



WHATCOM COUNCIL OF GOVERNMENTS
COUNCIL AGENDA
WEDNESDAY, OCTOBER 12, 2016
3:00 PM – 3:30 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 – **ACTION**
- D. CONSENT AGENDA – **ACTION**
 - D.1 Minutes from September 14, 2016
 - D.2 September 2016 Claims
- E. BUDGET
 - E.1 Budget Report as of September 30, 2016 (will be distributed at meeting) – **INFORMATION**
- F. OLD BUSINESS
 - F.4 Legislative Agenda – **ACTION**
- G. ADJOURN

1 – 4
5 – 7

8 – 9

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
SEPTEMBER 14, 2016

ATTENDANCE

BOARD MEMBERS: Bob Bromley, Rud Browne, Tim Ballew, Harry Robinson, Tom Jones, Pete Stark, Jack Louws, Kelli Linville, Terry Bornemann, Steve Swan, Michael McAuley, Jon Mutchler, Bruce Ford, Michael Lilliquist, Pat Alesse, Satpal Sidhu

GUESTS: Jay Drye, Dodd Snodgrass, Greg Young, Kaylee Galloway, Matt Jensen

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

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

Wilson reported that the agenda items under G. New Business were numbered incorrectly. Correct New Business items: G.1 stays G.1 and the second G.1 should be G.2; remove item G.3 which makes item G.4 now G.3.

MOTION: Robinson 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 January 20, 2016 and April, May, June July and August 2016 claims vouchers #2016109-2016274 in the total amount of \$620,121.94.

MOTION: Browne moved, Linville seconded, to approve the consent agenda items which included approval of the minutes from January 20, 2016 Council meeting and approval of the April, May, June, July and August 2016 expenditures in the total amount of \$620,121.94.

MOTION PASSED

E. BUDGET

E.1 Budget Report

Cubellis stated that we are currently underspending and that the current month revenue category is small because we did not receive the reimbursement from WSDOT by the end of the month.

F. OLD BUSINESS

None reported.

G. NEW BUSINESS

G.1 Agreements and Contracts

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

MOTION: Lilliquist moved, Browne seconded, to authorize the Executive Director to enter into a professional services agreement with Wilson Engineering for \$74,690.

MOTION PASSED

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G.2 2017 Budget (First Draft)

Wilson directed the Council to his memo in the packet. He reviewed the draft budget.

Louws asked if Wilson would give an outlook of the next four years and where the programs will be. Wilson and Conroy reviewed the programs in the budget.

Wilson stated will not be pursuing Smart Trip funding with the legislature. He will be working on getting formula funding for IMTC along with asking the legislature for funding. Smart Trips has been funded by STP (\$100,000 per year) WTA (\$50,000) City of Bellingham (\$25,000) State CTR funds (\$75,000). He will not be asking for STP funds for Smart Trips in able to save that for a possible ask for IMTC. He thinks that staff will contract again in a year and a half.

Wilson is looking at possibly leasing out some of the office space to another entity.

Cubellis stated that if no additional funding comes in he sees the WCOG down to 4 employees.

The Council will be asked to adopt a final budget at the December 14, 2016 meeting.

G.3 2017 Legislative Agenda

The Legislative List is used when talking with legislators for funding for transportation projects. Robinson has suggested that the same sort of list for capital projects be developed.

Board members were not prepared to present their projects today. Members will work with their staff to have projects for a Council meeting that will be scheduled as *Old Business* for October 12, 2016 at 3:00 pm.

Council members declined to create a capital project list at this time. This is something that will be looked at for a later date.

At this point in the meeting Vice-Chair McAuley took over chairing the meeting.

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H. REPORTS

Drye reported that the Nooksack River Bridge on SR 539 was struck by a truck. The damage is not so significant that immediate attention is not necessary.

I. BOARD OPEN FORUM

No discussion.

J. ADJOURNMENT

The meeting adjourned at 4:40 pm.

Robert Bromley
Chair

Robert H. Wilson, AICP
Executive Director

Whatcom Council of Governments

CLAIMS LISTING

September 2016

CLAIM #	PAYEE	AMOUNT	PURPOSE
2016275	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
2016276	Cascade Natural Gas	10.64	COG 2016 - Utilities
2016277	Federal Express	26.41	COG 2016 - Postage
2016278	Puget Sound Energy	423.35	COG 2016 - Utilities
2016279	Sanitary Service Corporation	52.93	COG 2016 - Utilities
2016280	Applied Digital Imaging	35.91	Whatcom Smart Trips (15-16) - Printing
		37.52	Whatcom Smart Trips (15-16) - Printing
2016281	US Bank	50.00	COG 2016 - Conferences & Training
		25.00	COG 2016 - Conferences & Training
		52.60	COG 2016 - Furniture & Equipment
		79.16	COG 2016 - Phones
		158.12	COG 2016 - Phones
		177.43	COG 2016 - Phones
		11.83	COG 2016 - Phones
		19.99	COG 2016 - Phones
		300.00	COG 2016 - Phones
		23.19	COG 2016 - Repair & Maintenance
		59.95	COG 2016 - Software
		29.96	COG 2016 - Software
		30.69	COG 2016 - Supplies
		11.72	COG 2016 - Supplies
		1,375.00	COG 2016 - Miscellaneous
		259.93	UPWP STP-R 11-16 - Travel - Lodging
		14.00	UPWP STP-R 11-16 - Travel - Mileage
		157.03	Whatcom Smart Trips (15-16) - Phones
		9.00	Whatcom Smart Trips (15-16) - Phones
		46.07	Whatcom Smart Trips (15-16) - Postage
		3.58	Whatcom Smart Trips (15-16) - Supplies
		16.10	Whatcom Smart Trips (15-16) - Supplies
		21.69	Whatcom Smart Trips (15-16) - Supplies
		92.05	Whatcom Smart Trips (15-16) - Supplies
		6.51	Whatcom Smart Trips (15-16) - Supplies
		69.00	Whatcom Smart Trips (15-16) - Supplies
		1,290.27	Whatcom Smart Trips (15-16) - Miscellaneous
		17.30	Mobility Mgmt 15-17 - Supplies
		38.91	Mobility Mgmt 15-17 - Supplies
		14.14	IMTC 7 - Phones
		169.35	IMTC 7 - Phones
		41.32	IMTC 7 - Phones
		345.89	US-Canada BorderData Warehouse - Phones

Whatcom Council of Governments

CLAIMS LISTING

September 2016

CLAIM #	PAYEE	AMOUNT	PURPOSE
2016281	US Bank	345.88	US-Canada BorderData Warehouse - Phones
		120.00	Border Freight Operations - Software
		-80.00	Border Freight Operations - Software
2016282	WA State DRS	7,056.44	COG 2016 - Retirement Contribution
2016283	BTC Leasing	449.18	COG 2016 - Furniture & Equipment
2016284	Culligan Northwest	47.25	COG 2016 - Supplies
2016285	Tom Parker	3,399.08	COG 2016 - Prof. Services
2016286	Hugh Conroy	51.00	IMTC 7 - Travel - Meals
		23.00	IMTC 7 - Travel - Meals
		28.00	IMTC 7 - Travel - Meals
		23.00	IMTC 7 - Travel - Meals
		15.00	IMTC 7 - Travel - Meals
		27.00	IMTC 7 - Travel - Mileage
2016287	Good Eye Design	71.25	Whatcom Smart Trips (15-16) - Prof. Services
		498.75	Mobility Mgmt 15-17 - Prof. Services
2016288	Champion Building LLC	5,408.16	COG 2016 - Rent
2016289	WCOG Petty Cash	300.00	COG 2016 - Health Insurance
		2.00	COG 2016 - Health Insurance
		252.00	Whatcom Smart Trips (15-16) - Incentives
		36.60	Whatcom Smart Trips (15-16) - Incentives
		63.00	Mobility Mgmt 15-17 - Supplies
2016290	Ricoh USA	207.28	COG 2016 - Rent
		156.21	COG 2016 - Repair & Maintenance
2016291	VSP Direct	204.87	COG 2016 - Vision Insurance
2016292	Chocolate Necessities	121.50	Whatcom Smart Trips (15-16) - Incentives
2016293	IBI Group	540.00	US-Canada BorderData Warehouse - Prof. Srvc
		540.00	US-Canada BorderData Warehouse - Prof. Srvc
2016294	Mary Anderson	24.84	Mobility Mgmt 15-17 - Travel - Mileage
		17.28	Mobility Mgmt 15-17 - Travel - Mileage
		17.28	Mobility Mgmt 15-17 - Travel - Mileage
2016295	Bruce's Janitor Service	625.00	COG 2016 - Utilities
2016296	Keeney's Office Supply	59.13	COG 2016 - Supplies
		28.24	COG 2016 - Supplies
2016297	Bob Wilson	50.00	COG 2016 - Cell Phone
		13.00	COG 2016 - Travel - Meals
		48.06	COG 2016 - Travel - Mileage
		48.06	COG 2016 - Travel - Mileage
		23.00	UPWP STP-R 11-16 - Travel - Meals
		13.00	UPWP STP-R 11-16 - Travel - Meals
		19.52	UPWP STP-R 11-16 - Travel - Mileage
		48.06	UPWP STP-R 11-16 - Travel - Mileage
		48.06	UPWP STP-R 11-16 - Travel - Mileage
2016298	Capitol City Press	822.56	Whatcom Smart Trips (15-16) - Printing

Whatcom Council of Governments

CLAIMS LISTING

September 2016

CLAIM #	PAYEE	AMOUNT	PURPOSE
2016299	Jaymes McClain	93.42	UPWP STP-R 11-16 - Travel - Mileage
2016300	Staff Wages	63,116.63	COG 2016 - Salaries & Wages
2016301	Medicare	972.92	COG 2016 - Soc Sec Alternative
2016302	Benefit Buyout	1,490.00	COG 2016 - Benefit Buyout
2016303	Soc Sec Alternative	3,913.23	COG 2016 - Soc Sec Alternative

The Executive Board retroactively approves payments made during *****
for the above listed claims in the total amount of: \$107,329.28*

Secretary/Treasurer

Date



MEMORANDUM

To: The Council Board
 From: Bob Wilson, Executive Director
 Date: September 4, 2016
 Subject: **Proposed 2017 Legislative Agenda Items**

At the Transportation Technical Advisory Group's meeting of September 22nd, four member-jurisdictions – the cities of Bellingham and Blaine, Whatcom County and WTA – put forth project funding requests for the Council Board's consideration for inclusion in the 2017 Regional Transportation Priorities list that will be communicated to the Region's legislative delegation in advance of the upcoming session in January. To assist the Council Board in prioritizing this list, it was agreed that each of the three jurisdictions with more than one request would prioritize them, and accordingly, they're listed below by jurisdiction in order of priority. For your information, TTAG did not offer a recommendation on how the projects should be ranked, choosing to leave that entirely to the Board's discretion.

Bellingham

1. West Horton Road Multi-modal Corridor Extension, Phase 2 – This project would be carried out as a partnership between the City of Bellingham and Whatcom County. It would extend West Horton Road a half-mile west – from Aldrich Road to Northwest Avenue – as an arterial street with sidewalks and bicycle lanes on both sides. Land acquisition, off-site mitigation and minimizing the road footprint will be necessary to address anticipated environmental impacts. Request: **\$10,000,000**

2. West Bakerview Road/I-5 Interchange Improvements, Phase 2 – This project would implement the “Phase 2” recommendation from the 2016 *Interchange Justification Report* prepared by WSDOT for I-5 at West Bakerview Road. In addition to the new northbound on-ramp on the east side of the freeway (Phase 1) – for which the Legislature allocated \$10-million as part of the *Connecting Washington* bill it passed in 2015 – a southbound loop on-ramp would be constructed on the west side. Request: **\$10,000,000**

3. James Street/East Bakerview Road Intersection Safety Improvements – East Bakerview Road is a major arterial and truck route connecting the Irongate industrial area, State Route 539 and Interstate 5. James Street is the only north-south secondary arterial in this rapidly developing area of Bellingham. More traffic combined with the absence of left-turn lanes on James Street has resulted in congestion and an increase in collisions at the intersection of these two roads. The proposed project would construct an expandable multi-modal roundabout to address safety concerns and improve operational efficiency. Request: **\$3,400,000**

Blaine

I-5 Exit 274 Interchange Design and Construction – This project would create a new southbound off-ramp at I-5 Exit 274 onto Peace Portal Drive, and a direct northbound connection to Blaine’s Industrial Area from the existing northbound off-ramp by reconfiguring it to tie into Odell Street. This is a “practical solution” that would result in most of the critical elements sought from the full diamond interchange that was funded at \$45-million in *Connecting Washington*, but at about one-quarter of the cost. This less-expensive alternative is a response to the Legislature’s subsequent defunding of the original project in the 2016 session. Request: **\$11,800,000**

Whatcom County

1. Slater Road/Jordan Creek Bridge Replacement – This project will replace an existing deteriorated, fish-impassable arch culvert conveying Jordan Creek beneath Slater Road with a new bridge. Request: **\$5,500,000**

2. West Horton Road Multi-modal Corridor Extension, Phase 2 – Same as Bellingham’s No. 1 project.

3. West Smith Road/Northwest Drive Intersection Improvements – This project involves improvements to this major intersection – either a roundabout or traffic signal – along with drainage upgrades. It should be noted that execution of this project is dependent on the County’s Northwest Annex building being demolished at a future date. Request: **\$4,000,000**

Whatcom Transportation Authority

1. Lincoln Creek Transportation Center Improvements – This facility – owned and operated by WWU – serves as both a park-and-ride lot and a regional transit center, providing parking for about 500 cars along with regular WTA bus service to Western and employment centers in Whatcom, Skagit and Snohomish counties. This project would correct the facility’s significant surface deficiencies (uneven grade, potholes, pavement failure and inadequate drainage) and improve its storm water management infrastructure. Request: **\$6,670,000**

2. Expansion of Bellingham Station – This project would add a much-needed concourse at WTA’s primary hub to better serve its existing ridership and to accommodate projected ridership growth, which the current facility will not be able to handle. Request: **\$1,140,000**

3. Preserve and Expand County Connector Bus Service Between Bellingham and Mt. Vernon – This service, which is jointly operated by WTA and Skagit Transit, currently provides eight weekday round-trips between Bellingham and Skagit Station in Mt. Vernon, with a direct connection to Everett. Saturday service is also provided. In 2015, the County Connector served 41,465 riders. This request is twofold: to increase service to meet current demand (one additional weekday round-trip and new Sunday service), and – given the benefits that accrue to the State from this service – to secure reliable annual funding until such time that there is dedicated, competitive State funding for inter-regional transit services like the County Connector. Request: **\$480,000 per year**

I look forward to discussing this with you next week at the Council Board meeting.