



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  
Budget Report for the Period Ending December 31, 2017 – Ron Cubellis
- F. OLD BUSINESS
- G. NEW BUSINESS
  - 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
- 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.  
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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.

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Jack Louws  
Secretary-Treasurer

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Robert H. Wilson, AICP  
Executive Director

**Whatcom Council of Governments**  
**CLAIMS LISTING**  
**December 2017**

Date	Num	Source Name	Memo	Paid Amount
<b>Dec 17</b>				
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
				<b>97,335.76</b>

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>
<b>Income</b>			
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		
<b>Total Income</b>	<u>1,564,557</u>	<u>1,453,752</u>	<u>108%</u>
<b>Expense</b>			
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		
<b>Total Expense</b>	<u>1,412,922</u>	<u>1,428,548</u>	<u>99%</u>
<b>Revenues Less Expenses</b>	<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
<b>Total</b>	<u>\$ 261,943</u>	<u>\$ 246,381</u>
Accounts Payable	36,531	10,504
<b>Working Capital</b>	<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

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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](mailto:bob@wcog.org)  
**Subject:** Re: Bob Bromley  
**Date:** Friday, December 29, 2017 12:57:08 PM

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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](#)