May 1993  Bonn, Germany
Sales Representative

**Dieter Boy Consulting**  April-Nov. 1991  Bonn, Germany
Internship

**CET Harbin**  Four Semester Programs from  Harbin, China
Resident Director of Chinese Language Training Center

**Licenses**
Insurance licenses: Producer of Life and Health in Tennessee (August 2010)
Washington Real Estate License
CIPS (Certified International Property Specialist) through National Association of Realtors
CCIM (Certified Commercial Investment Member): Completed first of four core courses: CI 101
Member of CBA, Commercial Brokers Association
Community
Leadership Whatcom 2012-2013 with Ken Oplinger
Light of the World Prayer Center: Awake! political prayer team leadership group

Church
Hope Bible Fellowship (Seattle): worked with small groups and youth, preached occasionally; 1994-2000
International Bible Fellowship of North Yokohama: preached, taught, served in leadership; 2000-2010
Spring Creek Bible Church: led men’s group discussions; preached several evening services; lead youth Sunday School

Education
Warren Wilson College, Swannanoa, NC
B.A., Intercultural Studies with concentrations in German and Chinese, Dec. 1987

References
Available upon request
Board and Commission Application

**Step 1**

Application for Appointment to Whatcom County Boards and Commissions

**Public Statement**

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<table>
<thead>
<tr>
<th>First Name</th>
<th>Dan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>Robbins</td>
</tr>
<tr>
<td>Date</td>
<td>6/6/1944</td>
</tr>
<tr>
<td>Street Address</td>
<td>1004 West Toledo St</td>
</tr>
<tr>
<td>City</td>
<td>Bellingham</td>
</tr>
<tr>
<td>Zip</td>
<td>98229</td>
</tr>
<tr>
<td>Do you live in &amp; are you registered to vote in Whatcom County?</td>
<td>Yes</td>
</tr>
<tr>
<td>Do you have a different mailing address?</td>
<td>Field not completed.</td>
</tr>
<tr>
<td>Primary Telephone</td>
<td>360-305-4211</td>
</tr>
<tr>
<td>Secondary Telephone</td>
<td>Field not completed.</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:danrobbins3@comcast.net">danrobbins3@comcast.net</a></td>
</tr>
</tbody>
</table>

**Step 2**
1. Name of Board or Committee: Business and Commerce Advisory Committee

Business and Commerce Advisory Committee Position: Retail

2. Do you meet the residency, employment, and/or affiliation requirements of the position for which you’re applying? Yes

3. Which Council district do you live in? District 1

4. Are you a US citizen? Yes

5. Are you registered to vote in Whatcom County? Yes

6. Have you declared candidacy (as defined by RCW 42.17A.055) for a paid elected office in any jurisdiction within the county? Yes Port Commissioner 2014-2017

7. Have you ever been a member of this Board/Commission? No

8. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County? No

You may attach a resume or detailed summary of experience, qualifications, & interest in response to the following questions

Daniel Robbins Resume 1.pdf

9. Please describe your occupation (or former occupation if retired), see attached
qualifications, professional and/or community activities, and education

10. Please describe why you're interested in serving on this board or commission

Business in the community

References (please include daytime telephone number):

360-305-4211

Signature of applicant:

Dan Robbins

Place Signed / Submitted

Bellinghan

(Section Break)

Email not displaying correctly? View it in your browser.
<table>
<thead>
<tr>
<th>From:</th>
<th>Dan Robbins <a href="mailto:danrobbins3@comcast.net">danrobbins3@comcast.net</a></th>
</tr>
</thead>
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</tr>
<tr>
<td>To:</td>
<td>NaDean Hanson</td>
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<tr>
<td>Subject:</td>
<td>resume</td>
</tr>
<tr>
<td>Attachments:</td>
<td>Dan's resume 2018.docm</td>
</tr>
</tbody>
</table>

see attached Port Commissioner 2014-2017
DANIEL M ROBBINS III
1004 West Toledo Street, Bellingham, WA 98229  (360) 305-4211 danrobins3@comcast.net

PROFESSIONAL SUMMARY

Business and community leader dedicated to the success of private businesses and public entities in Whatcom County, Washington. Extremely results-oriented and proactive in addressing and resolving problems.

EXECUTIVE BACKGROUND

President and General Manager of Cost Cutter Toys, The Children’s Company, the Party Store and several other local businesses. Owned or been a partner in seven businesses.

Active in service clubs and business groups.

Shareholder in family run business that includes oyster farming and sustainable timber harvesting.

Vice President and Director of Family Hama Hama and Company
Past Director of Whatcom Chamber of Commerce and Industry
Past Director of Bank of Washington
Twenty-five years experience in retail management
Life-long resident of Bellingham.

PROFESSIONAL EXPERIENCE AND OWNERSHIP

Port Commissioner, District 1 Commissioner, 2014 to 2017
Port of Bellingham - Bellingham, Washington
Port of Bellingham is a government agency which operates two large marinas, port facilities and the Bellingham International Airport.

Volunteer Counselor and Chapter Chairman, S.C.O.R.E (Service Corp of Retired Executives) - Bellingham, Washington
Nationwide Small Business Administration-supported nonprofit association dedicated to helping small businesses
Get off the ground, grow and achieve their goals through education and mentorship.

Past President, Vice-President, Director, Owner or Shareholder, 01/1974 to 06/2004
Owned or been a partner in seven businesses during my working career.

Shareholder,
Hama Hama Corporation - Hood Canal, Washington
Serve as shareholder and past officer of a long-time family business which harvest and sells oysters to numerous state and country restaurant establishments. The timber portion of the business is continually evolving to sustain growth and follow state harvest guidelines.

EDUCATION

Bachelor of Arts: Industrial Technology, 1968
Western Washington University - Bellingham, Washington
Board and Commission Application

Step 1

Application for Appointment to Whatcom County Boards and Commissions

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First Name  DANIELLE
Last Name  ROSELLISON
Date  6/6/2018
Street Address  36 Tumbling Water Drive
City  Bellingham
Zip  98229
Do you live in & are you registered to vote in Whatcom County?  Yes
Do you have a different mailing address?  Field not completed.
Primary Telephone  3603194576
Secondary Telephone  Field not completed.
Email Address  danieller@trailblazin.net

Step 2
1. Name of Board or Committee: Business and Commerce Advisory Committee

I represent a for-profit business.

2. Do you meet the residency, employment, and/or affiliation requirements of the position for which you’re applying? Yes

3. Which Council district do you live in? District 3

4. Are you a US citizen? Yes

5. Are you registered to vote in Whatcom County? *Field not completed.*

6. Have you declared candidacy (as defined by RCW 42.17A.055) for a paid elected office in any jurisdiction within the county? No

7. Have you ever been a member of this Board/Commission? *Field not completed.*

8. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County? No

You may attach a resume or detailed summary of experience, qualifications, & interest in response to the following questions:

Rosellison Resume.docx (1).pdf

9. Please describe your occupation (or former occupation if retired), see attached
qualifications, professional and/or community activities, and education

10. Please describe why you’re interested in serving on this board or commission

The cannabis industry is one of the fastest industries in the world. It touches on all issues, from economic development to health care to environmental (hemp) to social justice issues. A representative, who knows the intricate details of the cannabis industry through being heavily involved on a local, state and federal level, should be represented on this committee. This is a movement combining fiscally conservative business owners with the progressive needs of future generations. I am frustrated by the governments continued position of being reactionary instead of being proactive. If we can visualize where we want to be in 5, 10, 25, 50 years, then we can put policy in place now that helps us get there. I am thankful for your consideration.

References (please include daytime telephone number):

see attached Local References: Pinky Vargas 360-510-1388
Jean Luc Cornet 360-220-7085 Dr. Sarah Garrett 415-676-1025

Signature of applicant:

Danielle Rosellison

Place Signed / Submitted

Bellingham, WA

(Section Break)

Email not displaying correctly? View it in your browser.
Danielle Marthe Rosellison  
(360) 319-4576  
daniellere@trailblazin.net

Education  
**Western Washington University**  
BA in Interdisciplinary Child Development  
Washington State Teaching Certificate K-8  
**Northwestern University**  
McCormick School of Engineering and Applied Science

Mission  
Use tenacity, intelligence and serial optimism to create a collaborative, socially conscious cannabis industry

Attributes  
Tenacious, fearless, efficient, hardworking, organized, loyal, enthusiastic, intelligent, self-motivated, optimistic, empathetic

Experience Summary

- In addition to owning and operating Trail Blazin’ Productions, a pesticide free, 100% LED, medically compliant, legal commercial cannabis operation since 2014, I have immersed myself in the legislative and rulemaking process making political connections on the local, state and federal level. I have extensive knowledge of the WA cannabis laws and rules, as well as contacts across the world immersed in the cannabis industry.

Experience

- Ambitiously go after goals until achieved  
- Experienced at drafting, analyzing and lobbying for legislative and regulatory changes  
- Created and sustained political connections  
- Self motivated to find and prioritize whatever needs to be done  
- Experienced in all aspects of owning and operating a cannabis business, especially compliance  
- Ability to troubleshoot and fix problems through analytical thinking, careful observation, & listening skills  
- Effective multi-tasker  
- Ability to analyze documentation; following or creating a paper trail  
- Assertively fix most situations, however asks for help when circumstances require additional expertise  
- Conduct personality according to a plethora of environments  
- Ability to work, manage & communicate well with employees, management, patrons & elected officials  
- Effectively educate others  
- Effectively manage 20+ employees, activating the best in people to accomplish their full potential  
- Participated in cannabis studies with the University of Washington  
- Composed articles for Marijuana Venture, Everything Medical Marijuana, Whatcom Talks, etc.  
- 3+ years owning and operating a legal, licensed, commercial cannabis facility  
- 10 years as a loan officer and mortgage processor

Community Service

- [WSLCB](#) Cannabis Advisory Council, Alternate  
- WSLCB Packaging and Labelling Workgroup  
- WSLCB Traceability Workgroup  
- **The Cannabis Alliance**, President  
- The Cannabis Alliance, Executive Board Member  
- [Cannabis Farmers Council](#), Executive Board Member  
- [Chamber of Commerce](#), Ambassador  
- Cannabis Commission Formation Project  
- [502Cannabis Google Group](#), Founder and Moderator  

2017-present  
2017-present  
2017-present  
10/2016-present  
01/2016-present  
03/2016-01/2018  
03/2015-present  
01/2015-present  
04/2014-present
Danielle Marthe Rosellison  
(360) 319-4576  
danieller@trailblazin.net  

Accolades  
- 2017 Named Ambassador of the Year by Bellingham/Whatcom Chamber of Commerce  
- 2017 Nominated Activist of the Year by Dope Magazine  
- 2017 Named 40 under 40 in Marijuana Venture Magazine  
- 2016 Named Activist of the Year by Dope Magazine  
- Quoted and featured in magazines and media outlets; local, state and national  
  - A full list is available upon request  

Speaking Engagements  
- 2018 Presenter for the Business Club at Whatcom Community College  
- 2018 Panel Member for "Cannabis Law and Policy"; Seattle University  
- 2018 Presenter for "The Business of Cannabis: The Opportunities and Risks in an Emerging Market"; Evergreen State College  
- 2017 Annual Speakers Panel; Women's Professional Network  
- 2016 "Women in Cannabis: Panel Discussion"; Canacon  
- 2016 "Promises and Challenges"; Hempfest  

References  
- Alejandro Di-Tolla, Venture Capitalist  
- Jean-Luc Cornet, Partner Conveyor Dynamics  
- Alen Nguyen, CEO MainStem  
- AC Braddock, CEO Eden Labs  
- 425-246-2372  
- 360-220-7085  
- 206-519-8074  
- 425-829-8551
Board and Commission Application

Step 1

Application for Appointment to Whatcom County Boards and Commissions

Public Statement
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First Name Joshua
Last Name Summers
Date 6/11/2018
Street Address 2028 Brome St
City Lynden
Zip 98264
Do you live in & are you registered to vote in Whatcom County? Yes
Do you have a different mailing address? Field not completed.
Primary Telephone 360-616-1538
Secondary Telephone Field not completed.
Email Address Joshua.Summers@me.com

Step 2
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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</thead>
<tbody>
<tr>
<td>Name of Board or Committee</td>
<td>Business and Commerce Advisory Committee</td>
</tr>
<tr>
<td>Position:</td>
<td>Energy industry</td>
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<tr>
<td>Do you meet the residency, employment, and/or affiliation requirements of the position for which you’re applying?</td>
<td>Yes</td>
</tr>
<tr>
<td>Which Council district do you live in?</td>
<td>District 4</td>
</tr>
<tr>
<td>Are you a US citizen?</td>
<td>Yes</td>
</tr>
<tr>
<td>Are you registered to vote in Whatcom County?</td>
<td>Yes</td>
</tr>
<tr>
<td>Have you declared candidacy (as defined by RCW 42.17A.055) for a paid elected office in any jurisdiction within the county?</td>
<td>No</td>
</tr>
<tr>
<td>Have you ever been a member of this Board/Commission?</td>
<td>No</td>
</tr>
<tr>
<td>Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County?</td>
<td>No</td>
</tr>
</tbody>
</table>

You may attach a resume or detailed summary of experience, qualifications, & interest in response to the following questions.

9. Please describe your occupation (or former occupation if retired),

Currently I am the Director of Public Affairs at the Phillips 66 Ferndale Refinery and in this capacity, I frequently attend Council Meetings and review policies that potentially impact our
qualifications, professional and/or community activities, and education

10. Please describe why you're interested in serving on this board or commission

I think it's a great opportunity to partner with local businesses to provide critical feedback to the Council on pending issues.

References (please include daytime telephone number):

Andrew Sona +1 360-384-8399

Signature of applicant: Joshua Summers

Place Signed / Submitted: Ferndale, WA

(Section Break)

Email not displaying correctly? View it in your browser.
Josh Summers // 2028 Brome St. Lynden, WA 98264 // Joshua.Summers@me.com // 360.616.1538

CAREER SUMMARY
Respected leader with 15 years of experience managing projects, resources, and people. Recognized for exceptional communication skills and ability to create organizational transformation strategies. Thrives on ambiguous situations in a high-paced, demanding and dynamic environment.

PROFESSIONAL SUMMARY
Phillips 66 – 6/2014 to present
Director, Public Affairs – Ferndale Refinery – Jun 2017 to present
• Member of global “Change Network” for company’s optimization and organizational transformation program.
• Reinvented community engagement program to align with corporate investment pillars and focus on involving, empowering and supporting employee participation and engagement.
Training Coordinator – Commercial Business Services – Apr 2016 to Jun 2017
• Led a change initiative from analysis to implementation that examined gaps in organizational efficiency through facilitated focus groups and strategic planning to maximize productivity and effectiveness.
• Analyzed and developed the concept, framework and content for a scenario-based, standardized training program which leveraged metrics to inform training and customized coaching.
• Led a refresh to an online learning platform including the development of multiple performance support eLearning modules, a revised editorial calendar and strategic content.
• Participated in the creation of an organizational competency model centered on analyzing department capabilities against business needs, and instituting training goals to meet performance targets.
Advisor, Process and Quality Control – Communications and Public Affairs – Jun 2014 to Jul 2015
• Developed and introduced transformational department planning and quality control process to increase collaboration and improve delivery.
• Overhauled the Chairman’s award and recognition program resulting in a 25% increase in employee engagement. Won several industry awards from Public Relations Society of America and International Association of Business Communicators.
Phillips 66 (via Primary Services) – 11/2013 to 6/2014
Onboarding Consultant – Finance
• Analyzed organizational attrition and turnover issues and developed an onboarding and training solution that was rolled out and adopted by the entire Finance function.
• Provided consultation services pertaining to supervisor training and development.
U. S. Marine Corps, Manpower Officer, Major – 6/2003 to 4/2017
Exercises/Training Officer, Headquarters, Marine Corps Forces Pacific – Nov 2013 to Apr 2017
• Rebuilt individual augmentation program and policy.
• Served as joint manpower planning lead for a U.S. & Thailand joint exercise, Cobra Gold.
Manpower Officer, Third Marine Regiment – Nov 2010 to Sept 2013
• Assessed organizational deficiencies related to non-deployable manpower and instituted legal, administratve, and process solutions to achieve staffing targets.
• Trusted advisor and author on complicated issues and correspondence ranging from reports to Congress, updates to external media, legal, judicial and operational matters.
Aide to the Commanding General, Marine Corps Warfighting Laboratory – Aug 2009 to Oct 2010
• Strategically planned, managed and executed a C-Level schedule which capitalized on mutually beneficial initiatives and opportunities with Senior Executives, Foreign Governments, and external stakeholders resulting in 30 domestic and international engagements throughout the Middle East, Europe, the Western Pacific and the United States.
• Created a performance recognition program.
Josh Summers // 2028 Brome St. Lynden, WA 98264 // Joshua.Summers@me.com // 360.616.1538

Project Officer, Defense Human Resources Activity – Jul 2008 to Aug 2009
- Identified inefficiencies in government contracting process and implemented procedures that significantly changed in the way jobs were scheduled, proofed and approved across multiple external agencies, netting a 35%-time reduction from concept to product delivery.
- Authored a report for Congress via the Secretary of Defense which raised awareness in the security and stringent precautions used to safeguard the largest repository of Military recruitment data.

Manpower Officer, Marine Aviation Weapons and Tactics Squadron 1 – Jul 2006 to Jul 2008
- Recognized compliance gaps in classified material handling and identified, documented and destroyed over 3,200 non-essential items in the classified material control center.
- Wrote a new standard operating procedure to increase security awareness and invigorate the classified material management program.
- Developed an automated recruitment and candidate evaluation program.

Manpower Officer Marine Wing Support Squadron 371 – Jun 2004 to Jul 2006
- Established a comprehensive pre-deployment effort which prepared service members for contingency operations overseas.
- Deployed in support of OPERATION IRAQI FREEDOM.

EDUCATION & TRAINING
Southern New Hampshire University – MS Organizational Leadership, 2017
Southern New Hampshire University – MBA, 2016
University of Houston – Lean Six Sigma Green Belt, 2014
University of Tennessee — B.A. Psychology, 2003

AWARDS
IABC Gold Quill – 2016
IABC Silver Quill – 2015
IABC Bronze Quill – 2015
Navy & Marine Corps Commendation Medal – 2013
Navy & Marine Corps Commendation Medal – 2010
Defense Commendation Medal – 2009
Navy & Marine Corps Commendation Medal – 2008
Navy & Marine Corps Achievement Medal – 2005

COMMUNITY INVOLVEMENT
Whatcom Community College Foundation, Board Member – Sept 2017 to Present
Northwest Washington Fair Foundation, Board Member – May 2018 to Present

TECHNICAL SKILLS
Windows, SharePoint, Outlook, Excel, PowerPoint, Word, Access, InfoPath, OS, Pages, Numbers, Keynote

REFERENCES
Robert F. Hedelund
Lieutenant General, U. S. Marine Corps
Commanding General, II Marine Expeditionary Force
Email: Robert.Hedelund@usmc.mil
Phone: 910.330.6261

Rose Gayle
Managing Partner
Senn Delaney, Culture Shaping at Heidrick Consulting
Email: rgayle@senndelaney.com
Phone: 915.727.7222

Kristi Bentivegna
Manager, Corporate Communications
Phillips 66
Email: Kristi.Bentivegna@p66.com
Phone: 713.304.8193

Nathan Nastase
Colonel, U. S. Marine Corps
Assistant Chief of Staff G3 Operations
Email: Nathan.Nastase@usmc.mil
Phone: 808.840.3565
APPLICATION FOR APPOINTMENT TO WHATCOM COUNTY BOARDS AND COMMISSIONS

PLEASE PRINT LEGIBLY and COMPLETE ALL ITEMS

Name: Douglas Thomas
Street Address: 2825 Roeder Avenue
City: Bellingham, WA
Mailing Address (if different from street address):
Day Telephone: (360) 733-1640 Evening Telephone: Cell Phone:
E-mail address: doug.thomas@belcold.com

1. Name of board or committee - please see reverse: Business and Commerce Advisory Committee
2. You must specify which position you are applying for. Please refer to vacancy list. Marine Trade
3. Do you meet the residency, employment, and/or affiliation requirements of the position for which you’re applying? (If applicable, please refer to vacancy list.) ( ) One ( ) Two ( ) Three ( ) Four ( ) Five ( ) yes ( ) no
4. Which Council district do you live in? ( ) One ( ) Two ( ) Three ( ) Four ( ) Five ( ) yes ( ) no
5. Are you a US citizen? ( ) Yes ( ) No ( ) yes ( ) no
6. Are you registered to vote in Whatcom County? ( ) Yes ( ) No ( ) yes ( ) no
7. Have you ever been a member of this Board/Commission? ( ) Yes ( ) No ( ) yes ( ) no
If yes, dates: ____________________________

8. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County? ( ) Yes ( ) No ( ) yes ( ) no
If yes, please explain: __________________

9. Have you declared candidacy (as defined by RCW 42.17A.055, see instructions) for a paid elected office in any jurisdiction within the county? ( ) Yes ( ) No ( ) yes ( ) no

You may attach a résumé or detailed summary of experience, qualifications, & interest in response to the following questions.

10. Please describe your occupation (or former occupation if retired), qualifications, professional and/or community activities, and education.

President & CEO at Bellingham Cold Storage, Chair of Board of Directors - Whatcom Business Alliance, Education - BS Agriculture Economics - Washington State University (1986)

Chair of World Food Logistics Organization 2013-14 Chair of IABW 2013-14

11. Please describe why you’re interested in serving on this board or commission: To lend marine trade and transportation/logistics expertise so as to improve and or optimize Whatcom County in this area.

References (please include daytime telephone number):

Rob Fix, POB 676-2500, Kennewick POB 733-1002, Bob Warshawer 360-927-1524

Signature of applicant: __________________________

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Board and Commission Application

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<th>James</th>
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<tbody>
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<td>Twining</td>
</tr>
<tr>
<td>Date</td>
<td>5/25/2018</td>
</tr>
<tr>
<td>Street Address</td>
<td>2010 Valleybrook Ln</td>
</tr>
<tr>
<td>City</td>
<td>Bellingham</td>
</tr>
<tr>
<td>Zip</td>
<td>98229</td>
</tr>
<tr>
<td>Do you live in &amp; are you registered to vote in Whatcom County?</td>
<td>Yes</td>
</tr>
<tr>
<td>Do you have a different mailing address?</td>
<td>YES</td>
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<tr>
<td>Mailing Address</td>
<td>2115 Barkley Blvd, #101</td>
</tr>
<tr>
<td>Primary Telephone</td>
<td>3607141234</td>
</tr>
<tr>
<td>Secondary Telephone</td>
<td>Field not completed.</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:james.twining@FinancialPlanInc.com">james.twining@FinancialPlanInc.com</a></td>
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### Step 2

<table>
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<th>Answer</th>
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<td>1. Name of Board or Committee</td>
<td>Other</td>
</tr>
<tr>
<td>Business and Commerce Advisory Committee</td>
<td>Other</td>
</tr>
<tr>
<td>Other</td>
<td>Business and Commerce Advisory Committee</td>
</tr>
<tr>
<td>2. Do you meet the residency, employment, and/or affiliation requirements of the position for which you’re applying?</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Which Council district do you live in?</td>
<td>District 3</td>
</tr>
<tr>
<td>4. Are you a US citizen?</td>
<td>Yes</td>
</tr>
<tr>
<td>5. Are you registered to vote in Whatcom County?</td>
<td>Yes</td>
</tr>
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<td>No</td>
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<td>No</td>
</tr>
</tbody>
</table>

You may attach a resume or detailed summary of experience, qualifications, & interest in response to the following questions

*Field not completed.*
9. Please describe your occupation (or former occupation if retired), qualifications, professional and/or community activities, and education

10. Please describe why you're interested in serving on this board or commission
My long experience in finance can be of value.

References (please include daytime telephone number):
Devin Wolf (360) 714 1234

Signature of applicant:
James B. Twining

Place Signed / Submitted
Bellingham, WA

(Section Break)
Board and Commission Application

Step 1

Application for Appointment to Whatcom County Boards and Commissions

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First Name  Bryan
Last Name  VanderYacht
Date  6/4/2018
Street Address  6811 guide meridian
City  LYNDEN
Zip  98264
Do you live in & are you registered to vote in Whatcom County?  Yes
Do you have a different mailing address?  Field not completed,
Primary Telephone  3608152450
Secondary Telephone  3603981234
Email Address  byacht@hotmail.com

Step 2
1. Name of Board or Committee: Business and Commerce Advisory Committee

2. Do you meet the residency, employment, and/or affiliation requirements of the position for which you’re applying? *Field not completed.*


5. Are you registered to vote in Whatcom County? *Field not completed.*

6. Have you declared candidacy (as defined by RCW 42.17A.055) for a paid elected office in any jurisdiction within the county? No

7. Have you ever been a member of this Board/Commission? No

8. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County? No

You may attach a resume or detailed summary of experience, qualifications, & interest in response to the following questions

*Field not completed.*

9. Please describe your occupation (or former occupation if retired), Owner VanderYacht propane
qualifications, professional and/or community activities, and education

| 10. Please describe why you’re interested in serving on this board or commission | To help provide information to the board to make Whatcom county a leader in business |
| References (please include daytime telephone number): | Field not completed. |
| Signature of applicant: | Bryan VanderYacht |
| Place Signed / Submitted | LYNDEN |

Email not displaying correctly? View it in your browser.
From: noreply@civicplus.com  
Sent: Tuesday, June 05, 2018 11:33 AM  
To: Ben Glassett; Jill Nixon; Suzanne Mildner; Kristi Felbinger; Dana Brown-Davis; Executive; NaDean Hanson  
Subject: Online Form Submittal: Board and Commission Application

Board and Commission Application

Step 1

Application for Appointment to Whatcom County Boards and Commissions

Public Statement
THIS IS A PUBLIC DOCUMENT: As a candidate for a public board or commission, the information provided will be available to the County Council, County Executive, and the public. All board and commission members are expected to be fair, impartial, and respectful of the public, County staff, and each other. Failure to abide by these expectations may result in revocation of appointment and removal from the appointive position.

First Name               Rollo
Last Name                Van Slyke
Date                     6/5/2018
Street Address           518 E. Magnolia St
City                     Bellingham
Zip                      98225
Do you live in & are you registered to vote in Whatcom County? Yes
Do you have a different mailing address? Field not completed.
Primary Telephone        360 676-7418
Secondary Telephone      360 739-2576
Email Address            rollo4@rollokvanslyke.com

Step 2
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name of Board or Committee</td>
<td>Business and Commerce Advisory Committee</td>
</tr>
<tr>
<td>Position:</td>
<td>I represent a for-profit business.</td>
</tr>
<tr>
<td>2. Do you meet the residency, employment, and/or affiliation requirements of the position for which you’re applying?</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Which Council district do you live in?</td>
<td>District 4</td>
</tr>
<tr>
<td>4. Are you a US citizen?</td>
<td>Yes</td>
</tr>
<tr>
<td>5. Are you registered to vote in Whatcom County?</td>
<td>Yes</td>
</tr>
<tr>
<td>6. Have you declared candidacy (as defined by RCW 42.17A.055) for a paid elected office in any jurisdiction within the county?</td>
<td>No</td>
</tr>
<tr>
<td>7. Have you ever been a member of this Board/Commission?</td>
<td>No</td>
</tr>
<tr>
<td>8. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County?</td>
<td>No</td>
</tr>
<tr>
<td>You may attach a resume or detailed summary of experience, qualifications, &amp; interest in response to the following questions</td>
<td>Field not completed.</td>
</tr>
<tr>
<td>9. Please describe your occupation (or former occupation if retired),</td>
<td>31 yr. owner of a large insurance agency. Served on a couple non-profit boards including treasurer of a church.</td>
</tr>
</tbody>
</table>
qualifications, professional and/or community activities, and education

10. Please describe why you're interested in serving on this board or commission

To give back to my community the wisdom derived from 31 yrs of operating a business in it.

References (please include daytime telephone number):

Carl Davis 360 714-8117

Signature of applicant: Rollo Van Slyke

Place Signed / Submitted: Bellingham

Email not displaying correctly? View it in your browser.
APPLICATION FOR APPOINTMENT TO WHATCOM COUNTY BOARDS AND COMMISSIONS

PLEASE PRINT LEGIBLY and COMPLETE ALL ITEMS

Name: Drew Zogby
Street Address: 3767 Alpha Way
City: Bellingham, WA
Date: 5/8/2018
Zip Code: 98226

Mailing Address (if different from street address): ____________________________

Day Telephone: (360) 392-2130 Evening Telephone: __________________________
Cell Phone: (360) 296-5013
E-mail address: dzogby@alpha.com

1. Name of board or committee—please see reverse: Business and Commerce Advisory Committee

2. You must specify which position you are applying for. Please refer to vacancy list.
   Manufacturing

3. Do you meet the residency, employment, and/or affiliation requirements of the position for which you’re applying? (If applicable, please refer to vacancy list.) (X) yes ( ) no

4. Which Council district do you live in? One ( ) Two ( ) Three ( ) Four (X) Five

5. Are you a US citizen? (X) yes ( ) no

6. Are you registered to vote in Whatcom County? (X) yes ( ) no

7. Have you ever been a member of this Board/Commission? (X) yes ( ) no
   If yes, dates: ___________________ 

8. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County? (X) yes ( ) no
   If yes, please explain: ____________________________

9. Have you declared candidacy (as defined by RCW 42.17A.055, see instructions) for a paid elected office in any jurisdiction within the county? (X) yes ( ) no

You may attach a résumé or detailed summary of experience, qualifications, & interest in response to the following questions.

10. Please describe your occupation (or former occupation if retired), qualifications, professional and/or community activities, and education. President and CEO at Alpha Technologies Services, Inc., Education: MBA Duke University, B.S., LeMoyne College

11. Please describe why you’re interested in serving on this board or commission: We are a leading local technology/ manufacturing firm with strong interest in growth oriented public policy

References (please include daytime telephone number): Dr. Ed Starinchak - (360) 961-8481

Signature of applicant: ______________________________

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### Lodging Tax Advisory Committee Member appointment

**ATTACHMENTS:**
Lodging Tax Advisory Committee member application

**SEPA review required?** (   ) Yes (x ) NO  
**SEPA review completed?** ( ) Yes (x ) NO

**Should Clerk schedule a hearing?** (   ) Yes (x ) NO  
**Requested Date:**

County Executive Jack Louws requests confirmation of Mr. Dana Weber’s nomination to the Whatcom County Lodging Tax Advisory Committee to fill the requirements of RCW 67.28.1817. As such, Mr. Weber will fill the Tax Collector vacancy position.
APPLICATION FOR APPOINTMENT TO WHATCOM COUNTY BOARDS AND COMMISSIONS

PLEASE PRINT LEGIBLY and COMPLETE ALL ITEMS

Name: Dana Weber

Street Address: 16600 Sapphire Trail

City: Bellingham

Mailing Address (if different from street address):

Day Telephone: 360-670-7700 Evening Telephone: 

Cell Phone: 206-369-6525

E-mail address: dweber@thehotelbellingham.com

1. Name of board or committee—please see reverse:
   Lodging Tax Advisory Committee

2. You must specify which position you are applying for.
   Please refer to vacancy list.

3. Do you meet the residency, employment, and/or affiliation requirements of the position for which you're applying? (If applicable, please refer to vacancy list.)
   Yes ( ) No ( )

4. Which Council district do you live in? ( ) One ( ) Two ( ) Three ( ) Four ( ) Five

5. Are you a US citizen? ( ) Yes ( ) No

6. Are you registered to vote in Whatcom County? ( ) Yes ( ) No

7. Have you ever been a member of this Board/Commission? ( ) Yes ( ) No
   If yes, dates:

8. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County? ( ) Yes ( ) No
   If yes, please explain: Hotel Bellingham Airport

9. Have you declared candidacy (as defined by RCW 42.17A.055, see instructions) for a paid elected office in any jurisdiction within the county? ( ) Yes ( ) No

You may attach a résumé or detailed summary of experience, qualifications, & interest in response to the following questions.

10. Please describe your occupation (or former occupation if retired), qualifications, professional and/or community activities, and education.
    I am currently the General Manager of the Hotel Bellingham. Prior to this I was Asst GM @ the Four Points for 12+ years. I am active in the Chamber and also serve as Vice Chair on NYCPS board.

11. Please describe why you're interested in serving on this board or commission: I have many years experience in the Tourism industry in Whatcom County and I would love to assist in decisions made for the future.

References (please include daytime telephone number):

   Eric Raminard - Hilde 360-671-3990 ext211

Signature of applicant:

THIS IS A PUBLIC DOCUMENT: As a candidate for a public board or commission, the above information will be available to the County Council, County Executive, and the public. All board and commission members are expected to be fair, impartial, and respectful of the public, County staff, and each other. Failure to abide by these expectations may result in revocation of appointment and removal from the appointive position.
TITLE OF DOCUMENT:  Ordinance Establishing the Swift Creek Sediment Management Fund and Establishing a Budget for the Swift Creek Sediment Management Fund

ATTACHMENTS: Ordinance, Exhibit A, and Memorandum

SEPA review required? ( ) Yes  ( X ) NO  Should Clerk schedule a hearing? ( ) Yes  ( X ) NO
SEPA review completed? ( ) Yes  ( X ) NO  Requested Date:

SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE: (If this item is an ordinance or requires a public hearing, you must provide the language for use in the required public notice. Be specific and cite RCW or WCC as appropriate. Be clear in explaining the intent of the action.)

Request establishes the Swift Creek Sediment Management Fund and requests an initial budget for the Fund of $1,000,000.
ORDINANCE NO. ________

ESTABLISHING THE SWIFT CREEK SEDIMENT MANAGEMENT FUND AND
ESTABLISHING A BUDGET FOR THE SWIFT CREEK SEDIMENT MANAGEMENT FUND

WHEREAS, sediment management will be an ongoing project for many years, and

WHEREAS, Washington State, through the Department of Ecology has approved funding of
a $1,000,000 grant for the Swift Creek Sediment Management Action Plan, and

WHEREAS, an additional $3,000,000 has been approved for future use from the Department
of Ecology State Building Construction Account, and

WHEREAS, the County needs to design, provide environmental review, and permit facilities
and construction of sediment traps and a debris flow levee to address sediment issues, and

WHEREAS, the County needs a separate fund to separately track and account for these
revenues until funds can be properly expended,

NOW, THEREFORE, BE IT ORDAINED by the Whatcom County Council that a new fund
is hereby established titled Swift Creek Sediment Management Fund to account for costs of
improvements and maintenance activities on Swift Creek, and

BE IT FURTHER ORDAINED by the Whatcom County Council that the Fund is approved
with a budget of $1,000,000 as described in Exhibit A.

ADOPTED this ____ day of ___________________, 2018

ATTEST:

Dana Brown-Davis, Council Clerk

Rud Browne, Chair of the Council

APPROVED AS TO FORM:

( ) Approved  ( ) Denied

Jack Louws, County Executive
Date: __________________________
MEMORANDUM

To: The Honorable Jack Louws, Whatcom County Executive, and Honorable Members of the Whatcom County Council

Through: Jon Hutchings, Director

From: Roland Middleton, Special Programs Manager

Date: June 25, 2018

RE: Supplemental Budget Request – Swift Creek Sediment Management

Requested Action
Enclosed for your review and consideration is a supplemental budget request for 2018 (see attached Supplemental Budget Request ID # 2614).

Background and Purpose
This project begins the long term management of the Swift Creek Sediment from the Sumas Mountain Landslide. The project elements for this phase include designing and permitting the sediment traps, debris levee, and sediment basins; dredging portions of the lower reach; and environmental review of the repository areas.

Washington State, through the Department of Ecology has approved funding for the Swift Creek Sediment Management Action Plan.

Funding Amount and Source
This supplemental budget request will authorize $1,000,000 of expenditure authority for the first phases of this multi-year action plan. The first pass-through grant is for $1,000,000 of the first $4,000,000 approved from the State Building Construction Account.

Please contact Roland Middleton at extension 6212 if you have any questions or concerns regarding this request.
Supplemental Budget Request

Public Works

Fund: [Fund]
Cost Center: [Cost Center]
Originator: Randy Rydel

Expenditure Type: One-Time
Year: 2018
Add'l FTE: [Add'l FTE]
Add'l Space: [Add'l Space]
Priority: 1

Name of Request: Swift Creek Sediment Management Project

X

Department Head Signature (Required on Hard Copy Submission)
Date: 6/25/18

<table>
<thead>
<tr>
<th>Object</th>
<th>Object Description</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>4334.0310</td>
<td>DOE Grants</td>
<td>($1,000,000)</td>
</tr>
<tr>
<td>6630</td>
<td>Professional Services</td>
<td>$850,000</td>
</tr>
<tr>
<td>7380</td>
<td>Other Improvements</td>
<td>$150,000</td>
</tr>
</tbody>
</table>

Request Total: $0

1a. Description of request:
This project begins the long term management of the Swift Creek Sediment from the Sumas Mountain Landslide. The project elements for this phase include preliminary design of the sediment traps and debris flow levees, alternatives analysis of the sediment basins, final design of the sediment traps and debris flow levees, preliminary design of the sediment basins, obtaining the necessary permits and completing the environmental review.

Additionally, the project includes overall management and removal of asbestos laden sediment in the lower Swift Creek basin. This is the first and second tasks of the Sumas Mountain/Swift Creek Sediment Management Project grant for this multiyear project.

1b. Primary customers:
Citizens of Whatcom county and Canada that live or work near the Sumas River or Swift Creek.

2. Problem to be solved:
Swift Creek, originating on Sumas Mountain in Whatcom County has a long history of sediment loading and reduced hydraulic conveyance capacity with consequent flooding as a result of an active landslide. Sediment from the slide is from a unique geologic deposit that contains naturally occurring asbestos as well as metals of concern including cadmium, cobalt, manganese, and nickel. In addition to the environmental health concern of the asbestos, the sediment loading within Swift Creek creates conditions that inhibit animal life and vegetation in and adjacent to the Creek. Swift Creek sediment flows into the Sumas River and has now entered Canadian waters to the north. Whatcom County and the Department of Ecology are coordinating efforts within their respective legal authorities to address this regional and international issue. Ecology and Whatcom County see the benefit of implementing stream and sediment control measures including sediment traps, deflection levees, sedimentation basins, and long-term sediment sequestration and management facilities. This grant is the first phase of a multiple year project response.

3a. Options / Advantages:

3b. Cost savings:
This project is largely grant funded and upon completion will save on increasing annual maintenance expense. Additionally, the project will avert the large scale emergency that would take place if Swift Creek spills out of its current channel.

4a. Outcomes:
- Design

Wednesday, June 27, 2018
Supplemental Budget Request

<table>
<thead>
<tr>
<th>Public Works</th>
<th>Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fund</strong></td>
<td><strong>Cost Center</strong></td>
</tr>
</tbody>
</table>

- Environmental Review
- Permitting of the facilities

These tasks will be delivered by July 2020

**4b. Measures:**

**5a. Other Departments/Agencies:**

This request will benefit the Road fund, Flood Control Zone District, Sumas Nooksack Everson Flood Control Sub Zone who all currently work to keep the creek in its banks.

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

**6. Funding Source:**

This and additional work will be funded by a grant from the Department of Ecology State Building Construction Account.
## WHATCOM COUNTY COUNCIL AGENDA BILL

### CLEARANCES

<table>
<thead>
<tr>
<th></th>
<th>Initial</th>
<th>Date</th>
<th>Date Received in Council Office</th>
<th>Agenda Date</th>
<th>Assigned to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Originator:</td>
<td>MRC</td>
<td>6/27/18</td>
<td></td>
<td>07/10/18</td>
<td>Intro</td>
</tr>
<tr>
<td>Division Head:</td>
<td></td>
<td></td>
<td></td>
<td>07/24/18</td>
<td>Finance Comm; Council</td>
</tr>
<tr>
<td>Dept. Head:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prosecutor:</td>
<td>KNF</td>
<td>6/27/18</td>
<td></td>
<td></td>
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<tr>
<td>Purchasing/Budget:</td>
<td>WRC</td>
<td>6/27/18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TITLE OF DOCUMENT: 2018 Supplemental Budget Request #9

### ATTACHMENTS: Ordinance, Memoranda & Budget Modification Requests

| SEPA review required? | ( ) Yes ( X ) NO |
| SEPA review completed? | ( ) Yes ( X ) NO |

| Should Clerk schedule a hearing? | ( ) Yes ( X ) NO |
| Requested Date: | |

### SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE: (If this item is an ordinance or requires a public hearing, you must provide the language for use in the required public notice. Be specific and cite RCW or WCC as appropriate. Be clear in explaining the intent of the action.)

**Supplemental #9 requests funding from the General Fund:**

1. To appropriate $50,000 in District Court Probation for additional funding for electronic monitoring program.
2. To appropriate $186,558 in Planning and Development Services to fund Buildable Lands Program from grant proceeds.
3. To appropriate $50,000 in Superior Court to fund pre-trial risk assessment implementation.
4. To appropriate $127,726 in Non-Departmental to fund Opportunity Council public services program from grant proceeds.

**From the Public Utilities Improvement Fund:**

5. To appropriate $1,600,000 to fund PUD #1 Grandview water project.

### COMMITTEE ACTION: 

### COUNCIL ACTION: 

<table>
<thead>
<tr>
<th>Related County Contract #:</th>
<th>Related File Numbers:</th>
<th>Ordinance or Resolution Number:</th>
</tr>
</thead>
</table>
ORDINANCE NO.
AMENDMENT NO. 9 OF THE 2018 BUDGET

WHEREAS, the 2017-2018 budget was adopted December 6, 2016; and,
WHEREAS, changing circumstances require modifications to the approved 2017-2018 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 2017-2018 Whatcom County Budget Ordinance #2016-068 is hereby amended by adding the following additional amounts to the 2018 budget included therein:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Expenditures</th>
<th>Revenues</th>
<th>Net Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Court Probation</td>
<td>50,000</td>
<td>-</td>
<td>50,000</td>
</tr>
<tr>
<td>Planning and Development Services</td>
<td>186,558</td>
<td>(225,000)</td>
<td>(38,442)</td>
</tr>
<tr>
<td>Superior Court</td>
<td>50,000</td>
<td>-</td>
<td>50,000</td>
</tr>
<tr>
<td>Non-Departmental</td>
<td>127,726</td>
<td>(127,726)</td>
<td>-</td>
</tr>
<tr>
<td>Total General Fund</td>
<td>414,284</td>
<td>(352,726)</td>
<td>61,558</td>
</tr>
<tr>
<td>Public Utilities Improvement Fund</td>
<td>1,600,000</td>
<td>-</td>
<td>1,600,000</td>
</tr>
<tr>
<td>Total Supplemental</td>
<td>2,014,284</td>
<td>(352,726)</td>
<td>1,661,558</td>
</tr>
</tbody>
</table>

ADOPTED this ___ day of ______________________, 2018.

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

ATTEST:

Dana Brown-Davis, Council Clerk

Rud Browne, Chair of the Council

APPROVED AS TO FORM:

( ) Approved        ( ) Denied

Jack Louws, County Executive

Date: __________________________

I:\BUDGET\SUPPLS\2018_Suppl\Supplemental #9-2018.docx
## WHATCOM COUNTY
### Summary of the 2018 Supplemental Budget Ordinance No. 9

<table>
<thead>
<tr>
<th>Department/Fund</th>
<th>Description</th>
<th>Increased (Decreased) Expenditure</th>
<th>(Increased) Decreased Revenue</th>
<th>Net Effect to Fund Balance (Increase) Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Fund</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Court Probation</td>
<td>To provide additional funding for electronic monitoring project</td>
<td>50,000</td>
<td></td>
<td>50,000</td>
</tr>
<tr>
<td>Planning and Development Services</td>
<td>To fund Buildable Lands Program from grant proceeds</td>
<td>186,558</td>
<td>(225,000)</td>
<td>(38,442)</td>
</tr>
<tr>
<td>Superior Court</td>
<td>To fund pre-trial risk assessment implementation</td>
<td>50,000</td>
<td></td>
<td>50,000</td>
</tr>
<tr>
<td>Non-Departmental</td>
<td>To fund Opportunity Council public services program from grant proceeds</td>
<td>127,726</td>
<td>(127,726)</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total General Fund</strong></td>
<td></td>
<td>414,284</td>
<td>(352,726)</td>
<td>61,558</td>
</tr>
<tr>
<td>Public Utilities Improvement Fund</td>
<td>To fund PUD #1 Grandview water project</td>
<td>1,600,000</td>
<td></td>
<td>1,600,000</td>
</tr>
<tr>
<td><strong>Total Supplemental</strong></td>
<td></td>
<td>2,014,284</td>
<td>(352,726)</td>
<td>1,661,558</td>
</tr>
</tbody>
</table>
TO: Executive Louws
FROM: Bruce Van Glubt
DATE: June 25, 2018
SUBJ: District Court Electronic Monitoring Pilot Project

Attached you will find a supplemental budget request document asking for an additional $50,000 to both continue and increase the number of defendants on the program through the end of 2018.

With an expenditure authority of $10,000 per month, the program capacity can increase from 15 to approximately 30 defendants at any one time.

The initial $15,000 will run out at the end of July. You will find additional details about the program in the attached document.

Thank you for your consideration of this request.
Supplemental Budget Request

District Court Probation

<table>
<thead>
<tr>
<th>Suppl ID #</th>
<th>Fund</th>
<th>Cost Center</th>
<th>Originator</th>
</tr>
</thead>
<tbody>
<tr>
<td>2616</td>
<td>1</td>
<td>1310</td>
<td>Bruce Van Glubt</td>
</tr>
</tbody>
</table>

Expenditure Type: One-Time  Year: 2018  Add'l FTE ☐  Add'l Space ☐  Priority: 1

Name of Request: Electronic Monitoring Pilot Project

X

Department Head Signature (Required on Hard Copy Submission)  Date: 6/25/18

<table>
<thead>
<tr>
<th>Costs:</th>
<th>Object</th>
<th>Object Description</th>
<th>Amount Requested</th>
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<tbody>
<tr>
<td>6610</td>
<td></td>
<td>Contractual Services</td>
<td>$50,000</td>
</tr>
<tr>
<td>Request Total</td>
<td></td>
<td></td>
<td>$50,000</td>
</tr>
</tbody>
</table>

1a. Description of request:
Approval of this supplemental budget request will allow for:
2. Increase the number of defendants on the program at any one time from 15 to 30.

1b. Primary customers:
District Court Judges, Prosecutors, Defense Attorneys, and defendants.

2. Problem to be solved:
The funding for the first phase of the project will run out at approximately the end of July, 2018. The funding requested in this supplemental budget request will allow continued funding of the project, and increase the number of defendants on the program, through the end of the year. This will allow additional time to evaluate the program, how it is used, and outcomes.

3a. Options / Advantages:
Discontinue the program.

3b. Cost savings:

4a. Outcomes:
The first defendant was placed on the program on 2/2/18. The total number of defendants that have been on the program through June 20th is 18. Of the 18, during the period of time the defendants were on the program:

*15 were pretrial cases and 3 were post conviction cases. (83%)
*16 were not arrested for new offenses and 2 were. (89%)
*17 did not have any warrant issued for their arrest and 1 did. (94%)
*There have been 1039 "device" days.
*As of 6/20/18 there were 14 defendants on the program.

Feedback from Judges, Prosecutors and Defense Attorneys is as follows:

*During the period of time on the program the defendants were not in custody.
*It is likely that higher bail would have been imposed with some unable to post bail.
*The program has allowed for a higher level of monitoring defendants.
*The devices are more convenient for defendants than other options imposed by the court such as daily/weekly UA and PBTs, particularly for those that do not live close to the courthouse.
*Both the Prosecutor and the Public Defender's Offices have stated they would like to continue the
program and increase the number of defendants on the program.

4b. **Measures:**
   The following information will be continued to be gathered regarding defendants on the program:
   1. Number on pretrial and post-conviction monitoring.
   2. Number of new offenses.
   3. Number of new warrants.
   4. Number of days served on the devices.

5a. **Other Departments/Agencies:**
   The Whatcom County Sheriff's Department.

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

6. **Funding Source:**
   General fund.
Memorandum

TO: Jack Louws, County Executive
FROM: Matt Aamot, Senior Planner
       Mark Personius, Director
DATE: June 25, 2018
SUBJECT: Budget Supplemental Request ID# 2610
         Buildable Lands Program Funding

The attached Budget Supplemental Request is an increase in budget authority to accept and disburse the State Department of Commerce grant for the Buildable Lands Project.

Background and Purpose
The Washington State Legislature approved a bill in the 2017 legislative session that imposes new land use planning requirements on Whatcom County and the cities. The County and cities will now be required to review past development patterns and compare them to the planned growth envisioned in the Comprehensive Plan and perform other related tasks. If the actual growth deviates from planned growth, then local jurisdictions will need to take reasonable measures to address the situation. This process will include developing County-wide Planning Policies, data collection, research, and developing methods to conduct the buildable lands evaluation.

Funding Source
The State Legislature allocated $225,000 to Whatcom County for state fiscal year 2019 (July 1, 2018 to June 30, 2019) in association with the new Buildable Lands Program requirements. These funds will be used for reimbursing County staff time, reimbursing city expenses, and consultant work. The other option would be for the County (and cities) to fund the work without assistance of the State.

Please contact Matt Aamot at extension 5939 or Mark Personius at extension 5950, if you have questions regarding this project.

Thank you.
Supplemental Budget Request

Planning & Development Services

Supp# ID #: 2810

Fund: 1
Cost Center: 2527
Originator: Mark Personius

Expenditure Type: One-Time
Year: 2018
Add'l FTE: □
Add'l Space: □
Priority: 1

Name of Request: Buildable Lands Program Funding

Department Head Signature (Required on Hard Copy Submission) 6-25-2018

Costs:

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Object Description</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>4334.0421</td>
<td>Commerce Grant</td>
<td>($225,000)</td>
</tr>
<tr>
<td>6630</td>
<td>Professional Services</td>
<td>$78,500</td>
</tr>
<tr>
<td>7210</td>
<td>Intergov Prof Svcs</td>
<td>$108,058</td>
</tr>
</tbody>
</table>

Request Total: ($384,442)

1a. Description of request:
The Washington State Legislature approved a bill in the 2017 legislative session that imposes new land-use planning requirements on Whatcom County and the cities. The County and cities will now be required to review past development patterns and compare them to the planned growth envisioned in the Comprehensive Plan and perform other related tasks. If the actual growth deviates from planned growth, then local jurisdictions will need to take reasonable measures to address the situation. This process will include developing County-wide Planning Policies, data collection, research, and developing methods to conduct the buildable lands evaluation.

1b. Primary customers:
The public and partner cities.

2. Problem to be solved:
The Washington State Legislature approved Engrossed Second Substitute Senate Bill 5254 in 2017. This new legislation, relating to the Growth Management Act and Buildable Lands, imposes new requirements on Whatcom County. This request is to accept grant money from the State to facilitate compliance with this new law.

3a. Options / Advantages:
The State Legislature allocated $225,000 to Whatcom County for state fiscal year 2019 (July 1, 2018 to June 30, 2019) in association with the new Buildable Lands Program requirements. These funds will be used for reimbursing County staff time, reimbursing city expenses, and consultant work. The other option would be for the County (and cities) to fund the work without assistance of the State.

3b. Cost savings:
The State Legislature allocated $225,000 to Whatcom County for state fiscal year 2019 (July 1, 2018 to June 30, 2019). Accepting these state funds will save the County and cities from spending local funds to comply with this new state mandate.

4a. Outcomes:
Task #1 - Participate in State process of developing Buildable Lands Program Guidelines (State Guidebook will be finalized by December 2018) and other documents the State Department of Commerce's consultant is developing in association with ESSSB 5254.
Task #2 - County/City collaboration to develop a unified approach to buildable land requirements, including engaging key stakeholders to solicit input/feedback.
Task #3 - Develop County-wide Planning Policies (CWPPs), in consultation with cities, to establish the buildable lands program.
Task #4 - Collect annual data to the extent necessary to assess achieved development densities and...
Supplemental Budget Request

Planning & Development Services  Planning

SuppT/O # 2610  Fund 1  Cost Center 2527  Originator: Mark Personius

land suitable for development.
Task # 5 - Begin research and data collection on key issues relating to Buildable Lands.
Task # 6 - Begin the process of reviewing the State Buildable Lands Guidelines and developing draft Whatcom County Buildable Lands Methodology.
Task # 7 - Project management.

All tasks will be completed between July 1, 2018 and June 30, 2019.

4b. Measures:
Work products including county-wide planning policies, permit reports and other data compilation, and buildable lands methodology. Work products may be in draft form.

5a. Other Departments/Agencies:
Participating Cities within Whatcom County. The County’s Information Technology Department will provide permit data reports.

5b. Name the person in charge of implementation and what they are responsible for:
Participating City Planners.
Ben Glassett- Whatcom County IT--producing permit reports.

6. Funding Source:
The State Department of Commerce (state grant)
Supplemental Budget Request

Superior Court

Supp ID # 2608  Fund 1  Cost Center 3100  Originator: David Reynolds

Expenditure Type: One-Time  Year 2 2018  Add'l FTE  Add'l Space  Priority 1

Name of Request: Pre-Trial Risk Assessment Implementation

X
Department Head Signature (Required on Hard Copy Submission)  Date

<table>
<thead>
<tr>
<th>Costs:</th>
<th>Object</th>
<th>Object Description</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>6610</td>
<td></td>
<td>Contractual Services</td>
<td>$50,000</td>
</tr>
<tr>
<td>Request Total</td>
<td></td>
<td></td>
<td>$50,000</td>
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</table>

1a. Description of request:
Superior Court requests funds to contract with a professional consultant who can review local jail data and refine the Virginia model pretrial risk assessment to be statistically relevant for County and municipal jurisdictions in Whatcom Courts.

1b. Primary customers:
Initially, the Whatcom County Superior Court judicial officers will apply the risk assessment to qualified pretrial felony defendants. In addition, judicial officers in Whatcom County District Court and other courts of limited jurisdiction (such as the Cities) will be invited to use the locally-validated pretrial risk assessment for qualified pretrial misdemeanor and gross misdemeanor defendants.

2. Problem to be solved:
An independent study indicated that up to 60 percent of the Whatcom County jail population is being held on a pretrial basis. This is a significant consumption of jail resources. In addition, Washington State Court Rules: Superior Court Criminal Rules Section 3.2 requires Superior Court to release those accused in non-capital cases without conditions unless the court determines the release will not reasonably assure public safety and/or court appearance when required.

Initially, the Whatcom County Superior Court judicial officers will apply the risk assessment to qualified pretrial felony defendants. In addition, judicial officers in Whatcom County District Court and other courts of limited jurisdiction (such as the Cities) will be invited to use the locally-validated pretrial risk assessment for qualified pretrial misdemeanor and gross misdemeanor defendants.

3a. Options / Advantages:
A variety of risk assessment tools have been considered. The Virginia model appears to be the most comprehensive and adaptable to our local needs.

County Superior Court judicial officers have indicated that certain qualifying defendants, who are being incarcerated now, may be released from jail with conditions. A locally-validated pretrial risk assessment will give judges the information necessary to order appropriate requirements for each defendant who is awaiting trial.

Best practices call for combining pretrial risk assessment tools with a release matrix to determine the least onerous conditions that will assure pretrial success. Some pretrial risk assessment tools with proprietary algorithms and software can cost up to $200,000. However, local criminal justice officials recommend using the non-proprietary and no-cost Virginia model risk assessment and applying the risk assessment via hand-scoring (no software requirements). The only cost would be for a professional consultant to validate the local jail data to the risk assessment questionnaire and matrix.

Monday, July 09, 2018

Rpt: Rpt Suppl Regular
Supplemental Budget Request

Superior Court

Supp# ID: 2608  Fund: 1  Cost Center: 3100  Originator: David Reynolds

3b. Cost savings:
Long term cost savings of applying a pretrial risk assessment tool with pretrial monitoring services could include a statistically significant reduction in jail bed use from certain pretrial defendants, reducing the jail size needs. Until we have a risk assessment implemented, however, it is impossible to determine how much of a reduction will take place.

4a. Outcomes:
The goal is to reduce the proportion of defendants who are incarcerated before trial, by using an objective tool to identify those defendants who could be safely maintained in the community and providing monitoring and other services to maintain their accountability for complying with all pretrial requirements ordered by the court.

4b. Measures:
Best practices require that pretrial risk assessments be statistically reviewed after one year of use and every five years thereafter to ensure that the tool remains relevant to local factors. With this initial contract, baseline data on pretrial jail use will be collected and measured. Through periodic reviews, data will continue to be collected and measured, trends identified, and the efficacy of pretrial services will be established.

5a. Other Departments/Agencies:
The Whatcom Count Jail, Superior Court, Courts of lower jurisdiction, the Prosecutor’s Office, Public Defender’s Office, and local law enforcement. The impact can not be assessed until the tool is operational.

5b. Name the person in charge of implementation and what they are responsible for:
Superior Court is responsible for implementation. Courts of lower jurisdiction may implement.

6. Funding Source:
County General fund
MEMORANDUM

To: Whatcom County Council Members
From: Jack Louws
Subject: Budget Supplemental, Opportunity Council Grant
Date: June 25, 2018

The attached supplemental request for $127,726 is for the purposes of establishing budget authority in order to pass-through an available grant from the Washington State Department of Commerce to the Opportunity Council. This grant was applied for and authorized by the County Council in March, and has been granted for the delivery of direct services by the Opportunity Council as the local community action agency.

This grant is a HUD formula grant, issued annually, and passed through Dept. of Commerce for Community Development Block Grant Programs, for which Opportunity Council qualifies for this financial assistance. Whatcom County has been designated by the Dept. of Commerce as the grantee for the purpose of contracting with the Opportunity Council as a subrecipient for this grant award of $127,726.

This funding is intended to support new or increased levels of service to low- and moderate-income level homeowners and residents in Whatcom, Island and San Juan Counties for a one year period.

Whatcom County has executed a contract with the State Department of Commerce for this funding. Council's authorization for this supplemental request will result in the execution of a Subrecipient Agreement with the Opportunity Council to implement the designated services noted herein.
Supplemental Budget Request

Executive

Suppl ID # 2813  Fund 1  Cost Center 4286  Originator: Suzanne Mildner

Expenditure Type: One-Time  Year 2 2018  Add'l FTE  Add'l Space  Priority 1

Name of Request: OppCo Public Services CDBG Grant 2018-19

X

Department Head Signature (Required on Hard Copy Submission)  Date  6.25.18

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<td>6610</td>
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<tr>
<td>Request Total</td>
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<td>$0</td>
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</table>

1a. Description of request:

This request is for grant revenue from the Washington State Department of Commerce, for pass through to Opportunity Council as subrecipient. This is an annual formula grant for direct public services, delivering housing services to low- and moderate-income residents in Whatcom, Island and San Juan Counties.

1b. Primary customers:

Low- and moderate-income residents of Whatcom, Island and San Juan Counties.

2. Problem to be solved:

This grant must be accessed through the local government, and will provide the following public services: community outreach, resource referral, client housing education, energy conservation education and other housing services.

3a. Options / Advantages:

N/A

3b. Cost savings:

N/A

4a. Outcomes:

Accomplish HUD’s objective of increasing the availability and accessibility of housing public services. This is an annual formula grant and the contract period is July 1, 2018 to June 30, 2019.

4b. Measures:

Opportunity Council submits ongoing reports regarding service delivery and numbers of persons served. A final report will be issued at grant closeout.

5a. Other Departments/Agencies:

Opportunity Council is our local action agency, and 3 community resource centers in San Juan County.

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

Sheri Emerson, Associate Director of Opportunity Council is responsible for overseeing program services.

6. Funding Source:

Federal grant from HUD through the Washington State Dept. of Commerce’s CDBG Program
MEMORANDUM

TO: Whatcom County Council members

FROM: Jack Louws, County Executive

RE: EDI Program - Interlocal Loan & Grant Agreement with PUD#1 of Whatcom County

DATE: June 22, 2018

Attached is a Supplemental budget request for spending authority on an EDI Interlocal Loan and Grant Agreement for which budget authority is required.

On June 5, 2018, the Council adopted the EDI Board’s recommendation to provide funding through the EDI Program for the PUD#1’s Grandview/l-5/Northgate (Fire System) Water Supply Pipeline project.

The PUD is ready to proceed with the project. The Interlocal Agreement will be presented to Council in July 2018, concurrently with this budget supplemental request. The PUD is expecting to draw on the $800,000 grant initially, as provided for under the terms of the agreement. The loan portion, another $800,000, is expected to be drawn upon soon thereafter, and project completion is anticipated to be late 2018 or early 2019.

This program funding is derived from the Public Utilities Improvement Fund.
Supplemental Budget Request

Executive

Supp ID # 2672  Fund 332  Cost Center 3332237  Originator: Suzanne Mildner

Expenditure Type: One-Time  Year 2 2018  Add'l FTE  Add'l Space  Priority 2

Name of Request: EDI PUD#1 Grandview Water Project

X

Department Head Signature (Required on Hard Copy Submission)  Date 6/25/18

Costs:

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<td>Request Total</td>
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<td>$1,600,000</td>
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1a. Description of request:
Requesting budget authority for EDI loan and grant funding for PUD #1 of Whatcom County's Grandview/I-5 water pipeline project.

1b. Primary customers:
Public Utility District #1 and Whatcom County

2. Problem to be solved:
In June 2018, County Council authorized EDI Program funding, to include a grant in the amount of $800,000 and a loan in the amount of $800,000 for PUD#1’s water pipeline project in the Grandview/I-5 area. The interlocal Loan and Grant agreement is scheduled for Council consideration in July 2018, simultaneously with this budget request. Funding approval will allow for this project to begin by the targeted timeframe of August 2018.

3a. Options / Advantages:
The EDI Board and County Council previously determined that this project meets the objectives of the EDI Program project guidelines.

3b. Cost savings:
N/A

4a. Outcomes:
Project completion is estimated to be late 2018, early 2019.

4b. Measures:
Final project report and budget summary.

5a. Other Departments/Agencies:
PUD#1 of Whatcom County
City of Ferndale - current water system improved

5b. Name the person in charge of implementation and what they are responsible for:
Stephan Jilk, General Manager of PUD#1, will oversee this project

6. Funding Source:
Public Utilities Improvement Fund
### CLEARANCES

<table>
<thead>
<tr>
<th>Originator:</th>
<th>7/2/2018</th>
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<tbody>
<tr>
<td>Division Head:</td>
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<tr>
<td>Dept. Head:</td>
<td>7/2/2018</td>
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<tr>
<td>Prosecutor:</td>
<td></td>
</tr>
<tr>
<td>Purchasing/Budget:</td>
<td></td>
</tr>
<tr>
<td>Executive:</td>
<td></td>
</tr>
</tbody>
</table>

### TITLE OF DOCUMENT:

Appointment to fill vacancy on the Lummi Island Ferry Advisory Committee

### ATTACHMENTS:

Application

### SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

If this item is an ordinance or requires a public hearing, you must provide the language for use in the required public notice. Be specific and cite RCW or WCC as appropriate. Be clear in explaining the intent of the action.

Receipt of application for the Whatcom County Lummi Island Ferry Advisory Committee applicant: Nancy Ging (Committee provides review and recommendations to the Whatcom County Council and Executive on issues that affect the ongoing operations and infrastructure of ferry service to Lummi Island) (application deadline for any other applicants is 10 a.m. July 17, 2018) There is one vacancy - county resident not living or owning property on Lummi Island. Partial term ending 1/31/2019.

### COMMITTEE ACTION:

### COUNCIL ACTION:

### Related County Contract #:

### Related File Numbers:

### Ordinance or Resolution Number:

Please Note: Once adopted and signed, ordinances and resolutions are available for viewing and printing on the County’s website at: www.co.whatcom.wa.us/council.
Board and Commission Application

Step 1

Application for Appointment to Whatcom County Boards and Commissions

Public Statement
THIS IS A PUBLIC DOCUMENT: As a candidate for a public board or commission, the information provided will be available to the County Council, County Executive, and the public. All board and commission members are expected to be fair, impartial, and respectful of the public, County staff, and each other. Failure to abide by these expectations may result in revocation of appointment and removal from the appointive position.

First Name: Nancy
Last Name: Ging
Date: 6/29/2018
Street Address: 4737 Parker Street
City: Bellingham
Zip: 98226
Do you live in & are you registered to vote in Whatcom County?: Yes
Do you have a different mailing address?: Field not completed.
Primary Telephone: 3607582529
Secondary Telephone: Field not completed.
Email Address: nancyging@gmail.com

Step 2
<table>
<thead>
<tr>
<th>1. Name of Board or Committee</th>
<th>Lummi Island Ferry Advisory Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lummi Island Ferry Advisory Committee Position:</td>
<td>I am a County resident who doesn't live or own property on Lummi Island.</td>
</tr>
<tr>
<td>2. Do you meet the residency, employment, and/or affiliation requirements of the position for which you're applying?</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Which Council district do you live in?</td>
<td>District 4</td>
</tr>
<tr>
<td>4. Are you a US citizen?</td>
<td>Yes</td>
</tr>
<tr>
<td>5. Are you registered to vote in Whatcom County?</td>
<td>Yes</td>
</tr>
<tr>
<td>6. Have you declared candidacy (as defined by RCW 42.17A.055) for a paid elected office in any jurisdiction within the county?</td>
<td>No</td>
</tr>
<tr>
<td>7. Have you ever been a member of this Board/Commission?</td>
<td>Yes</td>
</tr>
<tr>
<td>If yes, please list dates:</td>
<td>appointed 6/2015; currently a member and serving as Chair</td>
</tr>
<tr>
<td>8. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County?</td>
<td>No</td>
</tr>
<tr>
<td>You may attach a resume or detailed summary of experience, qualifications, &amp; interest in response to the following questions</td>
<td>Field not completed.</td>
</tr>
<tr>
<td>9. Please describe your</td>
<td>I owned and operated a web design business for more than 20</td>
</tr>
</tbody>
</table>
years. I'm also an artist. My formal training is in clinical psychology, and I worked in community mental health for many years. These are all occupations which require good communication skills. In the past I've worked on commercial fishing vessels in Alaska (gillnetter and fishing tender), and I have also worked as a ship broker, selling commercial fishing vessels and permits ranging from small gillnetters to large fish processing vessels. I've spent a lot of recreational time on and around boats, too. I've been active in the Lummi Island community since I moved here 14 years ago. I've been involved in providing feedback to the County about ferry issues for many of those years. I began serving on LIFAC in 2015 and am now serving as Chair I believe I'm perceived as a thought leader on ferry issues in the Island community. I've had formal involvement in community organizations, too, and am currently serving as a board member for Friends of Island Library (FOIL). I am also a member of the board of the Lummi Island Conservancy. In the past, I've helped organize political presentations here on the Island so citizens could get better acquainted with County candidates. I also instigated and proposed the format for an Island meeting hosted by Lummi Island Community Assn. (LICA) when Frank Abart was first hired as PW Director. I've been a co-editor of the Ferry Forum website for several years, too, as a means of helping to keep both Islanders and the rest of the County taxpayers informed on ferry issues.

10. Please describe why you’re interested in serving on this board or commission

I have been serving on LIFAC as an Island resident since 2015. I am now moving into Bellingham, so would like to transfer to the vacant non-resident LIFAC position. For several years I have been heavily involved in developing LIFAC recommendations soon to be made to the County Council about a meaningful definition of Level of Service and an action plan for delivering that LOS. I would very much like to continue following through with that project. I think I can continue to make useful contributions to the process given my skills and knowledge, as well as my familiarity with LIFAC, the ferry, and the community.

References (please include daytime telephone number):
Patricia Dunn 360-758-2237 (LIFAC member) Terry Terry 360-758-7432 (CTAG chair)

Signature of applicant: Nancy Ging

Place Signed / Submitted Lummi Island, WA

(Section Break)