



MEETING OF THE BOARD OF THE
WHATCOM COUNCIL OF GOVERNMENTS
Wednesday, January 19, 2022, 3:00-3:30 p.m.
Join using [Zoom](#)
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 December 8, 2021
 - 2. December 2021 Claims
- E. BUDGET REPORT
Budget Report for the Period Ending December 31, 2021 – Ron Cubellis
- F. OLD BUSINESS (if any)
- G. NEW BUSINESS
 - 1. Appointment of Three Small Cities' Representatives to the Executive Committee – Chairman Korthuis*
 - 2. Election of Chair, Vice-Chair and Secretary-Treasurer – Chairman Korthuis*
 - 3. Other new business (if any)
- H. EXECUTIVE DIRECTOR'S REPORT – Bob Wilson
- I. CORRESPONDENCE
- J. BOARD OPEN FORUM
- K. 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
DECEMBER 8, 2021

IN ATTENDANCE (IN PERSON OR VIA ZOOM):

MEMBERS VOTING: **Bellingham:** Seth Fleetwood, Michael Lilliquist; **Blaine:** Bonnie Onyon; **Everson:** John Perry; **Ferndale:** Greg Hansen (Secretary-Treasurer); **Lynden:** Scott Korthuis (Chairman); **Nooksack:** Tom Jones; **Port of Bellingham:** Ken Bell; **Sumas:** Kyle Christensen; **Whatcom County:** Carol Frazey *EX-OFFICIO:* Les Reardanz, WTA

GUESTS Tony Hillaire, Lummi Nation; John Williams, City of Lynden; Intisar Surur, McBride Public Affairs

STAFF Bob Wilson, Ron Cubellis, Lethal Coe, Jaymes McClain

A. CALL TO ORDER

Secretary Wilson determined that a quorum was present, and Chairman Korthuis called the meeting to order at 3:31 p.m.

B. PUBLIC COMMENT

No members of the public were present, either in the conference room or online.

C. AGENDA APPROVAL

Mr. Wilson informed the Board that the proposed 2022 schedule of meetings included in the consent agenda was missing a date, and he asked that it be removed from the consent agenda and acted on separately.

ADOPTED BY UNANIMOUS CONSENT

D. CONSENT AGENDA

1. Minutes of October 13, 2021, and October-November Claims

The consent agenda included the minutes of the meeting of October 13, 2021, and the list of claims from October 1 through November 30, 2021, in the amount of \$218,871.81, which was emailed to the representatives on December 1, 2021, and which was audited and certified by the Executive Director, acting as the Auditing Officer as required by RCW 42.24.090.

MOTION: Mr. Hansen moved, seconded by Ms. Frazey, to approve the Consent Agenda, as amended.

MOTION PASSED

2. Proposed 2022 Meeting Schedule

Mr. Wilson explained that the proposed meeting schedule included in the packet was missing a special meeting of the Whatcom Transportation Policy Board to be held on June 8, 2022, for the sole purpose of adopting the regional long-range transportation plan, and he requested that the meeting schedule be amended accordingly.

MOTION: Ms. Frazey moved, seconded by Mr. Bell, to approve the 2022 WCOG meeting schedule, as amended.

MOTION PASSED

E. BUDGET REPORT

Mr. Cubellis presented the budget report for October through November 2021.

F. OLD BUSINESS

None

H. NEW BUSINESS

1. Adoption of the 2022 WCOG Budget

Mr. Wilson informed the members that, at its meeting immediately preceding the Council Board meeting, the Executive Committee had passed a motion recommending that the Council Board adopt the proposed 2022 Budget. He and Mr. Cubellis then briefly described the draft Budget and answered questions.

MOTION: Mr. Bell moved, seconded by Mr. Hansen, to approve the proposed 2022 WCOG Budget, as presented.

MOTION PASSED

2. Prioritization of 2022 Transportation Legislative Requests

The Board designated the following four project funding requests as the region's top legislative funding priorities for the 2022 State Legislative Session:

- Bellingham: Meridian Street/Birchwood Avenue Roundabout
- Small Cities: Bradley Road Safe Routes to School Pedestrian Improvements
- Whatcom County: Support for County and Local Road Repairs Resulting from November 2021 Catastrophic Flooding
- WTA: Planning and Design to Expand Bellingham Station.

MOTION: Mr. Fleetwood moved, seconded by Mr. Lilliquist, to adopt the aforementioned funding requests as the region's four top priorities.

MOTION PASSED

I. EXECUTIVE DIRECTOR'S REPORT

In the interest of time, Mr. Wilson declined to make a report.

J. CORRESPONDENCE

No discussion

K. BOARD OPEN FORUM

Chairman Korthuis presented Mr. Jones with a certificate of appreciation for his twenty years of service to WCOG and the region.

L. ADJOURN

There being no further business, the meeting adjourned at 3:57 p.m.

Scott Korthuis
Chairman

Robert H. Wilson, AICP
Executive Director

Whatcom Council of Governments
CLAIMS LISTING
December 2021

Date	Num	Source Name	Memo	Paid Amount
Dec 21				
12/01/2021	HC 111621	Sheraton	Travel	173.88
12/01/2021	MF 110321	Amazon Web Services	Communication Services	204.17
12/01/2021	RC 102621	Microsoft Corporation	Office Equipment & Software	13.61
12/01/2021	RC 102921	South River Technologies Inc.	Office Equipment & Software	99.95
12/01/2021	RC 102921	Adobe Systems Inc.	Office Equipment & Software	348.12
12/01/2021	RC 110221	Google LLC	Communication Services	65.28
12/01/2021	RC 110221	Intuit Inc.	Office Equipment & Software	17.41
12/01/2021	RC 110521	Comcast	Communication Services	200.81
12/01/2021	RC 110921	Heroku Inc.	Communication Services	136.01
12/01/2021	RC 111521	Intermedia.net Inc	Communication Services	344.97
12/01/2021	RC 111521	Sanitary Service Corporation	Utilities	74.39
12/01/2021	RC 112321	Best Buy	Office Equipment & Software	1,816.94
12/01/2021	RC 112621	Microsoft Corporation	Office Equipment & Software	13.61
12/01/2021	RC 112421	Pitney Bowes	Office Equipment & Software	162.99
12/01/2021	MF 110221	Mailgun Technologies	Communication Services	7.47
12/01/2021	MF 112021	Amazon.com, Inc.	Supplies	107.71
12/01/2021	BW 110121	Fred Meyer	Supplies	20.73
12/01/2021	BW 110421	ADT Inc.	Utilities	76.98
12/01/2021	MG 111821	Facebook Inc.	Communication Services	2.85
12/01/2021	JM 111521	Pendragon Software Corporation	Office Equipment & Software	40.00
12/02/2021	eft	HSA Bank	HSA Fees	1,950.00
12/02/2021	eft	HSA Bank	HSA Fees	1,097.00
12/14/2021	3293	Applied Digital Imaging	Printing	37.79
12/14/2021	3294	Bruce's Janitor Service	Janitorial	625.00
12/14/2021	3295	Cascade Natural Gas	Utilities	260.27
12/14/2021	3296	Champion Building LLC	Office Lease	5,971.54
12/14/2021	3297	Good Eye Design	Professional Services	341.25
12/14/2021	3298	Hugh Conroy	Expense Reimbursement	59.36
12/14/2021	3299	IBI Group US	Professional Services	826.00
12/14/2021	3300	Mallard Ice Cream	Incentives	221.26
12/14/2021	3301	McBride Public Affairs LLC	Professional Services	3,793.00
12/14/2021	3302	Puget Sound Energy	Utilities	202.04
12/14/2021	3303	Pure Bliss Desserts LLC	Smart Trips Incentives	77.00
12/14/2021	3304	Ricoh USA Inc.	Office Equipment/Software	221.57
12/14/2021	3305	US Bank	Purchase Cards	3,927.88
12/16/2021	eft	WCOG Petty Cash	Petty Cash Refill	1,250.00
12/28/2021	eft	HSA Bank	HSA Fees	13.50
12/28/2021	E-pay	Internal Revenue Service	Payroll Taxes	8,604.00
12/28/2021	E-pay	Internal Revenue Service	Payroll Taxes	987.47
12/28/2021	E-pay	Internal Revenue Service	Payroll Taxes	987.47
12/28/2021	E-pay	Internal Revenue Service	Payroll Taxes	0.00
12/28/2021	eft	HSA Bank	HSA Fees	1,101.00
12/28/2021	eft	Mass Mutual	Retirement	574.00
12/28/2021	eft	Mass Mutual	Retirement	609.14
12/28/2021	eft	Mass Mutual	Retirement	1,291.29
12/28/2021	eft	WA Dept of Retirement Systems	PERS Contribution	4,059.50
12/28/2021	eft	WA Dept of Retirement Systems	PERS Contribution	6,542.44
12/28/2021	eft	WA Dept of Retirement Systems	PERS Contribution	2,812.25
12/28/2021	eft	WA Dept of Retirement Systems	PERS Contribution	3,348.24
12/29/2021		QuickBooks Payroll Service	Payroll	44,990.38
12/30/2021	eft	AWC via Vimly	Benefits	9,530.10
12/30/2021	eft	AWC via Vimly	Benefits	46.65
12/30/2021	3306	AFLAC	Employee Paid Coverage	129.56
12/30/2021	3307	United Way	Employee Contributions	412.00
Dec 21				110,827.83

The Council Board retroactively approves the payments made during December 2021, for the above listed claims in the total amount of \$110,827.83*

Whatcom Council of Governments
Board Budget Report
 January through December 2021

	<u>Jan - Dec 21</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
333 · Federal Grants	996,431	1,059,010	94%
334 · State Grants	181,213	136,310	133%
337 · Local Grants	87,898	88,146	100%
361 · Interest Income	2,911	4,000	73%
367 · Contributions & Donations	17,572	34,948	50%
368 · Membership Dues	163,442	163,436	100%
369 · Other Income	1,417		
Total Income	<u>1,450,884</u>	<u>1,485,850</u>	<u>98%</u>
Expense			
505 · Communication Services	43,776	25,600	171%
510 · Consultants & Contract Services	137,354	191,173	72%
515 · Incentives	8,726	10,000	87%
520 · Insurance- Property & Liability	9,996	10,500	95%
530 · Office Equipment & Software	46,398	37,960	122%
535 · Pass-Through Funding	0	0	0%
545 · Printing	10,119	15,700	64%
550 · Professional Development	7,971	11,500	69%
555 · Rent	71,191	71,100	100%
560 · Repair & Maintenance	767	3,000	26%
565 · Payroll - Salaries & Wages	754,310	754,306	100%
566 · Payroll - Taxes & Benefits	322,453	308,311	105%
575 · Supplies	4,487	9,800	46%
580 · Travel	608	14,900	4%
585 · Utilities	13,182	13,000	101%
590 · Miscellaneous Expense	805		
Total Expense	<u>1,432,143</u>	<u>1,476,850</u>	<u>97%</u>
Revenue less Expense	<u>\$18,741</u>	<u>\$9,000</u>	

Balance Sheet as of:

	<u>1/1/2021</u>	<u>12/31/2021</u>	<u>Cash & Investments</u>	
Cash on hand	\$ 20,403	\$ 15,642	Target (4 mos.)	\$428,559
Investment Account	285,710	309,370	Available	\$325,012
Accounts Receivable	164,401	260,992		
Total	<u>\$ 470,514</u>	<u>\$ 586,004</u>		
Accounts Payable	30,481	17,228		
Net Equity	<u><u>\$ 440,033</u></u>	<u><u>\$ 568,776</u></u>		