



MEETING OF THE EXECUTIVE COMMITTEE OF THE
WHATCOM COUNCIL OF GOVERNMENTS
Wednesday, December 13, 2017, 3:00-3:30 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 Executive Committee on agenda items or other matters relating to the governance and/or business of the Whatcom Council of Governments. *Each speaker is allowed a maximum of three minutes.*
- C. AGENDA APPROVAL*
- D. APPROVAL OF MINUTES*
Meeting of June 14, 2017
2-3
- E. OLD BUSINESS (if any)
- F. NEW BUSINESS
4-7
 - F.1 Recommendation to Council Board on Proposed 2018 Budget – Ron Cubellis*
 - F.2 Other New Business (if any)
- G. ADJOURN

* Action item

WHATCOM COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE MINUTES – DRAFT
JUNE 14, 2017

ATTENDANCE

COMMITTEE MEMBERS: Bob Bromley (Chairman), Sumas; Michael McAuley (Vice Chairman), Port of Bellingham; Kelli Linville, Bellingham; Terry Bornemann, Bellingham; Harry Robinson, Blaine; Tom Jones, Nooksack

GUESTS: Stoney Bird, Bellingham resident; Jay Drye, WSDOT; Paul Greenough, WTA Board; Kirk Vinish, Lummi Nation

STAFF: Bob Wilson, Ron Cubellis, Hugh Conroy, Lethal Coe, Mary Anderson

A. CALL TO ORDER

Chairman Bromley called the meeting to order at 3:18 p.m., with a quorum present.

B. PUBLIC COMMENT

The one member of the public present chose not to offer any comments.

C. AGENDA APPROVAL

MOTION: Mr. McAuley moved, Mr. Bornemann seconded, to approve the agenda as presented.

MOTION PASSED

D. CONSENT AGENDA

Included in the consent agenda were the draft minutes of the Executive Committee meeting of December 14, 2016, and a listing of claims from January 2, 2017 through May 31, 2017, totaling \$584,769.08, audited and certified by the Executive Director, acting as the Auditing Officer as required by RCW 42.24.090, and which was included in the meeting packet sent to the Executive Committee members in advance of the meeting.

MOTION: Mr. Bornemann moved, Mr. McAuley seconded, to approve the consent agenda, including authorizing payment of the listed claims from January 2, 2017 through May 31, 2017, in the total amount of \$584,769.08.

MOTION PASSED

E. OLD BUSINESS

No old business was discussed.

F. NEW BUSINESS

F.1 Resolution No. 17-06-1, Cancellation of Old Warrants

Mr. Cubellis explained that the Whatcom County Administrative Services Department annually requests junior districts to cancel unredeemed warrants that are more than a year old, and that WCOG has one such warrant: a reimbursement in the amount of \$50.00 issued to Mr. Wilson for March 2016 expenses. Once the warrant is cancelled, WCOG will pay the reimbursement to Mr. Wilson with a new check.

MOTION: Mr. Robinson moved, Mr. Bornemann seconded, to approve Resolution No. 17-06-1, "Ordering the Cancellation of Warrants More Than a Year Old."

MOTION PASSED

F.2 Update on 2017 WCOG Budget

Mr. Cubellis distributed a budget report for the period January through May 2017 and explained its contents to the Committee.

G. CORRESPONDENCE

Mr. Wilson drew the members' attention to the notification from the Association of Washington Cities informing WCOG that it earned the 2017 "WellCity Award," which provides a two percent discount on annual health insurance premiums. He added that former Manager of Administration Leslye O'Shaughnessy made it a point to complete the application before she was laid off in December 2016.

H. ADJOURN

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

Robert J. Bromley
Chairman

Robert H. Wilson, AICP
Executive Director



MEMORANDUM

To: The Council Board
From: Bob Wilson, Executive Director
Date: December 6, 2017
Subject: **2018 Budget (Final Draft)**

Attached to this memo please find the final draft of WCOG’s proposed 2018 Budget for your review. The Executive Committee will also review the final draft at its meeting on December 13th, immediately prior to the Council Board meeting. The final draft contains a few changes from the version that was presented in October.

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. In the first draft of the budget you saw in October, the 2.11 percent COLA that the staff is receiving this year was used as an estimate for 2018. Using the average of the *actual* 2018 COLAs approved since then by the member jurisdictions, WCOG’s 2018 COLA will be 2.5 percent.

Salaries. Based on recent statewide salary survey data, salaries will be adjusted for Principal Planner Melissa Fanucci, Senior Planner Lethal Coe and Program Specialist II Kirsten Wert, but they will all remain within their respective “salary bands” on the Board-adopted salary matrix. Planner I Jaymes McClain will be promoted to Planner II. The other staff members except me will receive step increases, and everyone will receive the 2.5 percent COLA. It should be noted, however, that Susan and Kirsten are permanent part-time staff (56.5 and 80 percent time, respectively), and the amount of their increases will be prorated accordingly.

With the recent resignation of Mary Anderson, the position she held has been restructured from a full-time, mid-level (Planner II) position to a lower-level Program Specialist I position, which will also be part-time, budgeted at 30 hours (75 percent time) per week. Since the first draft of the budget was presented in October, we have increased the budgeted salary for the position (to the mid-range of that salary band) as well as the benefit expense. These changes, along with the aforementioned salary adjustments, step increases and COLAs, result in an increase in Salaries and Benefits of \$49,229 (5.15 percent) from the amount approved in the 2017 budget.

Lastly, the final draft of the proposed 2018 Budget reflects updated program and project funding based on current estimates of year-end grant balances.

Please don’t hesitate to call Ron or me if you have any questions. Although I won’t be attending the meeting next week, Ron will be there to describe the budget and answer any questions you may have.

Whatcom Council of Governments
2018 Budget (draft #3)

CONSOLIDATED	2017	2018	2018	2018
	Adopted 12-14-2016	Draft #2 10-3-2017	Draft #3 12-6-2017	Changes 10/3 to 12/6
Beginning Net Cash and Investments	\$ 84,074	\$ 109,277	\$ 109,277	\$ -
REVENUE				
Programs & Projects				
Local	\$ 86,861	\$ 81,766	\$ 129,766	\$ 48,000
State	276,984	167,000	166,354	(646)
Federal	870,186	1,343,647	1,430,105	86,458
Canadian	36,922	14,000	20,000	6,000
Miscellaneous (foundations, classes, rebates)	0	85,000	90,000	5,000
Total Programs & Projects	\$ 1,270,953	\$ 1,691,413	\$ 1,836,225	\$ 144,812
Dues				
Bellingham	\$ 49,213	\$ 51,338	\$ 51,598	\$ 260
Blaine	2,859	3,004	3,020	16
Everson	1,508	1,557	1,565	8
Ferndale	7,685	7,974	8,015	41
Lynden	7,760	8,063	8,104	41
Nooksack	856	882	887	5
Sumas	880	930	935	5
Whatcom County (unincorporated)	49,615	51,291	51,551	260
Lummi Nation	2,897	3,009	3,024	15
Port of Bellingham	21,946	22,816	22,935	119
Lake Whatcom Water & Sewer	230	230	230	-
Birch Bay Water & Sewer	150	150	150	-
Opportunity Council	150	150	150	-
Sudden Valley Association	150	150	150	-
Western Washington University	150	150	150	-
Total Dues	\$ 146,299	\$ 151,694	\$ 152,464	\$ 770
Other Revenue				
Interest Income	1,500	1,500	1,500	-
Total Other Revenue	\$ 1,500	\$ 1,500	\$ 1,500	\$ -
Total Revenue	\$ 1,418,752	\$ 1,844,607	\$ 1,990,189	\$ 145,582
EXPENSES				
Salaries & Benefits				
Salaries	\$ 678,326	\$ 708,637	\$ 718,953	\$ 10,316
Dental Insurance	12,043	10,792	12,202	1,410
Disability Insurance	2,869	2,998	3,041	43
Health Insurance	116,327	102,610	111,978	9,368
Life Insurance	939	989	1,007	18
Retirement Contribution	84,926	89,997	91,307	1,310
Social Security Equivalent	52,064	54,382	55,169	787
Unemployment Insurance Tax	1,875	4,942	5,037	95
Vision Insurance	2,586	2,389	2,651	262
Workers Compensation Insurance	3,030	2,869	2,869	-
Total Benefits	\$ 276,659	\$ 271,968	\$ 285,261	\$ 13,293
Total Salaries & Benefits	\$ 954,985	\$ 980,605	\$ 1,004,214	\$ 23,609

Whatcom Council of Governments
2018 Budget (draft #3)

	2017	2018	2018	2018
CONSOLIDATED	Adopted 12-14-2016	Draft #2 10-3-2017	Draft #3 12-6-2017	Changes 10/3 to 12/6
Other Expenses				
Communication Services	\$ 35,900	\$ 32,000	\$ 33,000	1,000
Consultants & Contracted Services	178,193	574,979	581,729	6,750
Incentives	10,600	11,000	12,000	1,000
Insurance - Property & Liability	11,000	10,000	10,000	-
Office Equipment & Software	19,420	26,300	34,200	7,900
Pass Through to Partners	61,150	94,000	99,000	5,000
Printing	4,600	22,200	28,700	6,500
Professional Development	7,900	9,400	9,600	200
Rent	68,000	67,000	67,000	-
Repair & Maintenance	6,000	3,000	3,000	-
Supplies	9,600	9,900	9,900	-
Travel	13,200	14,340	14,340	-
Utilities	13,000	15,000	15,000	-
Total Other Expenses	\$ 438,563	\$ 889,119	\$ 917,469	\$ 28,350
				0
Total Expenses	\$ 1,393,548	\$ 1,869,724	\$ 1,921,683	\$ 51,959
				0
Ending Net Cash and Investments	\$ 109,277	\$ 84,160	\$ 177,783	\$ 93,623

Capital Expenditures by Category

	<u>Quantity</u>	<u>Total Cost</u>
Fixed Assets (\$5,000+)		
none		\$ -
Office Equipment		
Copier Lease & Maintenance	1	\$ 4,000
Phone System lease	1	5,400
Workstation replacements	2	3,600
Monitor replacements	3	900
Laptop replacements	1	700
Mobile conferencing solution	1	2,000
Contingency		<u>1,000</u>
		\$ 17,600
Software		
Accounting & Payroll updates	2	\$ 1,400
Antivirus license & updates	12	1,500
Adobe licenses & updates	10	1,800
GIS licences & updates	2	6,500
Microsoft licenses & updates	10	1,800
TransCAD Transportation Modeling license & updates	2	2,600
Contingency		<u>1,000</u>
		\$ 16,600