



MEETING OF THE BOARD OF THE
WHATCOM COUNCIL OF GOVERNMENTS
Wednesday, January 17, 2018, 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 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*
- D. CONSENT AGENDA*
 - D.1 Minutes of the Meeting of December 13, 2017
 - D.2 December 2017 Claims
- E. BUDGET REPORT
6 Budget Report for the Period Ending December 31, 2017 – Ron Cubellis
- F. OLD BUSINESS
- G. NEW BUSINESS
7
 - G.1 Approval of the 2018 Non-Member Fee Schedule – Ron Cubellis*
 - G.2 Appointment of Three Small Cities’ Representatives to the Executive Committee*
 - G.3 Election of Chair, Vice-Chair and Secretary-Treasurer*
 - G.4 Other New Business (if any)
- H. EXECUTIVE DIRECTOR’S REPORT – Bob Wilson
- I. CORRESPONDENCE
8
- J. BOARD OPEN FORUM
- K. ADJOURN

* Action item

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
December 13, 2017

IN ATTENDANCE:

MEMBERS VOTING: Michael McAuley, Port of Bellingham (Vice-Chairman); April Barker (for Kelli Linville), Terry Bornemann, Michael Lilliquist, Bellingham; Jon Mutchler, Ferndale; Bruce Ford, Lake Whatcom W&SD; Scott Korthuis, Lynden; Tom Jones, Nooksack; Rud Browne, Whatcom County

GUEST Pete Stark, WTA

STAFF Ron Cubellis, Hugh Conroy

A. CALL TO ORDER

Vice-Chairman McAuley, acting as chair, called the meeting to order at 3:30 p.m. with a quorum present.

B. PUBLIC COMMENT

No members of the public were in attendance.

C. AGENDA APPROVAL

Mr. Korthuis requested that an action item be added to the agenda under New Business: “Resolution No. 17-12-1, Recognizing the Service of Bob Bromley.”

MOTION: Mr. Korthuis moved, Mr. Browne seconded, to approve the agenda with the addition requested by Mr. Korthuis.

MOTION PASSED

D. CONSENT AGENDA

MOTION: Mr. Mutchler moved, Mr. Korthuis seconded, to approve the consent agenda, which included the minutes of the Council Board meeting of October 11, 2017, and a list of claims from October 1 through November 30, 2017, inclusive, in the amount of \$214,294.75, which was contained in the meeting packet sent to the representatives on December 6, 2017, and which was audited and certified by the Executive Director, acting as the Auditing Officer, as required by RCW 42.24.090.

MOTION PASSED (Ms. Barker abstained)

E. BUDGET REPORT

Mr. Cubellis presented the budget report as of November 30, 2017.

F. OLD BUSINESS

None

G. NEW BUSINESS

G.1 Adoption of Proposed 2018 Budget

Mr. Cubellis described the changes made to the proposed budget since the Council Board reviewed the first draft in October. He then informed the representatives that the Executive Committee – at its meeting immediately preceding the Council Board meeting – passed a motion recommending that the budget be adopted.

MOTION: Mr. Mutchler moved, Mr. Lilliquist seconded, to approve the 2018 Whatcom Council of Governments Budget, as presented.

MOTION PASSED

G.2 2017 Budget Amendment

Mr. Cubellis explained that the 2017 WCOG Budget underestimated the Smart Trips program's printing expense by approximately \$20,000, and the building lease's triple-net expense by about \$15,000, primarily due to the unanticipated replacement of the building's heating, ventilation and air conditioning system. To cover these expenses, he requested that the Board amend the budget by adding \$35,000 of state Commute Trip Reduction program funds to revenue. Mr. Cubellis then answered questions posed by the representatives about the triple-net expense.

MOTION: Mr. Korthuis moved, Mr. Jones seconded, to approve Amendment No. 2017-1 to the 2017 Whatcom Council of Governments Budget.

MOTION PASSED

G.3 Adoption of 2018 Meeting Schedule

MOTION: Mr. Lilliquist moved, Mr. Jones seconded, to approve the 2018 Whatcom Council of Governments meeting schedule, as presented.

MOTION PASSED

G.4 Resolution No. 17-12-1, Recognizing the Service of Bob Bromley

Acting Chairman McAuley asked the representatives to take a moment to read the proposed resolution honoring Chairman Bob Bromley for his long and dedicated service to WCOG, the City of Sumas and Whatcom County. A number of comments were made expressing admiration for Chairman Bromley.

MOTION: Mr. Mutchler moved, Mr. Bornemann seconded, to approve Resolution No. 17-12-1, "Recognizing the Service of Bob Bromley."

MOTION PASSED

(A copy of Resolution No. 17-12-1 is attached.)

H. CORRESPONDENCE

Mr. Cubellis directed the representatives' attention to the response from the U.S. Department of Transportation to the letter sent to Secretary Chao in October by the executive director at the instruction of the Board.

I. BOARD OPEN FORUM

No comments were offered by the representatives.

J. ADJOURNMENT

There being no further business, the meeting adjourned at 4:01 p.m.

Jack Louws
Secretary-Treasurer

Robert H. Wilson, AICP
Executive Director

Whatcom Council of Governments
CLAIMS LISTING
December 2017

| Date | Num | Source Name | Memo | Paid Amount |
|---------------|----------|---------------------------------|--|------------------|
| Dec 17 | | | | |
| 12/01/2017 | eft | NAVIA Benefits | Benefits | 300.00 |
| 12/07/2017 | 1035 | Mary Anderson | Expense Reimbursement | 27.29 |
| 12/11/2017 | 2282 | Bellingham Herald (advertising) | Public Hearing Notices | 575.00 |
| 12/11/2017 | 2283 | Bob Wilson | Expense Reimbursement | 293.95 |
| 12/11/2017 | 2284 | Bruce's Janitor Service | Janitorial | 625.00 |
| 12/11/2017 | 2285 | BTC Leasing | Office Equipment/Software | 449.18 |
| 12/11/2017 | 2286 | Capitol City Press | Printing | 636.51 |
| 12/11/2017 | 2287 | Cascade Natural Gas | Utilities | 182.57 |
| 12/11/2017 | 2288 | Cascadia Newspaper Co. LLC | Advertising | 150.00 |
| 12/11/2017 | 2289 | Champion Building LLC | Rental | 5,496.32 |
| 12/11/2017 | 2290 | Hugh Conroy | Expense Reimbursement | 207.97 |
| 12/11/2017 | 2291 | IBI Group US | Professional Services | 1,080.00 |
| 12/11/2017 | 2292 | Marine Life Center | Summer Camp Visits | 104.00 |
| 12/11/2017 | 2293 | Melissa Fanucci | Expense Reimbursement | 208.64 |
| 12/11/2017 | 2294 | Parker Northwest Associates | Professional Services | 6,986.00 |
| 12/11/2017 | 2295 | Puget Sound Energy | Utilities | 205.53 |
| 12/11/2017 | 2296 | Purchase Power | Postage | 1,096.00 |
| 12/11/2017 | 2297 | Ricoh USA Inc. | Office Equipment/Software | 134.87 |
| 12/11/2017 | 2298 | Robeks Fruit Smoothies | Incentives | 33.55 |
| 12/11/2017 | 2299 | Ron Cubellis | Expense Reimbursement | 103.26 |
| 12/11/2017 | 2300 | Sanitary Service Corporation | Utilities | 52.93 |
| 12/11/2017 | 2301 | Special-T Window Films | Repair & Maintenance | 203.27 |
| 12/11/2017 | 2302 | US Bank | Purchase Card | 4,053.31 |
| 12/11/2017 | 2281 | Ricoh USA Inc. | Office Equipment/Software | 317.05 |
| 12/11/2017 | Transfer | WCOG Petty Cash | Petty Cash Refill | 250.00 |
| 12/11/2017 | 1036 | Cullup, Ryan | Incentives | 250.00 |
| 12/13/2017 | eft | NAVIA Benefits | Benefits | 2.00 |
| 12/14/2017 | 1037 | Bellingham Sportsplex | Healthcare | 100.00 |
| 12/14/2017 | 1038 | Bellingham Fitness | Healthcare | 0.00 |
| 12/18/2017 | 1039 | Fitness Evolution | Healthcare | 100.00 |
| 12/20/2017 | 1040 | Fitness Evolution | Healthcare | 100.00 |
| 12/28/2017 | | Intuit Payroll Service | Created by Payroll Service on 12/27/2017 | 37,351.14 |
| 12/28/2017 | 2303 | AFLAC | Employee Paid Coverage | 77.82 |
| 12/28/2017 | 2304 | AWC-Additional Life | Employee Paid Life Ins. | 22.50 |
| 12/28/2017 | 2305 | United Way | Employee Contributions | 450.00 |
| 12/28/2017 | E-pay | Internal Revenue Service | Federal Employment Tax QB Tracking # 533442697 | 6,605.00 |
| 12/28/2017 | E-pay | Internal Revenue Service | Federal Employment Tax QB Tracking # 533442697 | 815.43 |
| 12/28/2017 | E-pay | Internal Revenue Service | Federal Employment Tax QB Tracking # 533442697 | 815.43 |
| 12/28/2017 | E-pay | Internal Revenue Service | Federal Employment Tax QB Tracking # 533442697 | 0.00 |
| 12/28/2017 | eft | Mass Mutual | Retirement | 2,865.00 |
| 12/28/2017 | eft | Mass Mutual | Retirement | 3,277.04 |
| 12/28/2017 | eft | Mass Mutual | Retirement | 949.00 |
| 12/28/2017 | EFT | WA Dept of Retirement Systems | PERS Contribution | 3,900.74 |
| 12/28/2017 | EFT | WA Dept of Retirement Systems | PERS Contribution | 6,712.67 |
| 12/28/2017 | 2306 | AWC | Benefits | 1,109.00 |
| 12/28/2017 | 2307 | AWC | Benefits | 7,967.29 |
| 12/28/2017 | 1041 | Purchase Power | Incentives | 8.55 |
| 12/28/2017 | 1041 | Purchase Power | Communication Services | 0.95 |
| 12/29/2017 | 1042 | AWC | Healthcare | 84.00 |
| | | | | 97,335.76 |

Dec 17

The Council Board retroactively approves the payments made during December 2017 for the above listed claims in the total amount of: \$97,335.76*

| Board Officer | Title | Date |
|---------------|-------|------|
|---------------|-------|------|

Whatcom Council of Governments
Board Budget Report
 January through December 2017

| | <u>Jan - Dec 17</u> | <u>Budget</u> | <u>% of Budget</u> |
|---------------------------------------|---------------------|------------------|--------------------|
| Income | | | |
| 333 · Federal Grants | 929,830 | 870,186 | 107% |
| 334 · State Grants | 329,550 | 311,984 | 106% |
| 337 · Local Grants | 133,981 | 86,861 | 154% |
| 361 · Interest Income | 1,768 | 1,500 | 118% |
| 367 · Contributions & Donations | 700 | | |
| 368 · Membership Dues | 146,047 | 146,299 | 100% |
| 369 · Other Income | 18,232 | 36,922 | 49% |
| 389 · Other Nonrevenues | 4,449 | | |
| Total Income | <u>1,564,557</u> | <u>1,453,752</u> | <u>108%</u> |
| Expense | | | |
| 505 · Communication Services | 29,730 | 35,900 | 83% |
| 510 · Consultants & Contract Services | 154,834 | 178,193 | 87% |
| 515 · Incentives | 10,955 | 10,600 | 103% |
| 520 · Insurance- Property & Liability | 9,710 | 11,000 | 88% |
| 530 · Office Equipment & Software | 20,341 | 19,420 | 105% |
| 535 · Pass-Through Funding | 55,857 | 61,150 | 91% |
| 545 · Printing | 21,685 | 24,600 | 88% |
| 550 · Professional Development | 10,057 | 7,900 | 127% |
| 555 · Rent | 84,944 | 83,000 | 102% |
| 560 · Repair & Maintenance | 3,070 | 6,000 | 51% |
| 565 · Payroll - Salaries & Wages | 680,665 | 678,326 | 100% |
| 566 · Payroll - Taxes & Benefits | 283,912 | 276,659 | 103% |
| 575 · Supplies | 8,553 | 9,600 | 89% |
| 580 · Travel | 13,336 | 13,200 | 101% |
| 585 · Utilities | 13,499 | 13,000 | 104% |
| 590 · Miscellaneous Expense | 11,774 | | |
| Total Expense | <u>1,412,922</u> | <u>1,428,548</u> | <u>99%</u> |
| Revenues Less Expenses | <u>151,635</u> | <u>25,204</u> | <u>602%</u> |

| Balance Sheet as of: | <u>1/1/2017</u> | <u>12/31/2017</u> |
|------------------------|-------------------|-------------------|
| Cash on hand | \$ 6,950 | \$ 110,119 |
| Investment Account | 74,125 | 125,893 |
| Accounts Receivable | 180,868 | 10,369 |
| Total | <u>\$ 261,943</u> | <u>\$ 246,381</u> |
| Accounts Payable | 36,531 | 10,504 |
| Working Capital | <u>\$ 225,412</u> | <u>\$ 235,877</u> |



whatcom council of governments

MEMORANDUM

To: WCOG Board
From: Ron Cubellis, Deputy Executive Director/CFO
Date: January 8, 2018
Subject: 2018 Fee Schedule

The following fees are proposed for the 2018 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 2018 budget. The photocopy fee remains unchanged from last year. The vendor direct deposit fee is new this year. The charge covers our cost transaction cost. One of our vendors said they would pay the fee to receive their payment through direct deposit.

2018 Fee Schedule

Staff Time: \$98.71 per hour
Photocopies: \$ 0.15 per copy
Vendor direct deposit fee: \$2.00 per payment

SUGGESTED MOTION: Approve the 2018 Fee Schedule as presented.

From: [Bob Bromley](#)
To: bob@wcog.org
Subject: Re: Bob Bromley
Date: Friday, December 29, 2017 12:57:08 PM

Hi Bob,

Thanks to you, staff, and the COG members for the Resolution. It is very appreciated and serving on the COG board was one of my favorite committees to participate on through the years. I hope things are going well for you and your family. I wish you a Happy New Year.

Next time I have a chance I'll come by to say Hi. Also in the next few weeks I will draft a thank you letter to the Board.

Bob Bromley

[Sent from Yahoo Mail on Android](#)