



Meeting of the Executive Committee of the  
Whatcom Council of Governments

Wednesday, March 12, 2025, 3:15 p.m.

Gordon W. Rogers Conference Room

314 East Champion Street

Bellingham, Washington

Join using Zoom <https://us06web.zoom.us/j/82335845427>

Or phone: (253) 215-8782

**Agenda**

Page(s)

- A. **Call to Order**
- B. **Public Comment**  
Citizens may speak informally to the Executive Committee on agenda items or other matters relating to the governance and/or business of the Whatcom Council of Governments. *Each speaker is allowed a maximum of three minutes.*
- C. **Additions to the Agenda**
- D. **Consent Agenda\***
  - 2-4 1. Minutes of the meeting of December 11, 2024.
  - 5 2. January 2025 claims.
- E. **Budget Report**  
Budget report for the period ending January 31, 2025.
- F. **New Business**
  - 6 1. Considering approval of a professional services agreement with RSG for conducting a regional, household travel survey and related activities.\*
  - 2. Other new business (if any)
- G. **Adjourn**

\* *Action item*

Whatcom Council of Governments  
Executive Committee Minutes – **DRAFT**  
December 11, 2024

In Attendance (In person or via Zoom)

Members      Voting: **Bellingham:** Kim Lund, Michael Lilliquist; **Ferndale:** Greg Hansen  
(Secretary-Treasurer); **Lynden:** Scott Korthuis (Chair); **Nooksack:** Kevin Hester;  
**Whatcom County:** Satpal Sidhu, Kaylee Galloway.

Staff            Hugh Conroy, Ron Cubellis, Melissa Fanucci.

A.      Call to order

Mr. Conroy determined that a quorum was present, and Chair Korthuis called the meeting to order at 3:15 PM.

B.      Public Comment

One member of the public was in attendance. They had no comment.

C.      Additions to the Agenda

There were no additions to the agenda.

D.      Approval of Minutes of December 13, 2023

**Motion:** Mr. Hester moved, second by Mr. Sidhu, to approve the minutes of the meeting of December 13, 2023, as presented.

**Motion Passed**

E.      New Business

1. Recommendation to Council Board on proposed 2025 WCOG Budget.

Mr. Cubellis reviewed the draft 2024 budget and recent additions of final COLA numbers.

Mr. Lilliquist had some questions about 2024-2025 changes. Mr. Cubellis explained reasons for changes in pass-through, in travel, and in utilities.

**Motion:** Ms. Lund moved, second by Mr. Sidhu, to recommend to the Council Board, adoption of the draft 2025 WCOG budget as presented.

**Motion Passed.**

F.      Adjourn

There being no further business, the meeting adjourned at 3:23 p.m.

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Greg Hansen  
Secretary-Treasurer

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Hugh Conroy  
Director

Approval scheduled for March 12, 2025

**Whatcom Council of Governments**  
**CLAIMS LISTING**  
**January 2025**

	<u>Date</u>	<u>Num</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
<b>Jan 25</b>					
	01/01/2025	LC 112524	Vital Climbing Gym	Healthcare	100.00
	01/01/2025	HC 121624	VanillaGifts.com	Incentives	2,625.00
	01/01/2025	MF 120224	Mailgun Technologies	Office Equipment & Software	9.70
	01/01/2025	MF 120224	Amazon Web Services	Communication Services	587.41
	01/01/2025	MF 122324	American Planning Association	Professional Development	661.00
	01/01/2025	MG 120224	Zoom.us	Office Equipment & Software	17.43
	01/01/2025	MG 121224	US Chef's Store	Supplies	17.62
	01/01/2025	EC 112524	Jack's Bicycle Center	Supplies	42.51
	01/01/2025	EM 120524	Zoom.us	Office Equipment & Software	17.43
	01/01/2025	EM 120524	Dovetail Research Pty Ltd	Office Equipment & Software	195.00
	01/01/2025	JM 120424	Zoom.us	Office Equipment & Software	17.43
	01/01/2025	JM 120724	Amazon.com, Inc.	Supplies	58.85
	01/01/2025	JM 122024	Pendragon Software Corporation	Office Equipment & Software	40.00
	01/01/2025	RC 112524	Pitney Bowes	Office Equipment & Software	175.04
	01/01/2025	RC 112624	RightWorks LLC	Office Equipment & Software	180.94
	01/01/2025	RC 112624	Pitney Bowes	Supplies	99.51
	01/01/2025	RC 120124	Google LLC	Office Equipment & Software	134.40
	01/01/2025	RC 120924	Heroku Inc.	Communication Services	136.26
	01/01/2025	RC 121224	Amazon.com, Inc.	Supplies	76.98
	01/01/2025	RC 121324	Amazon.com, Inc.	Supplies	27.20
	01/01/2025	RC 121624	Intermedia.net Inc	Communication Services	338.94
	01/01/2025	RC 121624	Sanitary Service Corporation	Utilities	119.65
	01/01/2025	RC 121824	DocuSign Inc.	Office Equipment & Software	654.00
	01/07/2025	1180	Thadeus Warrington III	Incentives	250.00
	01/07/2025	1181	Drewes, Peter	Incentives	1,000.00
	01/15/2025	3847	Association of Washington Cities	Membership	1,096.81
	01/15/2025	3848	Bellingham Regional Chamber of Comm...	Membership	356.00
	01/15/2025	3849	Bruce's Janitor Service	Janitorial	625.00
	01/15/2025	3850	Cascade Natural Gas	Utilities	618.94
	01/15/2025	3851	CenturyLink	Communications	75.00
	01/15/2025	3852	Crossroads Consulting	Communications Consultant	1,937.50
	01/15/2025	3853	Lithtex NW	Printing	1,830.14
	01/15/2025	3854	McBride Public Affairs LLC	Professional Services	4,217.00
	01/15/2025	3855	McClatchy Company LLC	Public Hearing Notices	283.06
	01/15/2025	3856	Puget Sound Energy	Utilities	213.92
	01/15/2025	3857	Ravenna LLC	Website Development	8,137.50
	01/15/2025	3858	US Bank	Purchase Card Charges	6,332.30
	01/15/2025	EFT	WCOG Petty Cash	Petty Cash Refill	250.00
	01/16/2025	EFT	QuickBooks Payroll Service	Bank fees	7.00
	01/16/2025	EFT	QuickBooks Payroll Service	Sales Tax	0.63
	01/17/2025	EFT	Champion Building LLC	Office Lease	6,263.60
	01/17/2025	EFT	Elizabeth Chenault	Employee Reimbursement	56.28
	01/17/2025	EFT	Melissa Fanucci	Expense Reimbursement	6.37
	01/17/2025	EFT	Michelle Grandy	Expense Reimbursement	15.28
	01/29/2025	EFT	HSA Bank	HSA Fees	9.00
	01/29/2025	EFT	AWC via Vimly	Benefits	9,681.00
	01/29/2025	EFT	AWC via Vimly	Benefits	71.80
	01/29/2025	EFT	Empower Retirement	Retirement	351.40
	01/29/2025	EFT	Empower Retirement	Retirement	137.52
	01/29/2025	EFT	HSA Bank	HSA Fees	1,650.00
	01/29/2025	EFT	HSA Bank	HSA Fees	1,512.00
	01/29/2025	EFT	WA Dept of Retirement Systems	PERS Contribution	4,952.46
	01/29/2025	EFT	WA Dept of Retirement Systems	PERS Contribution	7,093.85
	01/29/2025	EFT	WA Dept of Retirement Systems	PERS Contribution	3,568.23
	01/29/2025	EFT	WA Dept of Retirement Systems	PERS Contribution	4,769.40
	01/29/2025	EFT	WA Dept of Retirement Systems	PERS Contribution	1,620.10
	01/29/2025	EFT	Internal Revenue Service	Payroll Taxes	9,107.00
	01/29/2025	EFT	Internal Revenue Service	Payroll Taxes	1,194.93
	01/29/2025	EFT	Internal Revenue Service	Payroll Taxes	1,194.93
	01/29/2025	EFT	Internal Revenue Service	Payroll Taxes	0.00
	01/30/2025	EFT	QuickBooks Payroll Service	Payroll	55,228.57

**Whatcom Council of Governments**  
**CLAIMS LISTING**  
 January 2025

<u>Date</u>	<u>Num</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
01/30/2025	EFT	QuickBooks Payroll Service	Deposit fees	1.75
01/30/2025	EFT	QuickBooks Payroll Service	Sales Tax	0.16
01/31/2025	EFT	United Way	Employee Contributions	528.00
01/31/2025	EFT	AFLAC	Employee Paid Coverage	129.56
01/31/2025	EFT	WA Dept of L&I	Payroll Taxes	854.01
01/31/2025	EFT	WA Dept of Employment Security	Payroll Taxes	1,204.53
01/31/2025	EFT	WA Dept of Employment Security	Payroll Taxes	786.33
<b>Jan 25</b>				<b><u>145,551.16</u></b>

**Whatcom Council of Governments**  
**Board Budget Report**  
 January 2025  
 (8% of the year)

	<u>Jan 25</u>	<u>2025 Budget</u>	<u>% of Budget</u>
<b>Income</b>			
333 · Federal Grants	43,518	1,391,326	3%
334 · State Grants	0	271,134	0%
337 · Local Grants	7,798	128,150	6%
361 · Interest Income	1,170	7,000	17%
367 · Contributions & Donations	0	25,000	0%
368 · Membership Dues	91,464	203,171	45%
369 · Other Income	0	3,000	0%
<b>Total Income</b>	<u>143,950</u>	<u>2,028,781</u>	<u>7%</u>
<b>Expense</b>			
505 · Communication Services	1,421	39,600	4%
510 · Consultants & Contract Services	14,917	231,520	6%
515 · Incentives	3,875	20,000	19%
520 · Insurance- Property & Liability	0	14,000	0%
530 · Office Equipment & Software	1,441	47,551	3%
535 · Pass-Through Funding	0	235,474	0%
545 · Printing	1,830	13,000	14%
550 · Professional Development	661	13,200	5%
555 · Rent	6,264	75,771	8%
560 · Repair & Maintenance	0	3,000	0%
565 · Payroll - Salaries & Wages	77,878	940,923	8%
566 · Payroll - Taxes & Benefits	27,353	312,267	9%
575 · Supplies	323	13,000	2%
580 · Travel	78	30,000	0%
585 · Utilities	953	8,000	12%
590 · Miscellaneous Expense	356		
<b>Total Expense</b>	<u>137,350</u>	<u>1,997,306</u>	<u>7%</u>
<b>Net Increase (Decrease) in Cash</b>	<u><b>\$6,600</b></u>	<u><b>\$31,475</b></u>	

Balance Sheet as of:

	<u>1/1/2025</u>	<u>1/31/2025</u>	<u>Cash &amp; Investments</u>	
Cash on hand	\$ 57,342	\$ 166,338	Target (4 mos.)	\$510,104
Investment Account	343,283	234,453	Available	\$400,791
Accounts Receivable	245,322	549,464		
Total	\$ 645,947	\$ 950,255		
Accounts Payable	28,355	80,475		
Net Equity	<u>\$ 617,592</u>	<u>\$ 869,780</u>		



whatcom council of governments

## Memorandum

**To:** WCOG Executive Committee

**From:** Ron Cubellis, Deputy Director

**Date:** March 3, 2025

**Subject:** Approval of Professional Services Agreement with Resource Systems Group Inc. to conduct a household travel survey

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### RECOMMENDATION

Authorization for the executive director to enter into a professional services agreement with Resource Systems Group Inc for completion of a household travel survey. The maximum amount payable will be \$377,945. WCOG will receive grant funds of \$326,922. The remaining \$51,023 will come from local funds.

### BACKGROUND

As the combined metropolitan and regional transportation planning organization for Whatcom County, WCOG serves as a forum for local governments to advance cooperative and comprehensive transportation planning at a regional scale. A key product developed by WCOG is the regionwide long-range transportation plan that utilizes a travel demand model to develop forecasts of multimodal conditions based on how and where community growth is planned to occur. The last household travel survey was conducted in 2018. Since then, the COVID-19 pandemic and advancements in technology have influenced daily travel habits through increased work-from-home employment options and expanded delivery services.

Full-scale surveys are commonly produced once per decade. Having our region's done by Spring 2026 aligns with the next update of the long-range regional transportation plan.

The WCOG Transportation Technical Advisory Group recommended the funding of this study in 2024, and the Whatcom Transportation Policy Board subsequently awarded the federal funding for its completion.

### SUGGESTED MOTION

Move to authorize the Executive Director to enter into a professional services agreement with Resource Systems Group for \$377,945.