

SNOHOMISH COUNTY COUNCIL  
Snohomish County, Washington

MOTION NO. 25-400

RETROACTIVE APPROVAL OF CONTRACT ELECTRICAL WORK  
AT SWM NATIVE PLANT NURSERY

WHEREAS, the Snohomish County Surface Water Management (SWM) Native Plant Programs focus is to improve riparian habitats throughout Snohomish County; and

WHEREAS, SWM's Native Plant Program manages a property located at 23014 Sofie Road in Monroe to house the program, work crews, tools and other resources that are need for the program to function and support County projects related to riparian areas; and

WHEREAS, the need arose to correct deficient electrical conditions at the property above; and

WHEREAS, SWM had authority to access a contractor under BID# 059-16SR but errored in the contracting process by authorizing work to begin without prior approval of a written estimate and Purchase Order, as indicated within the attached procurement compliance form;


NOW, THEREFORE ON MOTION, the County Council authorizes the Executive or designee to approve retroactively the electrical improvements conducted at the Native Plant Nursery.

PASSED this 15<sup>th</sup> day of October, 2025

SNOHOMISH COUNTY COUNCIL  
Snohomish County, Washington

  
\_\_\_\_\_  
Council Chair

ATTEST:

  
\_\_\_\_\_  
Deputy Clerk of the Council



## Procurement Compliance Violation Form

**Department:** DCNR - Surface Water Management

**Date of Violation:** 6/30/2025

### Description of compliance violation

Surface Water Management (SWM) utilized a contractor under Bid 059-16SR for electrical work at a structure located on property in which SWM is the custodian. The SWM project manager was mistaken in their understanding of the proper procedure for using a Facilities master contract to complete this work. As a result, SWM did not follow the bid terms and conditions requiring a quote estimate and written confirmation in order to create a Purchase Order (PO) prior to work commencing. This confirmation should have been used in a Purchase Requisition (PR) and issued to the contractor in order to authorize work. Instead, work was commenced and completed by the contractor in January, 2025 without the required PO and PR. SWM Fiscal staff were made aware of the work that had taken place when an invoice was submitted by the contractor in June, 2025. PR 48123 was issued by SWM in June, 2025 without written confirmation as documentation and authorization. This PR could not be approved by Purchasing because it did not comply with the appropriate bid terms or PR procedures.

### Description of steps taken to avoid future non-compliance

1. SWM created reference documents for SWM project managers, including who to contact, so that project managers have ready access to the proper contracting steps at the beginning of the contracting process. This information has been sent via email SWM wide and the documents are located on SWM's Sharepoint site for accessibility.
2. SWM project managers are being directed to reach out to SWM contracting and fiscal staff to verify, prior to starting a project, the required steps and roles for any projects in which contracting or purchasing is involved.
3. Further training in contracting and purchasing is being developed by SWM Fiscal staff. All SWM staff will be required to take and receive a passing score for this new training.

### Recommended resolution (Purchasing)

SWM is requesting retroactive Council approval for the electrical improvement project conducted at the County watershed offices and barn located at 23014 Sofie Road pursuant to 3.04.140(11).

The department acknowledges that the above is a violation of Snohomish County Code 3.04. It affirms that this violation was not intentional or of willful misconduct. As a result, the department will work with the Purchasing Division to gain additional training and/or information to avoid future non-compliance.

**Farris, Gregg** Digitally signed by Farris, Gregg  
Date: 2025.07.21 14:55:31 -07'00'

Director/Official Signature

Date

**Thornton, Bill** Digitally signed by Thornton, Bill  
Date: 2025.07.22 09:07:01 -07'00'

Purchasing Manager Signature

Date

**Harper, Lacey** Digitally signed by Harper, Lacey  
Date: 2025.08.18 11:06:47 -07'00'

Executive Signature

Date