



WHATCOM COUNCIL OF GOVERNMENTS
COUNCIL AGENDA
WEDNESDAY, SEPTEMBER 14, 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 January 20, 2016
 - D.2 April, May, June, July and August 2016 Claims
- E. BUDGET
 - E.1 Budget Report as of August 31, 2016 – **INFORMATION**
- F. OLD BUSINESS
- G. NEW BUSINESS
 - G.1 Agreements and Contract Approval – **ACTION**
 - G.1 2017 Budget First Draft – **INFORMATION**
 - G.3 Executive Session
Executive Session may be held at this time to discuss personnel issues. No action will be taken during the Executive Session but may be taken after Executive Session adjourns.
 - G.4 Legislative Agenda – **ACTION**
- H. REPORTS
- I. BOARD OPEN FORUM
- J. ADJOURN

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23 – 29

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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
JANUARY 20, 2016

ATTENDANCE

BOARD MEMBERS: Bob Bromley, Terry Bornemann, Harry Robinson, Pat Alesse, Tom Jones, Pete Stark, Rud Browne, Satpal Sidhu, Shasta Cano-Martin, Jon Mutchler, Kelli Linville, Bruce Ford, Steve Swan, Michael Lilliquist, Michael McAuley

GUESTS: Matt Jensen, Kathy Berg

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

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

Request from CTAG to add a project to the Legislative Agenda list added as item G.4.

MOTION: Linville moved, Jones seconded, to approve the agenda as amended.

MOTION PASSED

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D. CONSENT AGENDA

Items included in the consent agenda were as follows:

Council minutes from December 9, 2015, November and December 2015 claims vouchers #2015300-2015358 in the total amount of \$221,422.07.

MOTION: Robinson moved, Lilliquist seconded, to approve the consent agenda items which included approval of the minutes from December 9, 2015 Council meeting and approval of the November and December 2015 expenditures.

MOTION PASSED (Browne Abstained)

E. BUDGET

E.1 Budget Report

Wilson reviewed the budget report for December 2015.

F. OLD BUSINESS

None reported.

G. NEW BUSINESS

G.1 Non-Member Fee Schedule

Cubellis reported the fee schedule is updated every year. The fee for copies never changes and the hourly rate for staff time includes the average of all the employees with benefits and overhead.

MOTION: Lilliquist moved, Robinson seconded, to approve the 2016 Non-Member Fee Schedule.

MOTION PASSED

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G.2 Election of Small City Representatives to Executive Committee

Members reviewed which of the small cities were currently represented on the Executive Committee. The current small city representatives agreed to serve on the Executive Committee for 2016.

MOTION: Linville moved, Browne seconded, that Sumas, Ferndale and Blaine be the small city representatives on the Executive Committee.

MOTION PASSED

G.3 Election of Board Officers

MOTION: Linville moved, Bornemann seconded, to elect Bromley as Chair, McAuley as Vice-Chair and Louws as Secretary/Treasurer.

MOTION PASSED

G.4 2016 Legislative Agenda

The CTAG is asking that the SR 547 Kendall/Columbia Valley Connectivity Plan preliminary engineering project be added to the 2016 Legislative Agenda that was adopted in December. The amount of the project is \$77,000.

The addition of this project does not take away from the other items on the current list.

MOTION: Bornemann moved, Alesse seconded to add the Preliminary Engineering project for the Kendall/Columbia Valley Connectivity Plan to the 2016 Legislative Agenda list.

MOTION PASSED

H. REPORTS

H.1 Legislative Report

Parker reported to Wilson that early prison release is the main topic of discussion in the legislature now along with the McLeary Decision and charter schools. Wilson is going to Olympia on January 22nd and will be meeting with our legislators.

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I. BOARD OPEN FORUM

Sidhu brought up the truck traffic that is going through Bellingham and he thinks that we should be looking at ways to have the truck traffic diverted from going through Bellingham.

J. ADJOURNMENT

The meeting adjourned at 4:45 pm.

Robert Bromley
Chair

Robert H. Wilson, AICP
Executive Director

Whatcom Council of Governments

CLAIMS LISTING

April 2016

CLAIM #	PAYEE	AMOUNT	PURPOSE
2016109	AWC	1,029.35	COG 2016 - Dental Insurance
		266.81	COG 2016 - Disability Insurance
		8,937.60	COG 2016 - Health Insurance
		94.24	COG 2016 - Life Insurance
2016110	Bellingham Lock & Safe Inc.	75.01	COG 2016 - Repair & Maintenance
2016111	Lynden Tribune	36.00	COG 2016 - Supplies
2016112	Cascade Natural Gas	118.21	COG 2016 - Utilities
2016113	Express Services Inc.	160.24	Mobility Mgmt 15-17 - Prof. Services
		305.46	Mobility Mgmt 15-17 - Prof. Services
2016114	Pitney Bowes	133.02	COG 2016 - Supplies
2016115	Puget Sound Energy	343.81	COG 2016 - Utilities
2016116	Sanitary Service Corporation	52.93	COG 2016 - Utilities
2016117	Applied Digital Imaging	28.37	Whatcom Smart Trips (15-16) - Printing
		582.09	Mobility Mgmt 15-17 - Printing
2016118	CenturyLink/Qwest	10.81	COG 2016 - Phones
2016119	Leslye OShaughnessy	8.25	COG 2016 - Supplies
		254.00	COG 2016 - Travel - Lodging
		23.00	COG 2016 - Travel - Meals
		36.00	COG 2016 - Travel - Meals
		13.00	COG 2016 - Travel - Meals
		28.75	COG 2016 - Travel - Mileage
		5.18	COG 2016 - Travel - Mileage
		27.00	COG 2016 - Travel - Mileage
		4.86	COG 2016 - Travel - Mileage
		2.16	COG 2016 - Travel - Mileage
		27.00	COG 2016 - Travel - Mileage
		4.86	COG 2016 - Travel - Mileage
		4.86	COG 2016 - Travel - Mileage
		28.62	COG 2016 - Travel - Mileage
		2.16	COG 2016 - Travel - Mileage
		87.48	COG 2016 - Travel - Mileage
		4.10	COG 2016 - Travel - Mileage
		4.10	COG 2016 - Travel - Mileage
		4.32	CTR 15-17 - Travel - Mileage
2016120	WA State DRS	6,995.46	COG 2016 - Retirement Contribution
2016121	WA State Emp Sec	926.41	COG 2016 - Unemployment Insurance
2016122	BTC Leasing	509.18	COG 2016 - Furniture & Equipment
		449.18	COG 2016 - Furniture & Equipment
2016123	WA State Dept of L&I	827.75	COG 2016 - Industrial Insurance
2016124	Culligan Northwest	17.25	COG 2016 - Supplies
2016125	Tom Parker	3,399.08	COG 2016 - Prof. Services
2016126	The Bagelry	363.00	Whatcom Smart Trips (15-16) - Incentives
2016127	Consolidated Technology Serv	204.71	COG 2016 - Phones

Whatcom Council of Governments

CLAIMS LISTING

April 2016

CLAIM #	PAYEE	AMOUNT	PURPOSE
2016128	Caliper Corporation	3,900.00	COG 2016 - Software
2016129	Good Eye Design	237.50	Whatcom Smart Trips (15-16) - Prof. Services
		332.50	Mobility Mgmt 15-17 - Prof. Services
2016130	Melissa Fanucci	30.24	UPWP STP-R 11-16 - Travel - Mileage
		30.84	IMTC 7 - Supplies
		26.46	IMTC 7 - Travel - Mileage
		28.08	IMTC 7 - Travel - Mileage
		27.00	IMTC 7 - Travel - Mileage
		44.82	Border Freight Operations - Travel - Mileage
2016131	Champion Building LLC	5,321.73	COG 2016 - Rent
2016132	WCOG Petty Cash	2.00	COG 2016 - Health Insurance
		300.00	COG 2016 - Health Insurance
		300.00	COG 2016 - Health Insurance
		2.80	COG 2016 - Postage
		3.70	COG 2016 - Postage
		36.60	Whatcom Smart Trips (15-16) - Incentives
		252.00	Whatcom Smart Trips (15-16) - Incentives
		116.10	Whatcom Smart Trips (15-16) - Incentives
		53.70	IMTC 7 - Supplies
2016133	Ricoh USA	207.28	COG 2016 - Rent
		196.52	COG 2016 - Repair & Maintenance
2016134	VSP Direct	204.87	COG 2016 - Vision Insurance
2016135	Bruce's Janitor Service	625.00	COG 2016 - Utilities
2016136	Bob Wilson	50.00	COG 2016 - Cell Phone
2016137	Capitol City Press	808.32	Mobility Mgmt 15-17 - Printing
		525.06	Mobility Mgmt 15-17 - Printing
2016138	Jaymes McClain	12.42	UPWP STP-R 11-16 - Travel - Mileage
		51.30	Border Freight Operations - Travel - Mileage
2016139	US Bank	100.00	COG 2016 - Conferences & Training
		279.99	COG 2016 - Furniture & Equipment
		134.35	COG 2016 - Memberships
		775.50	COG 2016 - Phones
		83.33	COG 2016 - Phones
		158.15	COG 2016 - Phones
		8.37	COG 2016 - Phones
		211.10	COG 2016 - Phones
		19.99	COG 2016 - Phones
		124.70	COG 2016 - Software
		29.35	COG 2016 - Supplies
		28.97	COG 2016 - Supplies
		108.68	COG 2016 - Supplies
		53.00	COG 2016 - Supplies
		52.60	COG 2016 - Utilities

Whatcom Council of Governments

CLAIMS LISTING

April 2016

CLAIM #	PAYEE	AMOUNT	PURPOSE
2016139	US Bank	199.00	UPWP STP-R 11-16 - Conferences & Training
		425.00	UPWP STP-R 11-16 - Conferences & Training
		425.00	UPWP STP-R 11-16 - Conferences & Training
		12.00	UPWP STP-R 11-16 - Conferences & Training
		16.98	UPWP STP-R 11-16 - Supplies
		102.24	Whatcom Smart Trips (15-16) - Phones
		9.00	Whatcom Smart Trips (15-16) - Phones
		16.28	Whatcom Smart Trips (15-16) - Supplies
		83.71	IMTC 7 - Phones
		48.75	IMTC 7 - Supplies
		517.67	IMTC 7 - Travel - Airfare
		517.67	IMTC 7 - Travel - Airfare
		285.51	US-Canada BorderData Warehouse - Phones
		285.50	US-Canada BorderData Warehouse - Phones
2016140	IBI Group	540.00	US-Canada BorderData Warehouse - Prof. Srvc
		540.00	US-Canada BorderData Warehouse - Prof. Srvc
2016141	Staff Wages	62,590.54	COG 2016 - Salaries & Wages
2016142	Medicare	964.86	COG 2016 - Soc Sec Alternative
2016143	Benefit Buyout	1,490.00	COG 2016 - Benefit Buyout
2016144	Soc Sec Alternative	3,880.62	COG 2016 - Soc Sec Alternative

The Executive Board retroactively approves payments made during April 2016
for the above listed claims in the total amount of: \$115,280.92*

 Secretary/Treasurer

 Date

Whatcom Council of Governments

CLAIMS LISTING

May 2016

CLAIM #	PAYEE	AMOUNT	PURPOSE
2016145	AWC	1,029.35	COG 2016 - Dental Insurance
		266.81	COG 2016 - Disability Insurance
		8,937.60	COG 2016 - Health Insurance
		94.24	COG 2016 - Life Insurance
2016146	Bellingham Herald	61.76	UPWP STP-R 11-16 - Advertising
2016147	Cascade Natural Gas	37.74	COG 2016 - Utilities
2016148	Express Services Inc.	502.13	Whatcom Smart Trips (15-16) - Prof. Services
		431.35	Whatcom Smart Trips (15-16) - Prof. Services
		871.63	Whatcom Smart Trips (15-16) - Prof. Services
		4.32	Whatcom Smart Trips (15-16) - Travel - Milge
		65.10	Mobility Mgmt 15-17 - Prof. Services
2016149	Puget Sound Energy	354.63	COG 2016 - Utilities
2016150	Sanitary Service Corporation	52.93	COG 2016 - Utilities
2016151	US Bank	76.50	COG 2016 - Health Insurance
		510.88	COG 2016 - Furniture & Equipment
		52.60	COG 2016 - Furniture & Equipment
		189.01	COG 2016 - Phones
		158.15	COG 2016 - Phones
		83.33	COG 2016 - Phones
		11.83	COG 2016 - Phones
		19.99	COG 2016 - Phones
		12.99	COG 2016 - Supplies
		37.98	COG 2016 - Supplies
		8.73	COG 2016 - Supplies
		13.28	COG 2016 - Supplies
		74.16	COG 2016 - Supplies
		11.72	COG 2016 - Supplies
		94.95	COG 2016 - Supplies
		95.40	COG 2016 - Miscellaneous
		-95.40	COG 2016 - Miscellaneous
		35.00	NSCCP Farmhouse - Rent
		125.00	UPWP STP-R 11-16 - Conferences & Training
		150.00	UPWP STP-R 11-16 - Conferences & Training
		224.20	UPWP STP-R 11-16 - Travel - Airfare
		132.72	Whatcom Smart Trips (15-16) - Phones
		9.00	Whatcom Smart Trips (15-16) - Phones
		222.29	Whatcom Smart Trips (15-16) - Supplies
		450.00	Mobility Mgmt 15-17 - Conferences & Training
		116.00	Mobility Mgmt 15-17 - Travel - Mileage
		1,400.00	IMTC 7 - Conferences & Training
		41.14	IMTC 7 - Phones
		32.50	IMTC 7 - Supplies
		293.92	US-Canada BorderData Warehouse - Phones

Whatcom Council of Governments

CLAIMS LISTING

May 2016

CLAIM #	PAYEE	AMOUNT	PURPOSE
2016151	US Bank	293.92	US-Canada BorderData Warehouse - Phones
2016152	WA State DRS	7,050.78	COG 2016 - Retirement Contribution
2016153	DELL	9,161.61	COG 2016 - Furniture & Equipment
2016154	WA State Auditor's Office	232.75	COG 2016 - Prof. Services
2016155	BTC Leasing	449.18	COG 2016 - Furniture & Equipment
2016156	WC Admin Services	300.00	COG 2016 - Prof. Services
2016157	Purchase Power	105.20	COG 2016 - Postage
		946.80	Whatcom Smart Trips (15-16) - Postage
2016158	Culligan Northwest	23.00	COG 2016 - Supplies
2016159	WSRO	225.00	Whatcom Smart Trips (15-16) - Cnfrncs & Trng
		150.00	Whatcom Smart Trips (15-16) - Cnfrncs & Trng
		150.00	Whatcom Smart Trips (15-16) - Cnfrncs & Trng
		150.00	Whatcom Smart Trips (15-16) - Cnfrncs & Trng
2016160	Tom Parker	3,399.08	COG 2016 - Prof. Services
2016161	Consolidated Technology Serv	105.79	COG 2016 - Phones
2016162	Hugh Conroy	27.00	IMTC 7 - Travel - Mileage
		27.00	Border Freight Operations - Travel - Mileage
2016163	Champion Building LLC	5,321.73	COG 2016 - Rent
2016164	WCOG Petty Cash	300.00	COG 2016 - Health Insurance
		2.00	COG 2016 - Supplies
		189.00	UPWP STP-R 11-16 - Travel - Meals
		1,254.00	Whatcom Smart Trips (15-16) - Incentives
		33.59	IMTC 7 - Supplies
2016165	Ricoh USA	207.28	COG 2016 - Rent
		381.29	COG 2016 - Repair & Maintenance
2016166	VSP Direct	204.87	COG 2016 - Vision Insurance
2016167	IBI Group	540.00	US-Canada BorderData Warehouse - Prof. Srvc
		540.00	US-Canada BorderData Warehouse - Prof. Srvc
2016168	Bruce's Janitor Service	625.00	COG 2016 - Utilities
2016169	Keeney's Office Supply	105.08	COG 2016 - Supplies
		128.32	COG 2016 - Supplies
		-20.64	COG 2016 - Supplies
2016170	Carnes Media	42.50	COG 2016 - Phones
		233.75	Whatcom Smart Trips (15-16) - Prof. Services
2016171	Lethal E. Coe	38.00	UPWP STP-R 11-16 - Travel - Meals
		208.98	UPWP STP-R 11-16 - Travel - Mileage
2016172	Capitol City Press	328.87	Whatcom Smart Trips (15-16) - Printing
2016173	SoftwareOne	927.79	COG 2016 - Software
		1,070.06	COG 2016 - Software
2016174	Staff Wages	63,065.98	COG 2016 - Salaries & Wages
2016175	Medicare	972.18	COG 2016 - Soc Sec Alternative
2016176	Benefit Buyout	1,490.00	COG 2016 - Benefit Buyout

Whatcom Council of Governments

CLAIMS LISTING

May 2016

CLAIM #	PAYEE	AMOUNT	PURPOSE
2016177	Soc Sec Alternative	3,910.10	COG 2016 - Soc Sec Alternative

The Executive Board retroactively approves payments made during May 2016
for the above listed claims in the total amount of: \$122,194.30*

Secretary/Treasurer

Date

Whatcom Council of Governments

CLAIMS LISTING

June 2016

CLAIM #	PAYEE	AMOUNT	PURPOSE
2016178	AWC	1,029.35	COG 2016 - Dental Insurance
		266.81	COG 2016 - Disability Insurance
		8,937.60	COG 2016 - Health Insurance
		94.24	COG 2016 - Life Insurance
2016179	Bay City Supply	43.37	COG 2016 - Supplies
2016180	Cascade Natural Gas	10.64	COG 2016 - Utilities
2016181	Express Services Inc.	461.50	Whatcom Smart Trips (15-16) - Prof. Services
		768.53	Whatcom Smart Trips (15-16) - Prof. Services
		586.98	Whatcom Smart Trips (15-16) - Prof. Services
		259.81	Whatcom Smart Trips (15-16) - Prof. Services
		14.58	Whatcom Smart Trips (15-16) - Travel - Milge
2016182	Puget Sound Energy	368.21	COG 2016 - Utilities
2016183	Sanitary Service Corporation	52.93	COG 2016 - Utilities
2016184	Applied Digital Imaging	26.73	CTR 15-17 - Printing
		20.38	CTR 15-17 - Printing
		45.10	CTR 15-17 - Printing
2016185	US Bank	775.00	COG 2016 - Conferences & Training
		375.00	COG 2016 - Furniture & Equipment
		52.60	COG 2016 - Furniture & Equipment
		158.15	COG 2016 - Phones
		82.35	COG 2016 - Phones
		177.43	COG 2016 - Phones
		8.36	COG 2016 - Phones
		19.99	COG 2016 - Phones
		4,225.33	COG 2016 - Phones
		73.49	COG 2016 - Supplies
		41.30	COG 2016 - Supplies
		22.00	COG 2016 - Supplies
		23.98	COG 2016 - Supplies
		27.94	COG 2016 - Supplies
		91.80	COG 2016 - Supplies
		83.44	COG 2016 - Supplies
		69.95	COG 2016 - Utilities
		44.22	COG 2016 - Miscellaneous
		503.27	COG 2016 - Miscellaneous
		-459.44	COG 2016 - Miscellaneous
		19.96	UPWP STP-R 11-16 - Supplies
		25.00	UPWP STP-R 11-16 - Travel - Airfare
		25.00	UPWP STP-R 11-16 - Travel - Airfare
		789.48	UPWP STP-R 11-16 - Travel - Lodging
		68.00	UPWP STP-R 11-16 - Travel - Mileage
		14.00	Whatcom Smart Trips (15-16) - Cnfncs & Trng
		154.66	Whatcom Smart Trips (15-16) - Phones

Whatcom Council of Governments

CLAIMS LISTING

June 2016

CLAIM #	PAYEE	AMOUNT	PURPOSE
2016185	US Bank	9.00	Whatcom Smart Trips (15-16) - Phones
		13.64	Whatcom Smart Trips (15-16) - Supplies
		30.33	Whatcom Smart Trips (15-16) - Supplies
		4.07	Whatcom Smart Trips (15-16) - Supplies
		257.46	Whatcom Smart Trips (15-16) - Travel - Ldgng
		257.46	Whatcom Smart Trips (15-16) - Travel - Ldgng
		257.46	Whatcom Smart Trips (15-16) - Travel - Ldgng
		17.38	Whatcom Smart Trips (15-16) - Travel - Milge
		10.96	Whatcom Smart Trips (15-16) - Travel - Milge
		6.95	CTR 15-17 - Supplies
		8.88	CTR 15-17 - Supplies
		10.00	Mobility Mgmt 15-17 - Travel - Mileage
		55.30	IMTC 7 - Phones
		300.00	IMTC 7 - Supplies
		300.00	IMTC 7 - Supplies
		313.02	IMTC 7 - Travel - Lodging
		289.71	IMTC 7 - Travel - Lodging
		145.01	IMTC 7 - Travel - Mileage
		21.02	IMTC 7 - Travel - Mileage
		47.04	IMTC 7 - Travel - Mileage
		329.85	US-Canada BorderData Warehouse - Phones
		329.85	US-Canada BorderData Warehouse - Phones
2016186	Fountain Motor	155.63	Whatcom Smart Trips (15-16) - Travel - Milge
2016187	WA State DRS	7,070.82	COG 2016 - Retirement Contribution
2016188	WA State Auditor's Office	16,255.26	COG 2016 - Prof. Services
2016189	BTC Leasing	449.18	COG 2016 - Furniture & Equipment
2016190	Culligan Northwest	11.50	COG 2016 - Supplies
2016191	Tom Parker	3,399.08	COG 2016 - Prof. Services
2016192	Good Eye Design	1,295.90	Whatcom Smart Trips (15-16) - Prof. Services
		356.25	Mobility Mgmt 15-17 - Prof. Services
2016193	Melissa Fanucci	15.00	UPWP STP-R 11-16 - Travel - Meals
		80.46	UPWP STP-R 11-16 - Travel - Mileage
		6.48	IMTC 7 - Travel - Mileage
		35.10	IMTC 7 - Travel - Mileage
		35.10	IMTC 7 - Travel - Mileage
		.54	IMTC 7 - Travel - Mileage
		49.41	IMTC 7 - Travel - Mileage
		5.50	IMTC 7 - Miscellaneous
		5.50	IMTC 7 - Miscellaneous
2016194	Champion Building LLC	5,321.73	COG 2016 - Rent
2016195	WCOG Petty Cash	300.00	COG 2016 - Health Insurance
		9.05	COG 2016 - Postage
		2.00	COG 2016 - Supplies

Whatcom Council of Governments

CLAIMS LISTING

June 2016

CLAIM #	PAYEE	AMOUNT	PURPOSE
2016195	WCOG Petty Cash	2.00	COG 2016 - Supplies
		252.00	Whatcom Smart Trips (15-16) - Incentives
		45.15	Whatcom Smart Trips (15-16) - Incentives
		33.99	IMTC 7 - Supplies
		132.00	IMTC 7 - Travel - Meals
2016196	VSP Direct	204.87	COG 2016 - Vision Insurance
2016197	IBI Group	540.00	US-Canada BorderData Warehouse - Prof. Srvc
		540.00	US-Canada BorderData Warehouse - Prof. Srvc
2016198	Bruce's Janitor Service	625.00	COG 2016 - Utilities
2016199	Keeney's Office Supply	46.07	COG 2016 - Supplies
2016200	Bob Wilson	50.00	COG 2016 - Cell Phone
		50.00	COG 2016 - Cell Phone
		15.00	COG 2016 - Travel - Meals
		13.00	UPWP STP-R 11-16 - Travel - Meals
2016201	Jaymes McClain	7.67	UPWP FHWA 15-17 - Travel - Mileage
2016202	Sole Graphics	660.00	COG 2016 - Phones
2016203	Mallard Ice Cream	299.00	Whatcom Smart Trips (15-16) - Incentives
2016204	Staff Wages	63,245.15	COG 2016 - Salaries & Wages
2016205	Medicare	974.92	COG 2016 - Soc Sec Alternative
2016206	Benefit Buyout	1,490.00	COG 2016 - Benefit Buyout
2016207	Soc Sec Alternative	3,921.20	COG 2016 - Soc Sec Alternative

The Executive Board retroactively approves payments made during June 2016
for the above listed claims in the total amount of: \$131,499.92*

 Secretary/Treasurer

 Date

Whatcom Council of Governments

CLAIMS LISTING

July 2016

CLAIM #	PAYEE	AMOUNT	PURPOSE
2016208	AWC	1,029.35	COG 2016 - Dental Insurance
		266.81	COG 2016 - Disability Insurance
		8,937.60	COG 2016 - Health Insurance
		94.24	COG 2016 - Life Insurance
2016209	Bay City Supply	89.61	COG 2016 - Supplies
2016210	Bellingham Herald	61.76	UPWP STP-R 11-16 - Advertising
2016211	Cascade Natural Gas	13.18	COG 2016 - Utilities
2016212	ESRI	6,848.10	COG 2016 - Software
2016213	Express Services Inc.	756.38	Whatcom Smart Trips (15-16) - Prof. Services
		401.20	Whatcom Smart Trips (15-16) - Prof. Services
		259.81	Whatcom Smart Trips (15-16) - Prof. Services
		933.76	Whatcom Smart Trips (15-16) - Prof. Services
		110.17	Mobility Mgmt 15-17 - Prof. Services
2016214	Puget Sound Energy	372.47	COG 2016 - Utilities
2016215	Sanitary Service Corporation	52.93	COG 2016 - Utilities
2016216	Applied Digital Imaging	18.49	Whatcom Smart Trips (15-16) - Printing
		4.08	CTR 15-17 - Printing
2016217	US Bank	.76	COG 2016 - Health Insurance
		48.47	COG 2016 - Conferences & Training
		295.00	COG 2016 - Conferences & Training
		158.00	COG 2016 - Conferences & Training
		52.60	COG 2016 - Furniture & Equipment
		107.61	COG 2016 - Phones
		79.16	COG 2016 - Phones
		158.15	COG 2016 - Phones
		177.43	COG 2016 - Phones
		15.53	COG 2016 - Phones
		19.99	COG 2016 - Phones
		93.32	COG 2016 - Phones
		990.00	COG 2016 - Phones
		38.05	COG 2016 - Repair & Maintenance
		118.00	COG 2016 - Software
		206.48	COG 2016 - Supplies
		21.89	COG 2016 - Supplies
		9.77	COG 2016 - Supplies
		100.00	COG 2016 - Miscellaneous
		20.00	COG 2016 - Miscellaneous
		448.39	COG 2016 - Miscellaneous
		62.50	UPWP STP-R 11-16 - Conferences & Training
		82.50	UPWP STP-R 11-16 - Conferences & Training
		52.50	UPWP STP-R 11-16 - Conferences & Training
		40.00	Whatcom Smart Trips (15-16) - Phones
		157.05	Whatcom Smart Trips (15-16) - Phones

Whatcom Council of Governments

CLAIMS LISTING

July 2016

CLAIM #	PAYEE	AMOUNT	PURPOSE
2016217	US Bank	9.00	Whatcom Smart Trips (15-16) - Phones
		69.99	Whatcom Smart Trips (15-16) - Phones
		10.85	Whatcom Smart Trips (15-16) - Supplies
		52.07	Whatcom Smart Trips (15-16) - Supplies
		16.25	CTR 15-17 - Supplies
		7.88	CTR 15-17 - Supplies
		300.00	Mobility Mgmt 15-17 - Conferences & Training
		12.90	Mobility Mgmt 15-17 - Supplies
		19.61	Mobility Mgmt 15-17 - Supplies
		15.16	Mobility Mgmt 15-17 - Supplies
		17.90	Mobility Mgmt 15-17 - Supplies
		8.23	Mobility Mgmt 15-17 - Supplies
		715.65	Mobility Mgmt 15-17 - Travel - Lodging
		31.53	IMTC 7 - Phones
		41.98	IMTC 7 - Phones
		7.98	IMTC 7 - Supplies
		48.75	IMTC 7 - Supplies
		8.67	IMTC 7 - Supplies
		48.75	IMTC 7 - Supplies
		16.29	IMTC 7 - Supplies
		32.50	IMTC 7 - Supplies
		362.36	US-Canada BorderData Warehouse - Phones
		362.36	US-Canada BorderData Warehouse - Phones
		120.00	Border Freight Operations - Software
		32.58	Border Freight Operations - Supplies
		29.99	Border Freight Operations - Supplies
		13.90	Border Freight Operations - Supplies
2016218	WA State DRS	7,026.07	COG 2016 - Retirement Contribution
2016219	WA State Emp Sec	804.43	COG 2016 - Unemployment Insurance
2016220	BTC Leasing	449.18	COG 2016 - Furniture & Equipment
2016221	WA State Dept of L&I	854.87	COG 2016 - Industrial Insurance
2016222	Record Journal	33.00	COG 2016 - Supplies
2016223	Culligan Northwest	23.00	COG 2016 - Supplies
2016224	Tom Parker	3,399.08	COG 2016 - Prof. Services
2016225	Susan Horst	31.73	Whatcom Smart Trips (15-16) - Supplies
2016226	Melissa Fanucci	49.41	IMTC 7 - Travel - Mileage
		1.08	IMTC 7 - Travel - Mileage
		3.24	IMTC 7 - Travel - Mileage
		25.92	IMTC 7 - Travel - Mileage
		3.24	IMTC 7 - Travel - Mileage
		3.24	IMTC 7 - Travel - Mileage
		5.50	IMTC 7 - Miscellaneous
		5.50	IMTC 7 - Miscellaneous

Whatcom Council of Governments

CLAIMS LISTING

July 2016

CLAIM #	PAYEE	AMOUNT	PURPOSE
2016227	Champion Building LLC	5,494.59	COG 2016 - Rent
2016228	WCOG Petty Cash	300.00	COG 2016 - Health Insurance
		2.00	COG 2016 - Health Insurance
		57.95	Whatcom Smart Trips (15-16) - Incentives
		252.00	Whatcom Smart Trips (15-16) - Incentives
		100.00	CTR 15-17 - Miscellaneous
		15.00	Mobility Mgmt 15-17 - Travel - Meals
		56.87	IMTC 7 - Supplies
		36.90	IMTC 7 - Supplies
2016229	Ricoh USA	207.28	COG 2016 - Rent
		207.28	COG 2016 - Rent
		351.77	COG 2016 - Repair & Maintenance
		238.82	COG 2016 - Repair & Maintenance
2016230	VSP Direct	204.87	COG 2016 - Vision Insurance
2016231	IBI Group	540.00	US-Canada BorderData Warehouse - Prof. Srvc
		540.00	US-Canada BorderData Warehouse - Prof. Srvc
2016232	Mary Anderson	24.41	Whatcom Smart Trips (15-16) - Travel - Milge
		23.00	Mobility Mgmt 15-17 - Travel - Meals
		51.00	Mobility Mgmt 15-17 - Travel - Meals
		36.00	Mobility Mgmt 15-17 - Travel - Meals
		23.00	Mobility Mgmt 15-17 - Travel - Meals
		13.00	Mobility Mgmt 15-17 - Travel - Meals
		15.00	Mobility Mgmt 15-17 - Travel - Meals
		15.00	Mobility Mgmt 15-17 - Travel - Meals
		15.00	Mobility Mgmt 15-17 - Travel - Meals
		17.28	Mobility Mgmt 15-17 - Travel - Mileage
		160.92	Mobility Mgmt 15-17 - Travel - Mileage
		17.28	Mobility Mgmt 15-17 - Travel - Mileage
		17.28	Mobility Mgmt 15-17 - Travel - Mileage
		17.28	Mobility Mgmt 15-17 - Travel - Mileage
2016233	Bruce's Janitor Service	625.00	COG 2016 - Utilities
2016234	Keeney's Office Supply	48.57	COG 2016 - Supplies
2016235	Bob Wilson	50.00	COG 2016 - Cell Phone
2016236	Capitol City Press	797.14	COG 2016 - Printing
		448.98	Whatcom Smart Trips (15-16) - Printing
2016237	Jaymes McClain	20.52	Border Freight Operations - Travel - Mileage
		25.38	Border Freight Operations - Travel - Mileage
		25.38	Border Freight Operations - Travel - Mileage
2016238	Staff Wages	62,844.95	COG 2016 - Salaries & Wages
2016239	Medicare	968.77	COG 2016 - Soc Sec Alternative
2016240	Benefit Buyout	1,490.00	COG 2016 - Benefit Buyout

Whatcom Council of Governments

CLAIMS LISTING

July 2016

CLAIM #	PAYEE	AMOUNT	PURPOSE
2016241	Soc Sec Alternative	3,896.38	COG 2016 - Soc Sec Alternative

The Executive Board retroactively approves payments made during July 2016
for the above listed claims in the total amount of: \$119,226.56*

Secretary/Treasurer

Date

Whatcom Council of Governments

CLAIMS LISTING

August 2016

CLAIM #	PAYEE	AMOUNT	PURPOSE
2016242	AWC	1,029.35	COG 2016 - Dental Insurance
		266.81	COG 2016 - Disability Insurance
		8,937.60	COG 2016 - Health Insurance
		94.24	COG 2016 - Life Insurance
2016244	Cascade Natural Gas	10.64	COG 2016 - Utilities
2016245	Express Services Inc.	612.78	Whatcom Smart Trips (15-16) - Prof. Services
		1,181.79	Whatcom Smart Trips (15-16) - Prof. Services
		130.20	Mobility Mgmt 15-17 - Prof. Services
2016246	Puget Sound Energy	407.52	COG 2016 - Utilities
2016247	Sanitary Service Corporation	52.93	COG 2016 - Utilities
2016248	US Bank	52.60	COG 2016 - Furniture & Equipment
		79.16	COG 2016 - Phones
		158.15	COG 2016 - Phones
		177.43	COG 2016 - Phones
		15.53	COG 2016 - Phones
		37.28	COG 2016 - Phones
		19.99	COG 2016 - Phones
		29.95	COG 2016 - Software
		55.79	COG 2016 - Supplies
		59.66	COG 2016 - Miscellaneous
		15.73	UPWP STP-R 11-16 - Supplies
		154.73	Whatcom Smart Trips (15-16) - Phones
		9.00	Whatcom Smart Trips (15-16) - Phones
		54.00	Whatcom Smart Trips (15-16) - Supplies
		62.70	Whatcom Smart Trips (15-16) - Supplies
		41.74	IMTC 7 - Phones
		351.66	US-Canada BorderData Warehouse - Phones
		351.66	US-Canada BorderData Warehouse - Phones
		177.73	US-Canada BorderData Warehouse - Phones
		177.72	US-Canada BorderData Warehouse - Phones
		253.27	US-Canada BorderData Warehouse - Phones
		253.27	US-Canada BorderData Warehouse - Phones
		571.76	US-Canada BorderData Warehouse - Phones
		571.76	US-Canada BorderData Warehouse - Phones
		2,171.83	Border Freight Operations - Software
		120.00	Border Freight Operations - Software
2016249	WA State DRS	7,109.60	COG 2016 - Retirement Contribution
2016250	BTC Leasing	449.18	COG 2016 - Furniture & Equipment
2016251	Enduris	10,185.00	COG 2016 - Insurance
2016252	WC Admin Services	300.00	COG 2016 - Prof. Services
2016253	Ron Cubellis	201.69	COG 2016 - Travel - Airfare
		530.01	COG 2016 - Travel - Lodging
		15.00	COG 2016 - Travel - Meals

Whatcom Council of Governments

CLAIMS LISTING

August 2016

CLAIM #	PAYEE	AMOUNT	PURPOSE
2016253	Ron Cubellis	136.00	COG 2016 - Travel - Meals
		111.24	COG 2016 - Travel - Mileage
		34.23	COG 2016 - Travel - Mileage
		49.08	COG 2016 - Travel - Mileage
		10.00	COG 2016 - Utilities
		38.00	UPWP STP-R 11-16 - Travel - Meals
2016254	Culligan Northwest	46.00	COG 2016 - Supplies
2016255	Tom Parker	3,399.08	COG 2016 - Prof. Services
2016256	The Bagelry	450.00	Whatcom Smart Trips (15-16) - Incentives
2016257	Good Eye Design	95.00	COG 2016 - Prof. Services
		498.75	Whatcom Smart Trips (15-16) - Prof. Services
		142.50	Mobility Mgmt 15-17 - Prof. Services
2016258	Champion Building LLC	5,408.16	COG 2016 - Rent
2016259	WCOG Petty Cash	300.00	COG 2016 - Health Insurance
		2.00	COG 2016 - Health Insurance
		5.00	COG 2016 - Miscellaneous
		1,254.00	Whatcom Smart Trips (15-16) - Incentives
		38.70	Whatcom Smart Trips (15-16) - Incentives
		81.00	Whatcom Smart Trips (15-16) - Supplies
		55.39	Whatcom Smart Trips (15-16) - Miscellaneous
2016260	Ricoh USA	207.28	COG 2016 - Rent
		190.14	COG 2016 - Repair & Maintenance
2016261	VSP Direct	204.87	COG 2016 - Vision Insurance
2016262	IBI Group	540.00	US-Canada BorderData Warehouse - Prof. Srvc
		540.00	US-Canada BorderData Warehouse - Prof. Srvc
2016263	Kirsten Wert	21.00	Whatcom Smart Trips (15-16) - Travel - Meals
		21.00	Whatcom Smart Trips (15-16) - Travel - Meals
		14.04	Whatcom Smart Trips (15-16) - Travel - Milge
		17.28	Whatcom Smart Trips (15-16) - Travel - Milge
		2.70	Whatcom Smart Trips (15-16) - Travel - Milge
		2.70	Whatcom Smart Trips (15-16) - Travel - Milge
		19.44	Mobility Mgmt 15-17 - Travel - Mileage
2016264	Bruce's Janitor Service	625.00	COG 2016 - Utilities
2016265	Bob Wilson	50.00	COG 2016 - Cell Phone
2016266	Jaymes McClain	19.98	Border Freight Operations - Travel - Mileage
		28.08	Border Freight Operations - Travel - Mileage
2016267	Sole Graphics	120.00	COG 2016 - Phones
2016268	Mallard Ice Cream	266.11	Whatcom Smart Trips (15-16) - Incentives
2016269	Bellingham Herald	148.80	UPWP STP-R 11-16 - Advertising
2016270	Mass Mutual	9,184.20	COG 2016 - Miscellaneous
2016271	Staff Wages	63,592.07	COG 2016 - Salaries & Wages
2016272	Medicare	980.28	COG 2016 - Soc Sec Alternative
2016273	Benefit Buyout	1,490.00	COG 2016 - Benefit Buyout

Whatcom Council of Governments

CLAIMS LISTING

August 2016

CLAIM #	PAYEE	AMOUNT	PURPOSE
2016274	Soc Sec Alternative	3,942.70	COG 2016 - Soc Sec Alternative

The Executive Board retroactively approves payments made during August 2016 for the above listed claims in the total amount of: \$131,920.24*

Secretary/Treasurer

Date

Whatcom Council of Governments
Budget Report
For the Month Ended August 31, 2016

	Current Month Activity	Year-to-Date Activity	Full Year Budget
<u>REVENUES</u>			
Dues	\$ 0	\$ 141,213	\$ 141,189
Local Gov't	3,606	92,318	83,116
State	0	113,077	163,000
Federal	0	582,380	1,060,712
Canadian	5,247	15,056	31,138
Interest	176	1,220	1,600
Private Sector	834	2,991	0
Total Revenues	\$ 9,863	\$ 948,255	\$ 1,480,755
<u>EXPENSES</u>			
Advertising	\$ 149	\$ 446	\$ 1,400
Conferences & Training	0	7,673	8,800
Employee Benefits	24,407	210,096	310,805
Furniture & Equipment	502	16,370	11,000
Incentives	2,009	8,101	8,000
Insurance	10,185	10,185	12,000
Memberships	0	6,911	7,950
Partner Agencies	0	0	43,000
Phones	3,522	21,272	26,200
Postage	0	2,016	4,500
Printing	0	6,277	11,000
Professional Services	7,440	67,160	124,789
Rent	5,615	44,526	68,000
Repair & Maintenance	190	3,604	5,000
Salaries & Wages	63,592	504,401	756,796
Software	2,322	16,448	9,670
Supplies	315	6,914	25,000
Travel - Airfare	202	1,511	7,350
Travel - Lodging	530	4,188	7,550
Travel - Meals	231	1,125	3,740
Travel - Mileage	299	3,216	6,620
Utilities	1,106	9,286	13,000
Miscellaneous	9,304	10,989	0
Total Expenses	\$ 131,920	\$ 962,715	\$ 1,472,170
Revenues Less Expenses	\$ (122,057)	\$ (14,460)	\$ 8,585

As of:	1-01-16	8-01-16	8-31-16
Cash on hand	\$ 13,787	\$ 3,040	\$ 1,807
Investment Account	166,352	284,698	163,873
Accounts Receivable	100,429	73,048	123,505
Total	\$ 280,568	\$ 360,786	\$ 289,185
Accounts Payable	\$ 15,275	\$ 38,752	\$ 14,727
Working Capital	\$ 265,293	\$ 322,034	\$ 274,458



MEMORANDUM

To: Council Board
From: Ron Cubellis, CPA AICP
Deputy Executive Director / CFO
Date: September 6, 2016
Subject: Agreements & Contracts Approval

Request authorization for the Executive Director to enter into a professional services agreement between Whatcom Council of Governments and Wilson Engineering LLC for preliminary design and engineering of the SR 547 Kendall/Columbia Valley Trail located along Kendall Road in the amount of \$74,690 (#20160901).

BACKGROUND

The Washington State Legislature funded preliminary design and engineering for a multi-use trail adjacent to Kendall Road (SR 547). WCOG accepted these funds on behalf of the Kendall/Columbia Valley Connectivity Plan Association and worked through the process of securing an engineering consultant.

Wilson Engineering, Ashley & Vance and Amorterra Engineering & Consulting responded to the Request for Qualifications (RFQ). A stakeholder panel containing representatives from WCOG, Washington State Department of Transportation (WSDOT), Whatcom County and the Kendall/Columbia Valley Connectivity Plan Association (KCVCPA) reviewed, scored and ranked the Statements of Qualifications (SOQ).

The stakeholder panel interviewed representatives from Wilson Engineering and Ashley & Vance. The two firms were scored based upon their responses to interview questions. Wilson Engineering was unanimously ranked first by the interview panel.

REQUESTED ACTION: Authorize the Executive Director to enter into a professional services agreement with Wilson Engineering for \$74,690.



MEMORANDUM

To: The Council Board
From: Bob Wilson, Executive Director
Date: September 7, 2016
Subject: **2017 Budget (First Draft)**

Attached to this memo please find the first draft of WCOG's 2017 Budget for your review prior to the Council Board meeting on September 14th. I draw your attention to the following:

Staffing. When I joined the staff in the spring of 2012, WCOG had 13 full-time equivalents (FTEs), including me. Since then, I laid-off Ellen Barton, and Gordon Rogers and Bev Montgomery have retired; none of them were replaced. When Andy Gomez left to take another job, his senior-level position was restructured to entry level. Also, I reduced Susan Horst to roughly half time at the beginning of FY 2014. All of this brought us to our current staffing level of 9.5 FTEs. These moves have enabled us to continue operating Whatcom Smart Trips and have stretched our transportation planning funding. Unfortunately, it has become clear that they were not enough, and therefore this draft budget eliminates the Manager of Administration position held by Leslye O'Shaughnessy (effective January 1, 2017), and the Planner I position held by Jaymes McClain, effective July 1, 2017, which will bring us to a staffing level of 7.5 FTEs .

Dues. Dues are determined using both population and the average cost-of-living adjustment (COLA) of the member jurisdictions. Annual population change is drawn from Office of Financial Management estimates for Whatcom County, the seven cities and the Lummi Nation. For the purposes of this draft budget, the 2.77 percent COLA that staff is receiving this year is used as an estimate for 2017 (in accordance with the Council Board's budget guidance of September 17, 2008). The Port's dues increase is the average increase of the nine jurisdictions. When the members' 2017 COLAs are determined in the fall they will be averaged and incorporated into the final draft of the budget that will be presented to the Council Board in December.

Salaries. Salaries for eight of the nine staff positions reflect step increases in the adopted salary matrix, plus the placeholder 2.77 percent COLA; I will only receive the COLA. The aggregate decrease in 2017 salaries relative to the amount budgeted for the current year is \$74,114, or -9.8 percent.

Employee Benefits. Due to the reduction in staffing – and based on an estimate of our 2017 health insurance premium provided by the Association of Washington Cities – the COG’s employee benefits expense will decrease next year by approximately 13 percent. The final draft of this budget will reflect actual premium costs when it is presented to the Council Board in December.

Miscellaneous. When it became clear to Ron Cubellis and me earlier this summer that the necessity of a layoff appeared likely, we took a hard look at all of the COG’s expenses to see what could be cut to avoid that measure. Among the budget line items that we reduced are professional development and related travel (which I put into effect immediately), certain organizational memberships, our Wellness Program and my cell phone allowance. Unfortunately, those cuts alone wouldn’t come close to eliminating the need for a layoff. At that point, Ron and I analyzed 18 different staffing scenarios, and based on that analysis I made the tremendously difficult decision to lay off Leslye and Jaymes. It’s not entirely out of the question that our financial outlook could brighten enough to retain Leslye in some capacity next year, although if that were to happen it would almost certainly be on a part-time basis.

Please don’t hesitate to call Ron or me if you have any questions. We look forward to discussing the draft 2017 Budget with you next week.

Whatcom Council of Governments
2017 Budget (Draft #1)

	2016	2017
CONSOLIDATED	Adopted 12-9-2015	Draft #1 9-6-2016
Beginning Net Cash and Investments	\$ 453,532	\$ 462,117
REVENUE		
Programs & Projects		
Local	\$ 83,116	\$ 86,861
State	163,000	163,000
Federal	1,060,712	872,643
Canadian	31,138	11,800
Miscellaneous	0	0
Total Programs & Projects	\$ 1,337,966	\$ 1,134,304
Dues		
Bellingham	\$ 47,390	\$ 49,213
Blaine	2,781	2,859
Everson	1,463	1,508
Ferndale	7,326	7,685
Lynden	7,422	7,760
Nooksack	828	856
Sumas	832	880
Whatcom County	48,139	49,678
Lummi Nation	2,770	2,834
Port of Bellingham	21,158	21,946
Birch Bay Water & Sewer	400	400
Lake Whatcom Water & Sewer	230	230
Opportunity Council	150	150
Sudden Valley Association	150	150
Western Washington University	150	150
Total Dues	\$ 141,189	\$ 146,299
Other Revenue		
Interest Income	1,600	1,500
Total Other Revenue	\$ 1,600	\$ 1,500
Total Revenue	\$ 1,480,756	\$ 1,282,103
EXPENSES		
Salaries & Benefits		
Salaries	\$ 756,796	\$ 682,682
Cell Phone Allowance	600	0
Dental Insurance	13,432	11,892
Disability Insurance	3,201	2,888
Health Insurance	132,046	119,246
Life Insurance	1,129	939
Retirement Contribution	84,610	76,324
Social Security Equivalent	67,560	52,211
Unemployment Insurance Tax	2,430	1,880
Vision Insurance	2,275	2,024
Workers Compensation Insurance	3,522	3,030
Total Benefits	\$ 310,805	\$ 270,434
Total Salaries & Benefits	\$ 1,067,601	\$ 953,116

	2016	2017
<i>CONSOLIDATED</i>	Adopted 12-9-2015	Draft #1 9-6-2016
Other Expenses		
Communication Services	\$ 32,100	\$ 35,900
Consultants & Contracted Services	124,789	106,918
Incentives	8,000	10,600
Insurance - Property & Liability	12,000	11,000
Office Equipment & Software	20,670	19,420
Pass Through Funding	43,000	0
Printing	11,000	4,600
Professional Development	16,750	7,900
Rent	68,000	68,000
Repair & Maintenance	5,000	6,000
Supplies	25,000	9,600
Travel	25,260	13,200
Utilities	13,000	13,000
Total Other Expenses	\$ 404,569	\$ 306,138
Total Expenses	\$ 1,472,170	\$ 1,259,254
Ending Net Cash and Investments	\$ 462,117	\$ 484,966

Capital Expenditures by Category

	<u>Quantity</u>	<u>Total Cost</u>
Fixed Assets (\$5,000+)		
none		\$ -
Small Equipment		
Copier Lease	1	\$ 3,000
Phone System lease	1	5,400
Workstation computer replacements	0	\$ -
Contingency		1,000
		<u>\$ 9,400</u>
Software		
Antivirus license & updates	0	-
Adobe licenses & updates	1	720
Firewall license & updates	1	150
GIS licences & updates	2	5,000
Microsoft licenses & updates	3	450
TransCAD Transportation Modeling license & updates	1	1,200
TransModeler licenses & updates	1	1,500
Contingency		1,000
		<u>\$ 10,020</u>

BY PROGRAM/PROJECT	COG Administration	Farmhouse Group	IMTC Program Core Funding	IMTC Border Data Warehouse
Type of Work	Administration	Administration	Planning	Implementation
Major Funding Sources	Local	FHWA	FHWA	FHWA/Canada
REVENUE				
Program Revenue Available	\$ 1,500	\$ 7,500	\$ 150,000	\$ 10,326
Dues / Dues used as match	61,902	-	-	15,726
Cash Match provided by Partners	-	-	-	1,800
Prior Yr. Fringe Benefits Recovered	(10)	n/a	n/a	n/a
Indirect Costs Recovered	329,431	n/a	n/a	n/a
Total Revenue	\$ 392,823	\$ 7,500	\$ 150,000	\$ 27,852
EXPENSES				
Salary	\$ 99,625	\$ 3,162	\$ 61,081	\$ 3,162
Benefits	64,012	2,032	39,248	2,032
Indirect (overhead) Costs	n/a	2,306	42,071	2,157
Total Salary, Benefits & Indirect	\$ 163,637	\$ 7,500	\$ 142,400	\$ 7,351
Other Expenses				
Communication Services	22,200	-	600	7,500
Consultants & Contracted Services	55,918	-	-	13,000
Incentives	-	-	-	-
Insurance - Property & Liability	11,000	-	-	-
Office Equipment & Software	19,420	-	-	-
Pass Through Funding	-	-	-	-
Printing	1,500	-	-	-
Professional Development	1,300	-	-	-
Rent	68,000	-	-	-
Repair & Maintenance	6,000	-	-	-
Supplies	6,000	-	2,000	-
Travel	2,000	-	5,000	-
Utilities	13,000	-	-	-
Total Other Expenses	\$ 206,338	\$ -	\$ 7,600	\$ 20,500
Total Expenses	\$ 369,975	\$ 7,500	\$ 150,000	\$ 27,851
Total Revenue	\$ 392,823	\$ 7,500	\$ 150,000	\$ 27,852
Total Expenses	369,975	7,500	150,000	27,851
Net Cash Flow	\$ 22,848	\$ -	\$ -	\$ 1

BY PROGRAM/PROJECT	IMTC Dynamic Border Management	Mobility Management & Travel Training	MPO/RTPO Transportation Planning	Smart Trips Core Funding
Type of Work	Planning	Planning	Planning	Implementation
Major Funding Sources	FHWA/Canada	FTA/WTA	FHWA/FTA/WSDOT	Local/State/FHWA
REVENUE				
Program Revenue Available	\$ 40,000	\$ 50,817	\$ 602,000	\$ 250,000
Dues / Dues used as match	-	-	68,671	-
Cash Match provided by Partners	10,000	-	11,861	-
Prior Yr. Fringe Benefits Recovered	n/a	n/a	n/a	n/a
Indirect Costs Recovered	n/a	n/a	n/a	n/a
Total Revenue	\$ 50,000	\$ 50,817	\$ 682,532	\$ 250,000
EXPENSES				
Salary	\$ 21,386	\$ 21,856	\$ 275,833	\$ 94,173
Benefits	13,738	14,043	177,208	60,515
Indirect (overhead) Costs	14,876	14,918	188,191	64,912
Total Salary, Benefits & Indirect	\$ 50,000	\$ 50,817	\$ 641,232	\$ 219,600
Other Expenses				
Communication Services	-	-	600	5,000
Consultants & Contracted Services	-	-	30,000	8,000
Incentives	-	-	-	10,600
Insurance - Property & Liability	-	-	-	-
Office Equipment & Software	-	-	-	-
Pass Through Funding	-	-	-	-
Printing	-	-	1,000	2,100
Professional Development	-	-	4,700	1,900
Rent	-	-	-	-
Repair & Maintenance	-	-	-	-
Supplies	-	-	1,000	600
Travel	-	-	4,000	2,200
Utilities	-	-	-	-
Total Other Expenses	\$ -	\$ -	\$ 41,300	\$ 30,400
Total Expenses	\$ 50,000	\$ 50,817	\$ 682,532	\$ 250,000
Total Revenue	\$ 50,000	\$ 50,817	\$ 682,532	\$ 250,000
Total Expenses	50,000	50,817	682,532	250,000
Net Cash Flow	\$ -	\$ -	\$ -	\$ -



MEMORANDUM

To: The Council Board
From: Bob Wilson, Executive Director
Date: September 7, 2016
Subject: **2017 Legislative Agenda – Staff Request**

As you consider and approve the 2017 Regional Legislative Agenda, please include funding for the International Mobility and Trade Corridor (IMTC) Program. This program – which has been in existence since 1997 and has brought in more than \$41-million to the Region for border-related projects from both U.S. and Canadian sources – will exhaust its remaining funding in 2017. Information about IMTC and this funding request is attached.

Thank you for your consideration; please don't hesitate to contact me if you have any questions. I look forward to discussing this with you next week.

THE INTERNATIONAL MOBILITY & TRADE CORRIDOR PROGRAM

The International Mobility & Trade Corridor (IMTC) Program is an award-winning binational planning coalition established and led by the Whatcom Council of Governments (WCOG). Started in 1997, IMTC brings together all of the entities involved in transportation and security at the British Columbia-Washington State border – U.S. Customs and Border Protection, Canada Border Services Agency, transportation departments (USDOT, Transport Canada, B.C. Ministry of Transportation and WSDOT), border municipalities, industry associations and others – to identify shared concerns, develop solutions and fund projects. IMTC is now a “national best practice solution” for binational planning and is an active and highly respected participant in the U.S.-Canada Transportation Border Working Group.

Last year, **nearly \$16-billion in trade goods** passed through the five Whatcom County ports-of-entry that form the *Cascade Gateway*, with the majority crossing at Pacific Highway in Blaine. The impact of that trade extends well beyond just Whatcom County: it makes significant contributions to the economies of Washington and British Columbia and strengthens the relationship between two of the world’s largest trading partners. Passenger traffic through the Cascade Gateway has increased 57 percent over the last ten years, **with more than 11-million vehicles crossing the border in 2015**. With about 82 percent of those crossing being Canadian, and 76 percent crossing at least once a month (primarily to shop and buy gas), Canadian consumers also have an enormous impact on Whatcom County’s economy.



The IMTC Program is recognized in both Canada and the U.S. as the model for effective cross-border planning. By fostering strong and lasting partnerships among the numerous entities, **IMTC has leveraged more than \$41-million in U.S. and Canadian funding** for major operational improvements at ports-of-entry in the Cascade Gateway, which are among the busiest on the entire U.S.-Canada border. The IMTC Program is also one of the foremost sources for the collection and analysis of data on transportation and security issues at the border, which have provided justification and support for successful trusted traveler programs including NEXUS, FAST and enhanced driver’s licenses. Those programs have reduced wait times at the Cascade Gateway ports-of-entry, which expedites trade while enhancing security on both sides of the border.

Until recently, most of the funding to staff the IMTC Program has come from the now-defunct federal *Coordinated Border Infrastructure* program, appropriations from the Highway Trust Fund, and an earmark in the former federal transportation authorization known as SAFETEA-LU. The program has also received funding from WSDOT, the B.C. Ministry of Transportation, the Port of Bellingham and border municipalities in both Washington and B.C. Funding for specific *projects* developed through IMTC (for infrastructure, operations, technology, data collection, etc.) has come from the aforementioned sources as well as the Federal Highway Administration, Transport Canada, B.C. TransLink and Western Washington University.

WCOG has only enough funding to staff the IMTC Program through June of 2017. To ensure that this critically important work continues beyond then, WCOG is seeking \$600,000 (\$300,000 a year) for the 2017-19 state budget biennium. A potential source is WSDOT’s allocation of federal Surface Transportation Block Grant Program funds.

Please contact Bob Wilson, WCOG’s Executive Director, with questions about the IMTC Program or the Whatcom Council of Governments. He can be reached at (360) 685-8389 or Bob@wcog.org. Thank you!