

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

MOTION NO. 25-482

RETROACTIVE APPROVAL OF TREE REMOVAL AND TRIMMING SERVICES AND
FENCING SERVICES CONDUCTED ON COUNTY RIGHT OF WAY

WHEREAS, Snohomish County Code 3.04 is written to establish purchasing rules and guidelines for the Purchasing Department and county staff; and

WHEREAS, The Purchasing Dept has the authority to establish written procedures for Small Works contracts; and

WHEREAS, Small Works contracts for Tree Removal and Trimming Services (contract SW-024-21DW) and Fencing Services (SW-030-21DW) require a purchase order before Notice to Proceed is given for each specific project; and

WHEREAS, the Road Maintenance Division had authority to access the contractors under these contracts but erred in the 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 Snohomish County Council approves and authorizes the County Executive or designee to retroactively approve the small works services carried out between May 2025 and September 2025.

PASSED this 22nd day of October, 2025.

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington



Council Chair

ATTEST:



Deputy Clerk of the Council

Procurement Compliance Form

Department: PW Roads

Date of Violation: September 2025

Description of non-compliance

Small Works Contracts requirements were not followed, resulting in a failure to secure purchase orders prior to work performed by contracted private vendors. Work related to a tree trimming and removal contract SW-024-21DW and fencing contract SW-030-21DW was scheduled by Road Maintenance (RM) supervisors prior to the Division requesting a purchase order for the work. Multiple projects were executed before a change in procedure was implemented by the division.

Description of steps taken to avoid future non-compliance

The RM Senior Planner, acting temporarily in a Management Specialist role, notified all parties responsible for scheduling Small Works activities that a purchase order must be submitted and approved before any work will be allowed to proceed.

Recommended resolution (Purchasing)

All staff who access services must learn and understand the pertinent terms and conditions of such bids and act in accordance. The Roads Division is requesting retroactive Council approval for work performed prior to September 12, 2025, under the above referenced contracts.

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.

Parker, James Digitally signed by Parker, James
Date: 2025.09.16 12:03:35 -07'00'

Director/Official Signature Date

Thornton, Bill Digitally signed by Thornton, Bill
Date: 2025.09.19 09:07:28 -07'00'

Purchasing Manager Signature Date

Klein, Ken Digitally signed by Klein, Ken
Date: 2025.09.29 09:08:55 -07'00'

Executive Signature Date