



MEETING OF THE BOARD OF THE
WHATCOM COUNCIL OF GOVERNMENTS

Wednesday, May 31, 2023, 3:00-4:00 p.m.

Join using Zoom: <https://uso6web.zoom.us/j/84369928619>

Or by phone: (253) 215-8782

AGENDA

PAGES

- A. CALL TO ORDER
- B. PUBLIC COMMENT
Citizens may speak informally to the Board on matters pertinent to its statutory responsibilities and which are not the subject of a public hearing. *Each speaker is allowed a maximum of three minutes.*
- C. AGENDA APPROVAL*
- D. CONSENT AGENDA*
1. Minutes of the Meeting of May 10, 2023
- E. OLD BUSINESS
1. Executive Director selection process update* – Scott Korthuis
- F. NEW BUSINESS
1. Updating authorized signers on Council bank accounts* - Ron Cubellis
2. Budget Amendment 2023-1* - Ron Cubellis
3. Other new business (if any)
- G. EXECUTIVE DIRECTOR’S REPORT – Ron Cubellis for Bob Wilson
- H. CORRESPONDENCE
- I. BOARD OPEN FORUM
- J. ADJOURN

* Action item



Notice to the Public Regarding Title VI of the Civil Rights Act of 1964

WCOG hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, Executive Order 13166 on Limited English Proficiency, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, sex, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which WCOG receives federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with WCOG. Any such complaint must be in writing and filed with the WCOG Title VI Coordinator within one-hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from the WCOG at no cost and are available on WCOG's website.

Aviso al Público Sobre Título VI de la Ley de Derechos Civiles de 1964

Por medio de la presente, el WCOG notifica de manera pública que la política del organismo es garantizar el pleno cumplimiento del Título VI de la Ley de Derechos Civiles de 1964, la Ley de Recuperación de Derechos Civiles de 1987, el Decreto Presidencial 12898 sobre Justicia Ambiental, el Decreto Presidencial 13166 sobre Dominio Limitado del Idioma Inglés, así como los estatutos y reglamentos relacionados en todos los programas y actividades. De acuerdo con lo estipulado en el Título VI, ningún individuo de los Estados Unidos de América deberá, con fundamento en su raza, color, sexo o nacionalidad, ser excluido de participar en, que se le nieguen los beneficios de, o ser víctima de discriminación en virtud de cualquier programa o actividad por el cual el WCOG reciba fondos federales.

Toda persona que se considere agraviada por una práctica discriminatoria e ilícita en virtud del Título VI tiene derecho a presentar una denuncia formal ante el WCOG. Cualquier denuncia de este tipo debe presentarse por escrito ante el coordinador del Título VI del WCOG en un periodo de 180 días naturales a partir de la fecha de la presunta discriminación. El WCOG pone a disposición del público los formularios de denuncia del Título VI de manera gratuita en su página web.

WHATCOM COUNCIL OF GOVERNMENTS
BOARD MINUTES – **DRAFT**
MAY 10, 2023

IN ATTENDANCE (IN PERSON OR VIA ZOOM):

MEMBERS VOTING: **Blaine:** Richard May; **Ferndale:** Greg Hansen (Secretary/Treasurer);
Lake Whatcom W&SD: Jeff Knakal; **Lynden:** Scott Korthuis (Chairman);
Nooksack: Kevin Hester; **Sumas:** Bruce Bosch; **Whatcom County:** Satpal Sidhu,
Kaylee Galloway
EX OFFICIO: Chris Roselli, WWU; Les Reardanz, WTA

GUESTS Intisar Surur, McBride Public Affairs

STAFF Ron Cubellis, Hugh Conroy, Melissa Fanucci

A. CALL TO ORDER

Ms. Fanucci determined that a quorum was present, and Chairman Korthuis called the meeting to order at 3:04 p.m.

B. PUBLIC COMMENT

None

C. AGENDA ADDITIONS

None

D. CONSENT AGENDA

Minutes of January 18, 2023, and February through April 2023 Claims

The consent agenda included the minutes of the meeting of January 18, 2023, and the list of claims from February 1 through April 30, 2023, in the amount of \$539,089.73, which was emailed to the representatives on May 3, 2023, and which was audited and certified by the Executive Director, acting as the Auditing Officer as required by RCW 42.24.080.

APPROVED AS PRESENTED BY UNANIMOUS CONSENT

E. BUDGET REPORT

Mr. Cubellis presented the budget report for March 2023.

F. OLD BUSINESS

None

G. NEW BUSINESS

1. Appointment of Interim Executive Director and Authorizing the Executive Committee to Oversee Selection of New Executive Director

Mr. Korthuis presented resolution 2023-02 to appoint Mr. Cubellis as interim Executive Director effective June 1, 2023, immediately appoint Mr. Cubellis to serve as the Secretary of the Whatcom Transportation Policy Board, and authorize the Executive Committee to oversee the selection of a new Executive Director. Mr. Korthuis relayed the Executive Committee's recommendation from the its April 12th meeting that the selection process should first focus on internal candidates.

MOTION: Mr. Sidhu moved, second by Mr. Hansen, to approve resolution 2023-02.

MOTION PASSED

An interview sub-committee consisting of board members Mr. Korthuis, Mr. Hansen, Mr. Bosch and Michael Lilliquist was selected. May 31st was set as the date for a special board meeting to hear from the interview sub-committee and decide next steps.

2. Amending WCOG Procurement Policy

Mr. Cubellis explained the need to amend the Procurement Policy and described the recommended revisions.

MOTION: Mr. Hansen moved, second by Mr. Sidhu, to approve the modifications to the Procurement Policy, as presented.

MOTION PASSED

3. Adopting WSDOT Disadvantaged Business Enterprise Program Participation Plan

Mr. Cubellis explained the need to adopt the WSDOT Disadvantaged Business Enterprise Program Participation Plan.

MOTION: Mr. May moved, second by Mr. Hansen, to adopt the WSDOT Disadvantaged Business Enterprise Program Participation Plan.

MOTION PASSED

I. ACTING EXECUTIVE DIRECTOR'S REPORT

None

J. CORRESPONDENCE

Mr. Korthuis directed the representatives to two letters included in the meeting packet that he had written recently by Executive Director Wilson.

K. BOARD OPEN FORUM

No discussion or announcements

L. ADJOURN

There being no further business, the meeting adjourned at 3:16 p.m.

Greg Hansen
Secretary-Treasurer

Ron Cubellis
Deputy Executive Director

Approval scheduled for May 31, 2023

DRAFT



MEMORANDUM

To: WCOG Council Board
From: Ron Cubellis, Deputy Executive Director
Date: May 24, 2023
Subject: Executive Director Selection Process Update

Board Chair, Scott Korthuis, will update the board on the selection process progress. Copies of Hugh Conroy's resume and the WCOG salary matrix are attached.

Hugh Conroy

2824 Grant Street, Bellingham WA, 98225 — 360.303.2308 — hugh.conroy@gmail.com

Experience

Whatcom Council of Governments (WCOG), Bellingham, WA

Director of Planning — January 2014 to the present

Manage the cooperative, comprehensive, and continuous MPO and RTPD planning processes; system performance tracking; the regional transportation demand strategy (Smart Trips), the IMTC Program, and annual development of the Unified Planning Work Program (UPWP) and other related activities and interagency collaborations.

WCOG — IMTC Program Manager — January 2007 to December 2013

Carry out WCOG's lead-agency role for the IMTC Program, collaborating with IMTC member-agency representatives to structure ongoing coordination of cross-border planning and multi-agency traffic operations. Set agendas, facilitate IMTC meetings, represent IMTC work at conferences and FHWA's national-level border working group. Develop and track multi-source financial support. Research, analysis, and writing. Project management. Other WCOG transportation planning duties as assigned.

WCOG — Research & Policy Analyst — May 1997 to December 2007

Wrote grant applications to fund formation and operation of the IMTC Program and coalition-sponsored projects. Ongoing research, development, and distribution of regional cross-border travel and trade data & analyses, border planning coordination, and other regional transportation planning projects as assigned.

Summary of Earlier Experience

Fundraising at Boys & Girls Clubs of King County (1995-96). Data analyst at Starbucks store development, (1994). Technical writing, spreadsheets, and graphics development at Microsoft, Anderson Consulting, and Starbucks (1994). Legal assistant at McCutchen, Doyle, Brown & Enerson (1991-92). Account manager at Fritz Companies duty-drawback division (1990-91). Earthquake foundation retrofit construction (1989-90).

Education

Carnegie Mellon University

M.S. Public Policy & Management — May 1993

University of California, Berkeley

B.A. Legal Studies — May 1989

Selected Professional Activities

U.S.-Canada Transportation Border Working Group

Regular participant, steering committee member, and policy subcommittee co-chair for this ongoing national-level forum created in 2001 by an MoA between the U.S. DOT and Transport Canada.

Operations Academy Senior Management Program

Sponsored by U.S. FHWA for this 10-day certification on transportation systems management and operations (TSMO) at the Center for Advanced Transportation Technology at the University of Maryland. October 2017.

Research Associate, Border Policy Research Institute, Western Washington University

Selected by the BPRI Advisory Committee for research funding in 2010. Resulting publication: *Advancing U.S.-Canada Border Transportation Planning and Programming* (2011). Border Policy Research Institute Publications. 76. https://cedar.wvu.edu/bpri_publications/76

Whatcom Council of Governments

2023 Salary Matrix

Grade	12 months of service at each step required to move to next step								Longevity Steps					
	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	1	2	3	4	5	
1	34,540	35,576	36,643	37,742	38,874	40,040	41,241	42,478	42,903	43,332	43,765	44,203	44,645	1
2	36,025	37,106	38,219	39,366	40,547	41,763	43,016	44,306	44,749	45,196	45,648	46,104	46,565	2
3	37,574	38,701	39,862	41,058	42,290	43,559	44,866	46,212	46,674	47,141	47,612	48,088	48,569	3
4	39,190	40,366	41,577	42,824	44,109	45,432	46,795	48,199	48,681	49,168	49,660	50,157	50,659	4
5	40,875	42,101	43,364	44,665	46,005	47,385	48,807	50,271	50,774	51,282	51,795	52,313	52,836	5
6	42,633	43,912	45,229	46,586	47,984	49,424	50,907	52,434	52,958	53,488	54,023	54,563	55,109	6
7	44,466	45,800	47,174	48,589	50,047	51,548	53,094	54,687	55,234	55,786	56,344	56,907	57,476	7
8	46,378	47,769	49,202	50,678	52,198	53,764	55,377	57,038	57,608	58,184	58,766	59,354	59,948	8
9	48,372	49,823	51,318	52,858	54,444	56,077	57,759	59,492	60,087	60,688	61,295	61,908	62,527	9
10	50,452	51,966	53,525	55,131	56,785	58,489	60,244	62,051	62,672	63,299	63,932	64,571	65,217	10
11	52,621	54,200	55,826	57,501	59,226	61,003	62,833	64,718	65,365	66,019	66,679	67,346	68,019	11
12	54,884	56,531	58,227	59,974	61,773	63,626	65,535	67,501	68,176	68,858	69,547	70,242	70,944	12
13	57,244	58,961	60,730	62,552	64,429	66,362	68,353	70,404	71,108	71,819	72,537	73,262	73,995	13
14	59,705	61,496	63,341	65,241	67,198	69,214	71,290	73,429	74,163	74,905	75,654	76,411	77,175	14
15	62,272	64,140	66,064	68,046	70,087	72,190	74,356	76,587	77,353	78,127	78,908	79,697	80,494	15
16	64,950	66,899	68,906	70,973	73,102	75,295	77,554	79,881	80,680	81,487	82,302	83,125	83,956	16
17	67,743	69,775	71,868	74,024	76,245	78,532	80,888	83,315	84,148	84,989	85,839	86,697	87,564	17
18	70,656	72,776	74,959	77,208	79,524	81,910	84,367	86,898	87,767	88,645	89,531	90,426	91,330	18
19	73,694	75,905	78,182	80,527	82,943	85,431	87,994	90,634	91,540	92,455	93,380	94,314	95,257	19
20	76,863	79,169	81,544	83,990	86,510	89,105	91,778	94,531	95,476	96,431	97,395	98,369	99,353	20
21	80,168	82,573	85,050	87,602	90,230	92,937	95,725	98,597	99,583	100,579	101,585	102,601	103,627	21
22	83,615	86,123	88,707	91,368	94,109	96,932	99,840	102,835	103,863	104,902	105,951	107,011	108,081	22
23	87,210	89,826	92,521	95,297	98,156	101,101	104,134	107,258	108,331	109,414	110,508	111,613	112,729	23
24	90,960	93,689	96,500	99,395	102,377	105,448	108,611	111,869	112,988	114,118	115,259	116,412	117,576	24
25	94,871	97,717	100,649	103,668	106,778	109,981	113,280	116,678	117,845	119,023	120,213	121,415	122,629	25
26	98,950	101,919	104,977	108,126	111,370	114,711	118,152	121,697	122,914	124,143	125,384	126,638	127,904	26
27	103,205	106,301	109,490	112,775	116,158	119,643	123,232	126,929	128,198	129,480	130,775	132,083	133,404	27
28	107,643	110,872	114,198	117,624	121,153	124,788	128,532	132,388	133,712	135,049	136,399	137,763	139,141	28
29	112,272	115,640	119,109	122,682	126,362	130,153	134,058	138,080	139,461	140,856	142,265	143,688	145,125	29
30	117,100	120,613	124,231	127,958	131,797	135,751	139,824	144,019	145,459	146,914	148,383	149,867	151,366	30
31	122,135	125,799	129,573	133,461	137,464	141,588	145,836	150,211	151,713	153,230	154,763	156,310	157,873	31
32	127,387	131,209	135,145	139,199	143,375	147,677	152,107	156,670	158,237	159,819	161,417	163,032	164,662	32
33	132,865	136,851	140,956	145,185	149,540	154,027	158,647	163,407	165,041	166,691	168,358	170,042	171,742	33
34	138,578	142,735	147,017	151,428	155,971	160,650	165,469	170,433	172,138	173,859	175,598	177,354	179,127	34
35	144,537	148,873	153,339	157,939	162,677	167,558	172,584	177,762	179,540	181,335	183,148	184,980	186,830	35

- Planning, Program and Administrative Assistants
- Planner I or Program Specialist I
- Planner II or Program Specialist II
- Senior Planner or Program Coordinator
- Principal Planner or Program Manager
- Directors



MEMORANDUM

To: WCOG Council Board
From: Ron Cubellis, Deputy Executive Director
Date: May 24, 2023
Subject: Key Bank Signer Updates

Changes in the board chairperson or executive director position require a change in the listed individuals authorized to sign bank documents and checks on behalf of WCOG. The following change is dependent upon the outcome of agenda item E1. If no action is taken on item E1, this change will be postponed until the next meeting.

Effective June 1, 2023, the following individuals should be the only authorized signers on account numbers 479681254393 and 479681254401 at Key Bank. These accounts are sub-accounts of Whatcom County’s account at Key Bank. They are the only bank accounts that exist in the name of Whatcom Council of Governments.

Scott Korthuis, Board Chair

_____, Executive Director

Thank you for your attention to this matter.

Suggested motion:

I move to approve the individuals listed above as the only authorized signers on the bank accounts listed.



MEMORANDUM

To: WCOG Council Board
From: Ron Cubellis, Deputy Executive Director
Date: May 24, 2023
Subject: Budget Amendment #2023-1

Staff occasionally requests the operating budget be amended to reflect unbudgeted revenues and associated expenditures. This request addresses the following change:

- 1) The International Mobility & Trade Corridor program received a \$458,000 grant from the Office of the Secretary of the U.S. Department of Transportation. The purpose of the grant is to evaluate technologies to replace and improve the aging border wait time systems. Staff estimates the consultant contract will be \$350,000. The remainder is for staff wages. The staff time is currently budgeted. The consultant expense is not.

Fiscal impact: revenue +\$350,000; expense +\$350,000.

The following pages show the adjustments line by line. I ask that you approve budget amendment #2023-1.

Whatcom Council of Governments
2023 Budget Amendment #2023-1 05-31-2023

<i>CONSOLIDATED</i>	2023	2023	2023
	Adopted 12/14/2022	Amendment #1 proposed 05-31-2023	If amended as proposed 05/31/2023
Beginning Net Cash and Investments	\$ 400,000	\$ -	\$ 400,000
REVENUE			
Programs & Projects			
Local	\$ 176,914	\$ -	\$ 176,914
State	203,510	-	203,510
Federal	1,128,143	350,000	1,478,143
Canadian	0	-	0
Miscellaneous (foundations, classes, rebates)	0	-	0
Total Programs & Projects	\$ 1,508,567	\$ 350,000	\$ 1,858,567
Dues			
Bellingham	\$ 63,389	\$ -	\$ 63,389
Blaine	4,138	-	4,138
Everson	2,066	-	2,066
Ferndale	10,780	-	10,780
Lummi Nation	3,902	-	3,902
Lynden	10,901	-	10,901
Nooksack	1,053	-	1,053
Sumas	1,175	-	1,175
Whatcom County (unincorporated)	58,961	-	58,961
Port of Bellingham	27,865	-	27,865
Lake Whatcom Water & Sewer	230	-	230
Birch Bay Water & Sewer	150	-	150
Opportunity Council	150	-	150
Public Utilities District #1	150	-	150
Sudden Valley Association	150	-	150
Western Washington University	150	-	150
Total Dues	\$ 185,210	\$ -	\$ 185,210
Other Revenue			
Interest Income	3,000	-	3,000
Total Other Revenue	\$ 3,000	\$ -	\$ 3,000
Total Revenue	\$ 1,696,777	\$ 350,000	\$ 2,046,777
EXPENSES			
Salaries & Benefits			
Salaries	\$ 876,049	\$ -	\$ 876,049
Dental Insurance	12,637	-	12,637
Disability Insurance	3,706	-	3,706
Health Insurance	151,619	-	151,619
Life Insurance	725	-	725
Retirement Contribution	91,021	-	91,021
Social Security Equivalent	66,738	-	66,738
Unemployment Insurance Tax	0	-	0
Vision Insurance	2,213	-	2,213
Workers Compensation Insurance	3,364	-	3,364
Total Benefits	\$ 332,023	\$ -	\$ 332,023
Total Salaries & Benefits	\$ 1,208,072	\$ -	\$ 1,208,072

Whatcom Council of Governments
 2023 Budget Amendment #2023-1 05-31-2023

<i>CONSOLIDATED</i>	2023	2023	2023
	Adopted 12/14/2022	Amendment #1 proposed 05-31-2023	If amended as proposed 05/31/2023
Other Expenses			
Communication Services	\$ 34,600	\$ -	\$ 34,600
Consultants & Contracted Services	254,718	350,000	604,718
Incentives	13,000	-	13,000
Insurance - Property & Liability	11,900	-	11,900
Office Equipment & Software	23,010	-	23,010
Pass Through to Partners	20,000	-	20,000
Printing	15,700	-	15,700
Professional Development	9,050	-	9,050
Rent	73,400	-	73,400
Repair & Maintenance	3,000	-	3,000
Supplies	8,800	-	8,800
Travel	5,600	-	5,600
Utilities	15,000	-	15,000
Total Other Expenses	\$ 487,778	\$ 350,000	\$ 837,778
Total Expenses	\$ 1,695,850	\$ 350,000	\$ 2,045,850
Ending Net Cash and Investments	\$ 400,926	\$ -	\$ 400,926

Board Officer

Executive Director