



WHATCOM COUNCIL OF GOVERNMENTS  
COUNCIL AGENDA  
WEDNESDAY, JANUARY 20, 2016  
**3:30 PM – 5:00 PM**  
Gordon W. Rogers Conference Room  
314 E. CHAMPION STREET  
Bellingham

PAGE

- A. CALL TO ORDER
- B. PUBLIC COMMENT  
During this period of time, citizens may speak informally to the Board on subjects not scheduled for public hearing. EACH SPEAKER IS ALLOWED A MAXIMUM OF THREE MINUTES
- C. AGENDA APPROVAL
- D. CONSENT AGENDA – **ACTION**
  - D.1 Minutes from December 9, 2015
  - D.2 November & December 2015 Claims
- E. BUDGET
  - E.1 Budget Report December 2015 – **INFORMATION**
- F. OLD BUSINESS
- G. NEW BUSINESS
  - G.1 2016 Non-Member Fee Schedule – **ACTION**
  - G.2 Election of 3 Small City Representatives to the Executive Board – **ACTION**
  - G.3 Election of Board Officers – Chair, Vice-Chair, Secretary/Treasurer – **ACTION**
- H. REPORTS
  - H.1 Legislative Report – **INFORMATION**
- I. CORRESPONDENCE – **INFORMATION**
- J. BOARD OPEN FORUM
- K. ADJOURN

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Persons with disabilities needing special accommodation for this meeting, please contact the WCOG office at (360) 676-6974, 314 East Champion Street, Bellingham, 98225, at least six (6) days prior to this meeting to receive assistance. Para asistencia en español, por favor llame al (360) 676-6974.



WHATCOM COUNCIL OF GOVERNMENTS  
BOARD MINUTES  
DECEMBER 9, 2015

ATTENDANCE

BOARD MEMBERS: Gary Jensen, Jack Louws, Jim Jorgensen, Tom Jones, Barry Buchanan, Kelli Linville, Roxanne Murphy, Pete Kremen, Ian Millar, Harry Robinson, Tim Ballew, Scott Korthuis

GUESTS: Tom Parker, Maureen McCarthy, Kirk Vinish

STAFF: Bob Wilson, Ron Cubellis, Hugh Conroy, Leslye O'Shaughnessy

A. CALL TO ORDER

The meeting was called to order at 3:30 pm and introductions were made.

B. PUBLIC COMMENT

No public comments received.

C. AGENDA APPROVAL

**MOTION:** Kremen moved, Buchanan seconded, to approve the agenda.

**MOTION PASSED**

D. CONSENT AGENDA

Items included in the consent agenda were as follows:

D.1 Consideration of approval of minutes from the September 9, 2015 meeting.

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**MOTION:** Louws moved, Linville seconded, to approve the consent agenda item which included approval of the minutes from September 9, 2015 Council meeting.

**MOTION PASSED**

E. BUDGET

E.1 Budget Report

The budget report for the month ending October 31, 2015 was included in the packet. Wilson reviewed the report.

F. OLD BUSINESS

None reported.

G. NEW BUSINESS

G.1 WCOG Bylaws Amendment

Wilson notified the Council on November 12, 2015 that staff is requesting the Bylaws be amended to eliminate the requirement that the Executive Committee meet in November to review the budget and make a recommendation to the Council Board.

**Motion:** Louws moved, Korthuis seconded, to approve amending the WCOG Bylaws, Section 10: "Budget," subsection "Review" to read: "The Executive Committee, at a meeting prior to the December meeting of the Council Board, shall consider the preliminary budget and make such additional changes as may be necessary, and recommend it for Council approval."

**MOTION PASSED**

G.2 2016 Budget Final Draft

An updated version of the 2016 Budget was distributed. The Executive Committee recommended the Council approve the

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2016 Budget. The updated version reflects the updated COLA.

**MOTION:** Korthuis moved, Kremen seconded, to approve the 2016 Budget.

**MOTION PASSED**

#### G.3 WCOG Personnel Manual Amendments

The amendments to the WCOG Personnel Manual are for the following reasons:

Amendment to the Tobacco-Free Workplace policy 4.3 is necessary to meet the Association of Washington Cities Well-City requirements.

Amendment to the Per Diem policy is necessary to ensure we are never paying more than the state and federal government reimburse. Tying our per diem policy to the lowest of their collective 11 tiers.

**MOTION:** Murphy moved, Linville seconded, to approve the amendments to the WCOG Personnel Manual as presented.

**MOTION PASSED**

#### G.4 2016 WCOG Meeting Schedule

The Executive Committee recommended that the Council approve the 2016 Meeting Schedule as presented.

**MOTION:** Jones moved, Korthuis seconded, to approve the 2016 Meeting Schedule as presented.

**MOTION PASSED** (Jensen opposed)

#### G.5 2016 Legislative Agenda

Wilson reviewed the recommendations for the 2016 legislative agenda. Parker noted that the Washington gas tax will be 44.9 cents a gallon. The federal gas tax is 16.9 cents a gallon. Wilson added that he and Parker had met with Senators Ericksen and Ranker in November to

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discuss regional needs. Parker stated the governor will release his transportation and operating budget within the next few weeks.

The legislative agenda items for approval are:

1. Completion of State Route 539, Guide Meridian Road
2. Ongoing State support for the International Mobility & Trade Corridor program
3. State budget proviso to study dedicated operating for regional transit services
4. State funding for the Whatcom Smart Trips program

**Motion:** Murphy moved, Kremen seconded, to approve the 2016 legislative agenda.

**MOTION PASSED**

H. REPORTS

H.1 Executive Director

In the absence of Chairman Bromley, Wilson expressed the Council's thanks for the service of members Jensen, Jorgensen and Kremen, all of whom are leaving elected office and will no longer serve on the Council Board. They also received expressions of thanks from the members and staff present.

I. BOARD OPEN FORUM

J. ADJOURNMENT

The meeting adjourned at 4:16 pm.

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Robert Bromley  
Chair

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Robert H. Wilson, AICP  
Executive Director

Whatcom Council of Governments

## CLAIMS LISTING

November 2015

CLAIM #	PAYEE	AMOUNT	PURPOSE
2015300	AWC	1,029.35	COG 2015 - Dental Insurance
		9,383.59	COG 2015 - Health Insurance
		92.72	COG 2015 - Life Insurance
2015301	Cascade Natural Gas	25.06	COG 2015 - Utilities
2015302	Puget Sound Energy	343.83	COG 2015 - Utilities
2015303	Sanitary Service Corporation	52.93	COG 2015 - Utilities
2015304	Applied Digital Imaging	51.02	CTR 15-17 - Printing
2015305	CenturyLink/Qwest	52.50	Whatcom Smart Trips (15-16) - Phones
		52.50	Whatcom Smart Trips (15-16) - Phones
2015306	Leslye OShaughnessy	35.00	COG 2015 - Travel - Meals
		32.00	COG 2015 - Travel - Meals
		28.75	COG 2015 - Travel - Mileage
		4.60	COG 2015 - Travel - Mileage
		4.60	COG 2015 - Travel - Mileage
		4.60	COG 2015 - Travel - Mileage
		4.60	COG 2015 - Travel - Mileage
		4.60	COG 2015 - Travel - Mileage
		28.75	COG 2015 - Travel - Mileage
		4.60	COG 2015 - Travel - Mileage
		4.60	COG 2015 - Travel - Mileage
		28.75	COG 2015 - Travel - Mileage
		5.18	COG 2015 - Travel - Mileage
		2.30	COG 2015 - Travel - Mileage
		47.15	COG 2015 - Travel - Mileage
		253.00	COG 2015 - Travel - Mileage
2015307	US Bank	50.00	COG 2015 - Conferences & Training
		25.00	COG 2015 - Conferences & Training
		1,717.37	COG 2015 - Furniture & Equipment
		83.33	COG 2015 - Phones
		152.58	COG 2015 - Phones
		160.88	COG 2015 - Phones
		19.99	COG 2015 - Phones
		49.98	COG 2015 - Repair & Maintenance
		7.60	COG 2015 - Repair & Maintenance
		64.84	COG 2015 - Supplies
		64.85	COG 2015 - Supplies
		62.49	COG 2015 - Supplies
		29.98	COG 2015 - Supplies
		491.45	COG 2015 - Supplies
		8.64	COG 2015 - Supplies
		55.56	COG 2015 - Supplies
		16.16	COG 2015 - Supplies
		83.50	COG 2015 - Supplies

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## CLAIMS LISTING

November 2015

CLAIM #	PAYEE	AMOUNT	PURPOSE
2015307	US Bank	150.00	NSCCP Farmhouse - Supplies
		275.00	UPWP STP-R 11-16 - Memberships
		13.98	UPWP STP-R 11-16 - Supplies
		535.70	UPWP STP-R 11-16 - Travel - Airfare
		108.78	UPWP STP-R 11-16 - Travel - Lodging
		795.24	UPWP STP-R 11-16 - Travel - Lodging
		18.50	UPWP STP-R 11-16 - Travel - Mileage
		25.00	UPWP STP-R 11-16 - Travel - Mileage
		35.00	UPWP STP-R 11-16 - Travel - Mileage
		104.65	Whatcom Smart Trips (15-16) - Phones
		9.00	Whatcom Smart Trips (15-16) - Phones
		5.64	Whatcom Smart Trips (15-16) - Supplies
		97.28	Mobility Mgmt 15-17 - Supplies
		106.28	Mobility Mgmt 15-17 - Supplies
		28.82	Mobility Mgmt 15-17 - Supplies
		17.43	Mobility Mgmt 15-17 - Supplies
		32.40	Mobility Mgmt 15-17 - Supplies
		4.23	Mobility Mgmt 15-17 - Supplies
		295.56	Mobility Mgmt 15-17 - Travel - Lodging
		41.43	IMTC 7 - Phones
		87.50	IMTC 7 - Supplies
		582.48	IMTC 7 - Supplies
		259.21	US-Canada BorderData Warehouse - Phones
		259.21	US-Canada BorderData Warehouse - Phones
2015308	WA State DRS	6,661.17	COG 2015 - Retirement Contribution
2015309	WA State Auditor's Office	4,518.60	COG 2015 - Prof. Services
2015310	WC Admin Services	320.00	COG 2015 - Prof. Services
2015311	Purchase Power	29.87	COG 2015 - Postage
		691.45	Whatcom Smart Trips (15-16) - Postage
		.97	CTR 15-17 - Postage
		.71	Mobility Mgmt 15-17 - Postage
2015312	Culligan Northwest	11.50	COG 2015 - Supplies
2015313	Tom Parker	3,307.50	COG 2015 - Prof. Services
2015314	The Bagelry	384.00	Whatcom Smart Trips (15-16) - Incentives
2015315	Consolidated Technology Serv	227.89	COG 2015 - Phones
2015316	Hugh Conroy	46.00	IMTC 7 - Travel - Meals
		46.00	IMTC 7 - Travel - Meals
		46.00	IMTC 7 - Travel - Meals
		25.00	IMTC 7 - Travel - Meals
		20.90	IMTC 7 - Travel - Mileage
2015317	Melissa Fanucci	100.51	UPWP STP-R 11-16 - Travel - Mileage
		28.00	UPWP STP-R 11-16 - Miscellaneous
		59.80	IMTC 7 - Travel - Mileage

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## CLAIMS LISTING

November 2015

CLAIM #	PAYEE	AMOUNT	PURPOSE
2015317	Melissa Fanucci	59.80	IMTC 7 - Travel - Mileage
2015318	Kulshan Cartographic Services	2,990.00	Whatcom Smart Trips (15-16) - Prof. Services
2015319	Champion Building LLC	5,321.73	COG 2015 - Rent
2015320	WCOG Petty Cash	355.45	COG 2015 - Repair & Maintenance
		215.23	COG 2015 - Repair & Maintenance
		36.74	COG 2015 - Supplies
		322.00	UPWP STP-R 11-16 - Travel - Meals
		1,254.00	Whatcom Smart Trips (15-16) - Incentives
		26.62	Mobility Mgmt 15-17 - Supplies
		163.00	IMTC 7 - Travel - Meals
		40.00	Northwest Economic Council - Supplies
		40.00	Northwest Economic Council - Supplies
2015321	Ricoh USA	207.28	COG 2015 - Rent
		233.58	COG 2015 - Repair & Maintenance
2015322	VSP Direct	196.96	COG 2015 - Vision Insurance
2015323	Bruce's Janitor Service	625.00	COG 2015 - Utilities
2015324	Bob Wilson	50.00	COG 2015 - Cell Phone
		3.24	COG 2015 - Supplies
2015325	Lethal E. Coe	35.00	UPWP STP-R 11-16 - Travel - Meals
		218.50	UPWP STP-R 11-16 - Travel - Mileage
2015326	Capitol City Press	669.01	COG 2015 - Miscellaneous
		648.21	Whatcom Smart Trips (15-16) - Printing
		489.99	Whatcom Smart Trips (15-16) - Printing
		3,344.01	Whatcom Smart Trips (15-16) - Printing
2015327	Chocolate Necessities	274.50	Whatcom Smart Trips (15-16) - Incentives
2015328	Staff Wages	59,581.13	COG 2015 - Salaries & Wages
2015329	Medicare	926.13	COG 2015 - Soc Sec Alternative
2015330	Benefit Buyout	1,490.00	COG 2015 - Benefit Buyout
2015331	Soc Sec Alternative	3,694.03	COG 2015 - Soc Sec Alternative

The Executive Board retroactively approves payments made during November 2015  
for the above listed claims in the total amount of: \$118,646.11\*

Secretary/Treasurer

Date



Whatcom Council of Governments

## CLAIMS LISTING

December 2015

CLAIM #	PAYEE	AMOUNT	PURPOSE
2015332	AWC	1,029.35	COG 2015 - Dental Insurance
		266.73	COG 2015 - Disability Insurance
		8,970.17	COG 2015 - Health Insurance
		94.24	COG 2015 - Life Insurance
2015333	Cascade Natural Gas	125.07	COG 2015 - Utilities
2015334	Puget Sound Energy	344.60	COG 2015 - Utilities
2015335	Sanitary Service Corporation	52.93	COG 2015 - Utilities
2015336	Applied Digital Imaging	13.87	Whatcom Smart Trips (15-16) - Printing
		10.20	CTR 15-17 - Printing
		24.46	CTR 15-17 - Printing
2015337	3D Computer Inc.	65.22	COG 2015 - Repair & Maintenance
2015338	CenturyLink/Qwest	52.50	Whatcom Smart Trips (15-16) - Phones
		52.50	Whatcom Smart Trips (15-16) - Phones
2015339	Leslye OShaughnessy	29.90	COG 2015 - Travel - Mileage
		31.05	COG 2015 - Travel - Mileage
2015340	US Bank	60.87	COG 2015 - Phones
		83.33	COG 2015 - Phones
		152.57	COG 2015 - Phones
		19.99	COG 2015 - Phones
		387.75	COG 2015 - Software
		100.00	COG 2015 - Software
		24.11	COG 2015 - Supplies
		11.87	COG 2015 - Supplies
		16.97	COG 2015 - Supplies
		13.99	COG 2015 - Supplies
		93.76	COG 2015 - Supplies
		34.10	COG 2015 - Supplies
		111.69	COG 2015 - Travel - Lodging
		1.50	COG 2015 - Travel - Mileage
		107.35	COG 2015 - Miscellaneous
		249.00	UPWP STP-R 11-16 - Conferences & Training
		249.00	UPWP STP-R 11-16 - Conferences & Training
		263.00	UPWP STP-R 11-16 - Memberships
		23.00	UPWP STP-R 11-16 - Travel - Mileage
		14.00	UPWP STP-R 11-16 - Travel - Mileage
		11.00	UPWP STP-R 11-16 - Travel - Mileage
		14.00	UPWP STP-R 11-16 - Travel - Mileage
		107.08	Whatcom Smart Trips (15-16) - Phones
		9.00	Whatcom Smart Trips (15-16) - Phones
		9.46	CTR 15-17 - Supplies
		7.75	CTR 15-17 - Supplies
		8.95	CTR 15-17 - Supplies
		6.95	CTR 15-17 - Supplies

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## CLAIMS LISTING

December 2015

CLAIM #	PAYEE	AMOUNT	PURPOSE
2015340	US Bank	40.86	IMTC 7 - Phones
		20.97	IMTC 7 - Supplies
		48.75	IMTC 7 - Supplies
		543.81	IMTC 7 - Travel - Lodging
		543.81	IMTC 7 - Travel - Lodging
		21.60	IMTC 7 - Travel - Mileage
		21.54	IMTC 7 - Travel - Mileage
		47.12	IMTC 7 - Travel - Mileage
		21.60	IMTC 7 - Travel - Mileage
		286.42	US-Canada BorderData Warehouse - Phones
		286.42	US-Canada BorderData Warehouse - Phones
		26.45	Northwest Economic Council - Supplies
		116.03	Northwest Economic Council - Supplies
2015341	WA State DRS	6,687.47	COG 2015 - Retirement Contribution
2015342	Ron Cubellis	16.29	COG 2015 - Supplies
		25.00	COG 2015 - Travel - Meals
		148.35	COG 2015 - Travel - Mileage
		38.41	UPWP STP-R 11-16 - Travel - Mileage
2015343	Culligan Northwest	17.25	COG 2015 - Supplies
2015344	Tom Parker	3,307.50	COG 2015 - Prof. Services
2015345	Consolidated Technology Serv	186.86	COG 2015 - Phones
2015346	Hugh Conroy	21.00	UPWP STP-R 11-16 - Travel - Meals
		25.00	UPWP STP-R 11-16 - Travel - Meals
		48.88	UPWP STP-R 11-16 - Travel - Mileage
		48.88	IMTC 7 - Travel - Mileage
2015347	Champion Building LLC	5,321.73	COG 2015 - Rent
2015348	WCOG Petty Cash	5.75	COG 2015 - Postage
		250.00	Whatcom Smart Trips (15-16) - Incentives
		48.80	Whatcom Smart Trips (15-16) - Incentives
		162.51	Whatcom Smart Trips (15-16) - Incentives
2015349	Ricoh USA	207.28	COG 2015 - Rent
		251.08	COG 2015 - Repair & Maintenance
		.00	COG 2015 - Repair & Maintenance
2015350	VSP Direct	204.49	COG 2015 - Vision Insurance
2015351	Berk & Associates	1,080.00	UPWP STP-R 11-16 - Prof. Services
		2,100.00	UPWP STP-R 11-16 - Prof. Services
2015352	Bruce's Janitor Service	625.00	COG 2015 - Utilities
2015353	Carnes Media	212.50	Whatcom Smart Trips (15-16) - Prof. Services
2015354	Bob Wilson	50.00	COG 2015 - Cell Phone
		14.00	COG 2015 - Travel - Meals
		14.00	COG 2015 - Travel - Meals
		14.00	COG 2015 - Travel - Meals
		87.40	COG 2015 - Travel - Mileage

Whatcom Council of Governments

## CLAIMS LISTING

December 2015

CLAIM #	PAYEE	AMOUNT	PURPOSE
2015354	Bob Wilson	87.40	COG 2015 - Travel - Mileage
		21.00	UPWP FHWA 15-17 - Travel - Meals
		11.00	UPWP FHWA 15-17 - Travel - Meals
		14.00	UPWP FHWA 15-17 - Travel - Meals
		52.90	UPWP FHWA 15-17 - Travel - Mileage
		52.90	UPWP FHWA 15-17 - Travel - Mileage
2015355	Staff Wages	59,816.36	COG 2015 - Salaries & Wages
2015356	Medicare	922.14	COG 2015 - Soc Sec Alternative
2015357	Benefit Buyout	1,490.00	COG 2015 - Benefit Buyout
2015358	Soc Sec Alternative	3,708.62	COG 2015 - Soc Sec Alternative

The Executive Board retroactively approves payments made during December 2015 for the above listed claims in the total amount of: \$102,775.96\*

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 Secretary/Treasurer

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 Date

**Whatcom Council of Governments.**  
**Budget Report**  
For the Month Ended December 31, 2015

	Current Month Activity	Year-to-Date Activity	Full Year Budget
<b><u>REVENUES</u></b>			
Dues	\$ 0	\$ 134,984	\$ 137,512
Local Gov't	4,873	97,990	83,272
State	13,626	124,759	163,000
Federal	151,599	987,817	1,074,662
Canadian	23,689	23,689	67,968
Interest	0	1,086	1,000
Private Sector	<u>0</u>	<u>20,321</u>	<u>0</u>
Total Revenues	\$ 193,787	\$ 1,390,646	\$ 1,527,414
<b><u>EXPENSES</u></b>			
Advertising	\$ 0	\$ 400	\$ 800
Conferences & Training	498	8,867	10,000
Employee Benefits	23,423	328,203	323,189
Furniture & Equipment	0	14,421	5,450
Incentives	461	10,692	9,000
Insurance	0	10,331	12,000
Memberships	263	6,086	5,500
Partner Agencies	(329)	9,850	55,000
Phones	1,338	17,350	20,300
Postage	6	4,387	6,200
Printing	49	16,872	6,900
Professional Services	6,700	111,136	219,715
Rent	5,529	66,316	66,000
Repair & Maintenance	316	8,384	5,000
Salaries & Wages	59,816	745,438	740,869
Software	488	19,472	6,620
Supplies	474	17,793	15,600
Travel - Airfare	0	4,937	7,300
Travel - Lodging	1,199	8,592	7,650
Travel - Meals	159	3,030	3,850
Travel - Mileage	801	7,232	6,825
Utilities	1,148	13,215	14,000
Miscellaneous	<u>107</u>	<u>4,699</u>	<u>0</u>
Total Expenses	\$ 102,446	\$ 1,437,703	\$ 1,547,768
Revenues Less Expenses	<u>\$ 91,341</u>	<u>\$ (47,057)</u>	<u>\$ (20,354)</u>

As of:	1-01-15	12-01-15	12-31-15
Cash on hand	\$ 44,879	\$ 3,446	\$ 13,787
Investment Account	181,985	85,272	166,271
Accounts Receivable	<u>107,851</u>	<u>196,385</u>	<u>100,939</u>
Total	\$ 334,715	\$ 285,103	\$ 280,997
Accounts Payable	<u>\$ 17,575</u>	<u>\$ 14,265</u>	<u>\$ 15,387</u>
Working Capital	<u>\$ 317,140</u>	<u>\$ 270,838</u>	<u>\$ 265,610</u>



## MEMORANDUM

To: WCOG Board  
From: Ron Cubellis, Deputy Executive Director/CFO  
Date: January 12, 2016  
Subject: 2016 Fee Schedule

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The following fees are proposed for the 2016 Fee Schedule. These are the rates charged to non-member entities and individuals. The Staff time rate includes wages, benefits and overhead from the adopted 2016 budget. The photocopy fee remains unchanged from last year.

### 2016 Fee Schedule

Staff Time \$79.00 per hour  
Photocopies \$ 0.15 per copy

**SUGGESTED MOTION:** Approve the 2016 Fee Schedule as presented.