



MEETING OF THE BOARD OF THE
WHATCOM COUNCIL OF GOVERNMENTS
Wednesday, January 20, 2021, 3:00-3:30 p.m.
Login: <https://zoom.us/j/95209826951>
Or join by phone: (253) 215-8782

AGENDA

PAGES

- | | | |
|-----|----|---|
| | A. | CALL TO ORDER |
| | B. | AGENDA APPROVAL* |
| | C. | CONSENT AGENDA* |
| 3-4 | 1. | Minutes of the Meeting of December 9, 2020 |
| 5 | 2. | December 2020 Claims |
| | D. | BUDGET REPORT |
| 6 | | Budget Report for the Period Ending December 31, 2020 – Ron Cubellis |
| | E. | OLD BUSINESS |
| | F. | NEW BUSINESS |
| | 1. | Election of Chair, Vice-Chair and Secretary-Treasurer – Bob Wilson* |
| | 2. | Appointment of Three Small Cities’ Representatives to the Executive Committee – Mr. Wilson* |
| | 3. | Census 2020 Update – Lethal Coe |
| | 4. | Presentation of Certificates of Appreciation – Chairman Korthuis |
| 7 | 5. | Addition to 2021 Transportation Priorities List – Mr. Wilson* |
| | 6. | Other new business (if any) |
| | G. | EXECUTIVE DIRECTOR’S REPORT – Mr. 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
DECEMBER 9, 2020

IN ATTENDANCE (VIA ZOOM):

MEMBERS VOTING: Bellingham: Pinky Vargas, Hollie Huthman; Blaine: Bonnie Onyon; Everson: John Perry; Ferndale: Greg Hansen; Lynden: Scott Korthuis (Chairman); Nooksack: Tom Jones; Sumas: Kyle Christensen; Whatcom County: Satpal Sidhu, Carol Frazey. EX-OFFICIO: Pete Stark, WTA

GUESTS Terry Terry, CTAG; Chad Schulhauser, City of Bellingham; Kirk Vinish, Lummi Nation

STAFF Bob Wilson, Ron Cubellis, Hugh Conroy, Melissa Fanucci

A. CALL TO ORDER

Chairman Korthuis called the meeting to order at 3:31 p.m. with a quorum present, and he asked Mr. Wilson to perform a roll call.

B. AGENDA APPROVAL

MOTION: Mr. Hansen moved, Mr. Jones seconded, to approve the agenda as presented.

MOTION PASSED

C. CONSENT AGENDA

MOTION: Ms. Vargas moved, Mr. Jones seconded, to approve the consent agenda, which included the minutes of the meeting of November 4, 2020; the proposed 2021 meeting schedule; proposed amendments to WCOG's Americans with Disabilities Act Policy and its Fixed Assets Policy, and; the list of claims from October 1 through November 27, 2020, in the amount of \$246,245.58, which was e-mailed to the representatives on December 2, 2020, and which was audited and certified by the Executive Director, acting as the Auditing Officer as required by RCW 42.24.090.

MOTION PASSED

D. BUDGET REPORT

Mr. Cubellis presented the budget report as of November 30, 2020.

E. OLD BUSINESS

None

F. NEW BUSINESS

Adoption of the 2021 WCOG Budget

Messrs. Cubellis and Wilson provided a brief explanation of the changes to the proposed budget since it was first presented to the Board in October. Chairman Korthuis informed the Board that the Executive Committee, at its meeting earlier, had unanimously passed a motion to recommend the proposed budget's adoption.

MOTION: Ms. Vargas moved, Ms. Onyon seconded, to adopt the proposed 2021 WCOG Budget, as presented.

MOTION PASSED

G. ADJOURNMENT

There being no further business, the meeting adjourned at 3:38 p.m.

Scott Korthuis
Chairman

Robert H. Wilson, AICP
Executive Director

Approved January 20, 2021

Whatcom Council of Governments
CLAIMS LISTING
 December 2020

| Date | Num | Source Name | Memo | Paid Amount |
|------------|-----------|--|--|-------------------|
| Dec 20 | | | | |
| 12/01/2020 | ACH | AWC via Vimly | Benefits | 22.50 |
| 12/01/2020 | ACH | AWC via Vimly | Benefits | 8,304.77 |
| 12/01/2020 | ACH | HSA Bank | HSA Fees | 1,950.00 |
| 12/01/2020 | ACH | HSA Bank | HSA Fees | 881.00 |
| 12/01/2020 | LC 111220 | Amazon | Healthcare | 100.00 |
| 12/01/2020 | RC 102920 | Adobe Systems Inc. | Office Equipment & Software | 347.80 |
| 12/01/2020 | RC 110120 | Clearly Communications | Communication Services | 172.51 |
| 12/01/2020 | RC 110220 | Google | Communication Services | 78.12 |
| 12/01/2020 | RC 110220 | Intuit Payroll Service | Office Equipment & Software | 17.39 |
| 12/01/2020 | RC 110520 | Comcast | Communication Services | 252.32 |
| 12/01/2020 | RC 110520 | Amazon | Supplies | 22.37 |
| 12/01/2020 | RC 110920 | Amazon | Supplies | 17.62 |
| 12/01/2020 | RC 110920 | Heroku | Communication Services | 156.92 |
| 12/01/2020 | RC 111120 | Amazon | Supplies | 78.70 |
| 12/01/2020 | RC 111520 | Microsoft | Office Equipment & Software | 1,847.89 |
| 12/01/2020 | RC 111620 | Sanitary Service Corporation | Utilities | 70.85 |
| 12/01/2020 | RC 111720 | Amazon | Supplies | 53.80 |
| 12/01/2020 | MF 110120 | Mailgun Technologies | Communication Services | 7.22 |
| 12/01/2020 | MF 110320 | Amazon Web Services | Communication Services | 433.96 |
| 12/01/2020 | MF 111620 | T-Mobile | Communication Services | 25.00 |
| 12/01/2020 | MF 111120 | PPL TEAM | Healthcare | 84.78 |
| 12/01/2020 | JM 111320 | Pendragon Software Corporation | Office Equipment & Software | 40.00 |
| 12/01/2020 | KW 102720 | Earl's Bike Shop | Supplies | 93.43 |
| 12/01/2020 | KW 112420 | Earl's Bike Shop | Healthcare | 100.00 |
| 12/01/2020 | BW 102920 | National Association of Parliamentarians | Supplies | 30.00 |
| 12/01/2020 | BW 102920 | National Association of Parliamentarians | Supplies | 2.34 |
| 12/01/2020 | BW 110420 | Seattle Times | Communication Services | 15.96 |
| 12/01/2020 | BW 110420 | ADT Security Systems | Utilities | 72.89 |
| 12/01/2020 | BW 112020 | Bellingham Frameworks | Supplies | 22.83 |
| 12/01/2020 | MG 111820 | Facebook Inc. | Communication Services | 4.05 |
| 12/04/2020 | 3097 | AES Inc. | Temp Agency | 348.37 |
| 12/04/2020 | 3098 | Bruce's Janitor Service | Janitorial | 625.00 |
| 12/04/2020 | 3099 | BTC Leasing | Office Equipment/Software | 449.18 |
| 12/04/2020 | 3100 | Caliper Corporation | Professional Services | 5,612.50 |
| 12/04/2020 | 3101 | Cascade Natural Gas | Utilities | 208.30 |
| 12/04/2020 | 3102 | Champion Building LLC | Rental | 5,877.98 |
| 12/04/2020 | 3103 | McBride Public Affairs LLC | Professional Services | 3,793.00 |
| 12/04/2020 | 3104 | Puget Sound Energy | Utilities | 181.50 |
| 12/04/2020 | 3105 | Ricoh USA Inc. | Office Equipment/Software | 454.66 |
| 12/04/2020 | 3106 | Robeks Fruit Smoothies | Incentives | 118.95 |
| 12/04/2020 | 3107 | US Bank | Purchase Card | 4,146.41 |
| 12/08/2020 | Transfer | WCOG Petty Cash | Petty Cash Refill | 250.00 |
| 12/23/2020 | 1107 | Amiee Pike | Incentives | 250.00 |
| 12/28/2020 | ACH | WA Dept of Employment Security | Payroll Taxes | |
| 12/28/2020 | ACH | WA Dept of Employment Security | Unemployment Tax | 25.02 |
| 12/29/2020 | ACH | HSA Bank | HSA Fees | 9.00 |
| 12/29/2020 | E-pay | Internal Revenue Service | Payroll Taxes QB Tracking # 1086963550 | 7,900.00 |
| 12/29/2020 | E-pay | Internal Revenue Service | Payroll Taxes QB Tracking # 1086963550 | 922.74 |
| 12/29/2020 | E-pay | Internal Revenue Service | Payroll Taxes QB Tracking # 1086963550 | 922.74 |
| 12/29/2020 | E-pay | Internal Revenue Service | Payroll Taxes QB Tracking # 1086963550 | 0.00 |
| 12/29/2020 | ACH | HSA Bank | HSA Fees | 881.00 |
| 12/29/2020 | ACH | Mass Mutual | Retirement | 490.00 |
| 12/29/2020 | ACH | Mass Mutual | Retirement | 606.44 |
| 12/29/2020 | ACH | Mass Mutual | Retirement | 1,118.00 |
| 12/29/2020 | ACH | WA Dept of Retirement Systems | PERS Contribution | 4,731.35 |
| 12/29/2020 | ACH | WA Dept of Retirement Systems | PERS Contribution | 7,767.79 |
| 12/29/2020 | ACH | WA Dept of Retirement Systems | PERS Contribution | 2,796.44 |
| 12/29/2020 | ACH | WA Dept of Retirement Systems | PERS Contribution | 3,106.77 |
| 12/30/2020 | | QuickBooks Payroll Service | Created by Payroll Service on 12/28/2020 | 41,445.56 |
| 12/30/2020 | 3108 | AFLAC | Employee Paid Coverage | 129.56 |
| 12/30/2020 | 3109 | United Way | Employee Contributions | 344.00 |
| Dec 20 | | | | 110,819.28 |

The Council Board retroactively approves the payments made during December 2020, for the above listed claims in the total amount of \$110,819.28*

Chairperson

Board Officer **Title**

Whatcom Council of Governments
Board Budget Report
 January through December 2020

| | <u>Jan - Dec 20</u> | <u>Budget</u> | <u>% of Budget</u> |
|---------------------------------------|--------------------------|------------------------|--------------------|
| Income | | | |
| 333 · Federal Grants | 997,748 | 1,237,329 | 81% |
| 334 · State Grants | 330,093 | 218,732 | 151% |
| 337 · Local Grants | 91,534 | 87,306 | 105% |
| 361 · Interest Income | 4,195 | 2,500 | 168% |
| 367 · Contributions & Donations | 80,020 | 60,000 | 133% |
| 368 · Membership Dues | 163,442 | 163,436 | 100% |
| 369 · Other Income | 1,234 | | |
| Total Income | <u>1,668,266</u> | <u>1,769,303</u> | <u>94%</u> |
| | 1,668,266 | 1,769,303 | 94% |
| Expense | | | |
| 505 · Communication Services | 21,081 | 28,300 | 74% |
| 510 · Consultants & Contract Services | 407,169 | 358,521 | 114% |
| 515 · Incentives | 4,679 | 10,000 | 47% |
| 520 · Insurance- Property & Liability | 10,439 | 10,500 | 99% |
| 530 · Office Equipment & Software | 58,701 | 54,140 | 108% |
| 535 · Pass-Through Funding | 0 | 0 | 0% |
| 545 · Printing | 29,379 | 21,500 | 137% |
| 550 · Professional Development | 4,190 | 13,150 | 32% |
| 555 · Rent | 70,536 | 72,100 | 98% |
| 560 · Repair & Maintenance | 2,407 | 3,000 | 80% |
| 565 · Payroll - Salaries & Wages | 742,370 | 809,985 | 92% |
| 566 · Payroll - Taxes & Benefits | 318,572 | 335,731 | 95% |
| 575 · Supplies | 14,036 | 10,000 | 140% |
| 580 · Travel | 3,059 | 19,250 | 16% |
| 585 · Utilities | 13,102 | 13,000 | 101% |
| 590 · Miscellaneous Expense | 906 | | |
| Total Expense | <u>1,700,626</u> | <u>1,759,177</u> | <u>97%</u> |
| Revenue less Expense | <u>(\$32,360)</u> | <u>\$10,126</u> | |

Balance Sheet as of:

| | <u>1/1/2020</u> | <u>12/31/2020</u> | <u>Cash & Investments</u> |
|---------------------|-------------------|-------------------|--|
| Cash on hand | \$ 17,947 | \$ 20,404 | } Target (4 mos.) \$466,885 Available \$305,587 |
| Investment Account | 319,989 | 285,183 | |
| Accounts Receivable | 192,243 | 164,428 | |
| Total | \$ 530,179 | \$ 470,015 | |
| Accounts Payable | 143,189 | 29,631 | |
| Net Equity | <u>\$ 386,990</u> | <u>\$ 440,384</u> | |



MEMORANDUM

To: The Council Board
From: Bob Wilson, Executive Director
Date: January 13, 2021
Subject: **Proposed Addition to Regional Transportation Funding Requests**

The Kendall-Columbia Valley Connectivity Plan Association – with which WCOG has been working for many years in the development of the proposed State Route 547 Pedestrian and Bicycle Safety Trail – has requested that the following request be added to the “Transportation Priorities of Whatcom County, 2021” list that the Council Board adopted in December.

BICYCLE AND PEDESTRIAN SAFETY PROJECT

State Route 547 Pedestrian and Bicycle Safety Trail, Phase 1 (Kendall-Columbia Valley Community) – On January 27, 2016, 14 year-old Jordan Sant of Sumas (pictured left) was killed when



he was hit by a pickup truck while riding his bicycle along SR 547 in Kendall, an unincorporated community in central Whatcom County. His was just the latest of at least three deaths of pedestrians or bicyclists on SR 547, a narrow, winding, two-lane road that experiences high travel speeds. In 2018, WCOG completed a 30 percent design of the Trail, and in the 2020 Session the State Legislature appropriated approximately \$300,000 to fund a portion of the first phase of construction, which would provide a safe route, primarily for kids, from several highly-populated neighborhoods to the East Whatcom Regional Resource Center. The Kendall-Columbia Valley

Community requests the remaining funding needed to complete Phase 1. (Construction funding for the Trail should be appropriated to the Washington State Department of Transportation.) Request: **\$1.34-million**