MEETING OF THE BOARD OF THE
WHATCOM COUNCIL OF GOVERNMENTS
Wednesday, December 14, 2016, 3:30-5:00 p.m.
Gordon W. Rogers Conference Room
314 East Champion Street
Bellingham, Washington

AGENDA

PAGES		
	A.	CALL TO ORDER
	B.	PUBLIC COMMENT Citizens may speak informally to the Board on agenda items or other matters relating to the business of the Whatcom Council of Governments. *Each speaker is allowed a maximum of three minutes.*
	C.	AGENDA APPROVAL – **ACTION**
	D.	APPROVAL OF MINUTES – **ACTION**
2-3		Minutes of the meeting of October 12, 2016
	E.	BUDGET REPORT
4		Budget report for the period ending November 30, 2016 – Ron Cubellis
	F.	OLD BUSINESS
	G.	NEW BUSINESS
5-8		G.1 Approval of the 2017 WCOG Budget – **ACTION**
9		G.2 Approval of the 2017 WCOG Meeting Schedule – **ACTION**
	H.	EXECUTIVE DIRECTOR'S REPORT – Bob Wilson
	I.	BOARD OPEN FORUM
	J.	ADJOURN

Persons with disabilities needing special accommodation for this meeting, please contact the WCOG office at (360) 676-6974, 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 – DRAFT
October 12, 2016

ATTENDANCE

BOARD MEMBERS: VOTING: Bob Bromley (Chairman), Michael McAuley (Vice-Chairman), Jack Louws (Secretary/Treasurer), Terry Bornemann, Michael Lilliquist, Patrick Alesse, Harry Robinson, Jon Mutchler, Scott Korthuis, Tom Jones, Satpal Sidhu; NON-VOTING: Pete Stark

GUESTS: Shasta Cano-Martin, Chris Comeau, Greg Young

STAFF: Bob Wilson, Ron Cubellis, Hugh Conroy

A. CALL TO ORDER

Chairman Bromley called the meeting to order at 3:03 p.m. with a quorum present.

B. PUBLIC COMMENT

No public comments received.

C. AGENDA APPROVAL

MOTION: Mr. Louws moved, Mr. Mutchler seconded, to approve the agenda as presented.

MOTION PASSED

D. CONSENT AGENDA

Included in the consent agenda were the Council minutes of September 14, 2016, and claim voucher Nos. 2016275-2016303, totaling $107,329.28.

MOTION: Mr. Louws moved, Mr. Korthuis seconded, to approve the consent agenda items which included approval of the minutes of the Council Board meeting of September 14, 2016, and September 2016 claims in the amount of $107,329.28.

MOTION PASSED

E. BUDGET

E.1 Budget Report

Mr. Cubellis presented the budget report as of September 30, 2016 and answered one question from the Board.

F. OLD BUSINESS

F.1 Legislative Agenda

Mr. Wilson distributed a packet containing descriptions of the nine funding requests put forth from the cities of Bellingham and Blaine, Whatcom County and the Whatcom Transportation Authority. He stated that the requests had been reviewed by the Transportation Technical Advisory Group at its September meeting.

Mr. Louws described the "Slater Road/Jordan Creek Bridge" project and stated that that section of Slater Road was failing and in imminent danger of being closed, which would impede access to Cherry Point and several neighborhoods in western Whatcom County. Ms. Cano-Martin and Louws explained certain discussions between the County and the Lummi Nation to possibly address this issue. Mr. Stark then described WTA's three projects.

Mr. Louws stressed the emergency nature of the Slater Road project and requested that it be given the highest priority. Thereafter, deliberation ensued on how the funding requests should be prioritized.

MOTION: Mr. Korthuis moved, Mr. Louws seconded, to request emergency funding from the Washington State Legislature for the "Slater Road/Jordan Creek Bridge" project; to request regular appropriations for the following three projects, listed in order of priority: "West Horton Road Multi-modal Corridor Extension, Phase 2," "I-5 Exit 274 Interchange Design and Construction," and "Lincoln Creek Transportation Center Improvements," and; to include in the communication to the Members of the Legislature the list of the other five projects considered by the Board but for which funding is not being requested in the upcoming State Legislative Session.

MOTION PASSED

G. ADJOURNMENT

There being no further business, the meeting adjourned at 3:28 p.m.

Robert B. Bromley Chairman	Robert H. Wilson, AICP Executive Director

Approved December 14, 2016

DRAFT

Whatcom Council of Governments
Budget Report
For the Month Ended November 30, 2016

	Current Month Activity	Year-to-Date Activity	Full Year Budget
REVENUES			
Dues	$ 0	$ 141,213	$ 141,189
Local Gov't	5,054	109,989	83,116
State	14,293	151,158	163,000
Federal	123,075	787,287	1,060,712
Canadian	0	21,171	31,138
Interest	67	1,590	1,600
Private Sector	228	6,234	0
Total Revenues	$ 142,717	$ 1,218,642	$ 1,480,755
EXPENSES			
Advertising	$ 0	$ 520	$ 1,400
Conferences & Training	568	8,316	8,800
Employee Benefits	24,886	284,220	310,805
Furniture & Equipment	502	17,875	11,000
Incentives	1,816	10,614	8,000
Insurance	0	10,185	12,000
Memberships	0	6,911	7,950
Partner Agencies	28,915	28,915	43,000
Phones	1,252	25,389	26,200
Postage	195	3,448	4,500
Printing	686	11,058	11,000
Professional Services	19,955	100,987	124,789
Rent	5,615	61,373	68,000
Repair & Maintenance	264	4,424	5,000
Salaries & Wages	63,343	693,954	756,796
Software	1,007	17,625	9,670
Supplies	653	10,005	25,000
Travel - Airfare	486	1,997	7,350
Travel - Lodging	518	5,256	7,550
Travel - Meals	177	1,603	3,740
Travel - Mileage	669	4,783	6,620
Utilities	1,080	12,554	13,000
Miscellaneous	1,442	5,952	0
Total Expenses	$ 154,029	$ 1,327,964	$ 1,472,170
Revenues Less Expenses	$ (11,312)	$ (109,322)	$ 8,585

As of:	1-01-16	11-01-16	11-30-16
Cash on hand	$ 13,787	$ 66,455	$ 6,275
Investment Account	166,352	15,676	64,543
Accounts Receivable	100,429	221,589	151,094
Total	$ 280,568	$ 303,720	$ 221,912
Accounts Payable	$ 15,275	$ 65,953	$ 29,213
Working Capital	$ 265,293	$ 237,767	$ 192,699

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MEMORANDUM

To: The Council Board
From: Bob Wilson, Executive Director
Date: December 7, 2016
Subject: **Proposed WCOG 2017 Budget (Final Draft)**

Attached to this memo please find the final draft of WCOG's proposed 2017 Budget for your review. The Executive Committee will be asked to make a recommendation on the budget to the Council Board at its meeting of December 14th, immediately following the Executive Committee meeting. I draw your attention to the following changes from the first draft you reviewed in September:

Dues: Based on the population estimate for the Lummi Nation that we recently received from the Office of Financial Management, the Tribe's dues assessment was increased by $63, with a corresponding $63 decrease for Whatcom County.

Cost of Living Adjustment (COLA): The first draft used the current year's COLA of 2.77 percent as a placeholder; the actual COLA for 2017 will be 2.11 percent. Although this change will result in a slight decrease in salaries from the estimate provided in September, it is too small to impact dues, which are unchanged (accept for the aforementioned changes to the County's and Lummi Nation's dues resulting from the updated population estimate).

Health Insurance: Since the first draft was presented in September we have received our actual health insurance premium for 2017, which is $2,919 less than we estimated (and nearly $16,000 less than we're paying this year).

Retirement Contribution: The Department of Retirement Systems recently announced a proposed rate increase; this final draft budget assumes that it will be enacted by the State Legislature in its upcoming session, which would increase the contribution by $8,602 over the amount budgeted in the first draft. However, as a result of the impending reduction in staffing, the 2017 contribution will be only $316 more than that made in 2016.

Consultants: The $71,275 increase in this line item over the amount indicated in the first draft reflects the COG's management of the preliminary engineering for the Kendall Trail project and carryover funds from two IMTC projects that will be completed in 2017.

Pass Through Funding: The Federal Highway Administration is matching funding provided by the B.C. Ministry of Transportation for an IMTC *Booth Status Integration* project, which will be "passed through" to BCMOT via WCOG.

Ron and I look forward to answering any questions you may have at the meeting next week.

SUGGESTED MOTION: Move to adopt the proposed 2017 Whatcom Council of Governments' Budget, as presented.

Whatcom Council of Governments
2017 Budget (Draft #2)

CONSOLIDATED	2016 Adopted 12-9-2015	2017 Draft #1 9-6-2016	2017 Draft #2 12-7-2016	2017 Changes 9/6 to 12/6
Beginning Net Cash and Investments	$ 453,532	$ 462,117	$ 462,117	$ -
REVENUE				
Programs & Projects				
Local	$ 83,116	$ 86,861	$ 86,861	$ -
State	163,000	163,000	276,984	113,984
Federal	1,060,712	872,643	870,186	(2,457)
Canadian	31,138	11,800	36,922	25,122
Miscellaneous	0	0	0	-
Total Programs & Projects	$ 1,337,966	$ 1,134,304	$ 1,270,953	$ 136,649
Dues				
Bellingham	$ 47,390	$ 49,213	$ 49,213	$ -
Blaine	2,781	2,859	2,859	-
Everson	1,463	1,508	1,508	-
Ferndale	7,326	7,685	7,685	-
Lynden	7,422	7,760	7,760	-
Nooksack	828	856	856	-
Sumas	832	880	880	-
Whatcom County (unincorporated)	48,139	49,678	49,615	(63)
Lummi Nation	2,770	2,834	2,897	63
Port of Bellingham	21,158	21,946	21,946	-
Birch Bay Water & Sewer	400	400	400	-
Lake Whatcom Water & Sewer	230	230	230	-
Opportunity Council	150	150	150	-
Sudden Valley Association	150	150	150	-
Western Washington University	150	150	150	-
Total Dues	$ 141,189	$ 146,299	$ 146,299	$ -
Other Revenue				
Interest Income	1,600	1,500	1,500	-
Total Other Revenue	$ 1,600	$ 1,500	$ 1,500	$ -
Total Revenue	**$ 1,480,756**	**$ 1,282,103**	**$ 1,418,752**	**$ 136,649**
EXPENSES				
Salaries & Benefits				
Salaries	$ 756,796	$ 682,682	$ 678,326	$ (4,356)
Cell Phone Allowance	600	0	0	-
Dental Insurance	13,432	11,892	12,043	151
Disability Insurance	3,201	2,888	2,869	(19)
Health Insurance	132,046	119,246	116,327	(2,919)
Life Insurance	1,129	939	939	-
Retirement Contribution	84,610	76,324	84,926	8,602
Social Security Equivalent	67,560	52,211	52,064	(147)
Unemployment Insurance Tax	2,430	1,880	1,875	(5)
Vision Insurance	2,275	2,024	2,586	562
Workers Compensation Insurance	3,522	3,030	3,030	-
Total Benefits	$ 310,805	$ 270,434	$ 276,659	$ 6,225
Total Salaries & Benefits	$ 1,067,601	$ 953,116	$ 954,985	$ 1,869

CONSOLIDATED	2016 Adopted 12-9-2015	2017 Draft #1 9-6-2016	2017 Draft #2 12-7-2016	2017 Changes 9/6 to 12/6
Other Expenses				
Communication Services	$ 32,100	$ 35,900	$ 35,900	-
Consultants & Contracted Services	124,789	106,918	178,193	71,275
Incentives	8,000	10,600	10,600	-
Insurance - Property & Liability	12,000	11,000	11,000	-
Office Equipment & Software	20,670	19,420	19,420	-
Pass Through Funding	43,000	0	61,150	61,150
Printing	11,000	4,600	4,600	-
Professional Development	16,750	7,900	7,900	-
Rent	68,000	68,000	68,000	-
Repair & Maintenance	5,000	6,000	6,000	-
Supplies	25,000	9,600	9,600	-
Travel	25,260	13,200	13,200	-
Utilities	13,000	13,000	13,000	-
Total Other Expenses	$ 404,569	$ 306,138	$ 438,563	$ 132,425
Total Expenses	**$ 1,472,170**	**$ 1,259,254**	**$ 1,393,548**	**$ 134,294**
Ending Net Cash and Investments	$ 462,117	$ 484,966	$ 487,321	$ 2,355

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MEMORANDUM

To: The Council Board
From: Bob Wilson, Executive Director
Date: December 7, 2016
Subject: **Proposed 2017 WCOG Meeting Schedule**

The following is the proposed 2017 schedule for meetings of the Council Board, Executive Committee and the Whatcom Transportation Policy Board:

January 18, 2017	Policy Board 3:00 p.m., Council Board 3:30 p.m.
March 8, 2017	Executive Committee 3:00 p.m., Policy Board 3:30 p.m.
May 10, 2017	Executive Committee 3:00 p.m., Policy Board 3:30 p.m.
July 12, 2017	Executive Committee 3:00 p.m., Policy Board 3:30 p.m.
September 13, 2017	Council Board 3:30 p.m.
October 11, 2017	Executive Committee 3:00 p.m., Policy Board 3:30 p.m.
December 13, 2017	Executive Committee 3:00 p.m., Council Board 3:30 p.m.
January 17, 2018	Policy Board 3:00 p.m., Council Board 3:30 p.m.

SUGGESTED MOTION: Move to approve the 2017 schedule of meetings of the Council Board, Executive Committee and Whatcom Transportation Policy Board.