



MEETING OF THE EXECUTIVE COMMITTEE OF THE
WHATCOM COUNCIL OF GOVERNMENTS
Wednesday, December 14, 2022, 3:15 p.m.
Gordon W. Rogers Conference Room
314 East Champion Street
Bellingham, Washington

Click here to join using [Zoom](#)
Or join by phone: (253) 215-8782

AGENDA

PAGES

- 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. APPROVAL OF MINUTES*
Meeting of December 8, 2021
- E. NEW BUSINESS
1. Recommendation to Council Board on Proposed 2023 WCOG Budget – Messrs. Cubellis and Wilson*
2. Other new business (if any)
- F. 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
EXECUTIVE COMMITTEE MINUTES – DRAFT
DECEMBER 8, 2021

IN ATTENDANCE (IN PERSON OR VIA ZOOM):

MEMBERS VOTING: **Bellingham:** Seth Fleetwood; **Ferndale:** Greg Hansen (Secretary-Treasurer); **Lynden:** Scott Korthuis (Chairman); **Nooksack:** Tom Jones; **Port of Bellingham:** Ken Bell; **Whatcom County:** Carol Frazey

STAFF Bob Wilson, Ron Cubellis, Hugh Conroy, Jaymes McClain

A. CALL TO ORDER

Mr. Wilson determined that a quorum was present, and Chairman Korthuis called the meeting to order at 3:17 p.m.

B. PUBLIC COMMENT

No members of the public were in attendance, either in person or online.

C. AGENDA APPROVAL

APPROVED BY UNANIMOUS CONSENT

D. APPROVAL OF MINUTES OF JULY 14, 2021

MOTION: Mr. Fleetwood moved, seconded by Ms. Frazey, to approve the minutes of the meeting of July 14, 2021, as presented.

MOTION PASSED

E. NEW BUSINESS

Recommendation to Council Board on Proposed 2022 WCOG Budget

Messrs. Wilson and Cubellis briefly explained the changes made to the proposed budget since it was first presented to the Council Board in October.

MOTION: Mr. Fleetwood moved, seconded by Mr. Hansen, to recommend to the Council Board that it adopt the proposed 2022 Budget, as presented.

MOTION PASSED

F. ADJOURN

There being no further business, the meeting adjourned at 3:25 p.m.

Scott Korthuis
Chairman

Robert H. Wilson, AICP
Executive Director

DRAFT



MEMORANDUM

To: The Council Board
From: Bob Wilson, Executive Director
Date: December 7, 2022
Subject: **Proposed 2023 Budget – Final Draft**

Attached to this memo please find the final draft of the proposed 2023 Budget for your review prior to the Council Board meeting next week. I draw your attention to the following:

Dues. Dues are determined using both population and the average cost-of-living adjustment (COLA) of the member jurisdictions, as is our longtime practice. Annual population change is drawn from Office of Financial Management estimates for Whatcom County, the seven cities and the Lummi Nation. The Port’s dues increase is the average increase of the nine jurisdictions. We have received the 2023 COLAs from the member jurisdictions, from which we have determined the average to be 6.31 percent, which is incorporated into the final draft.

Salaries. The four junior members of the staff are being promoted and their salaries will be adjusted accordingly. The remaining four staff members will receive one percent longevity increases. Also, Kirsten expects to retire within the next few months, so this final draft budget assumes that she will no longer be on the staff effective January 1, 2023, and her salary funding will be reallocated to hire two entry-level staff members for the Smart Trips Program. All members of the staff will receive the approved COLA. WCOG’s salary expense will increase in 2023 by 10.3 percent, to \$876,049.

Employee Benefits. The COG’s 2023 expense for all employee benefits – health insurance, retirement, workers’ compensation, etc. – is expected to increase by \$21,402, or 6.9 percent more than the amount budgeted for 2022. Also, WCOG has applied to the Washington State Employment Security Department to be a “reimbursable employer” in 2023. Reimbursable employers are billed for their share of benefits that are paid to former employees instead of paying a percentage of their taxable wages each quarter. We estimate that this will save WCOG \$60,000 over the next four years.

Consultants. The 2023 consultant expense is anticipated to increase from \$112,612 to \$254,718 as current projects continue and new ones are undertaken. It is important to note, however, that that amount could increase in the event WCOG engages in currently unanticipated projects. Consultant expenses are fully reimbursed under the grant programs through which WCOG funds planning activities and studies.

Ron and I look forward to discussing the draft 2023 Budget with you next week.

Whatcom Council of Governments
2023 Budget (Draft #2 12-07-2022)

<i>CONSOLIDATED</i>	2023	2023	2023
	Draft #1 10/04/2022	Draft #2 12/07/2022	Changes 10/4/21 to 12/7/21
Beginning Net Cash and Investments	\$ 400,000	\$ 400,000	\$ -
REVENUE			
Programs & Projects			
Local	\$ 175,623	\$ 176,914	\$ 1,291
State	241,760	203,510	(38,250)
Federal	1,106,001	1,128,143	22,143
Canadian	0	0	-
Miscellaneous (foundations, classes, rebates)	0	0	-
Total Programs & Projects	\$ 1,523,383	\$ 1,508,567	\$ (14,817)
Dues			
Bellingham	\$ 61,887	\$ 63,389	\$ 1,502
Blaine	4,040	4,138	98
Everson	2,017	2,066	49
Ferndale	10,524	10,780	256
Lummi Nation	3,504	3,902	398
Lynden	10,643	10,901	258
Nooksack	1,028	1,053	25
Sumas	1,147	1,175	28
Whatcom County (unincorporated)	57,869	58,961	1,092
Port of Bellingham	27,205	27,865	660
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	\$ 180,694	\$ 185,210	\$ 4,516
Other Revenue			
Interest Income	3,000	3,000	-
Total Other Revenue	\$ 3,000	\$ 3,000	\$ -
Total Revenue	\$ 1,707,077	\$ 1,696,777	\$ (10,301)
EXPENSES			
Salaries & Benefits			
Salaries	\$ 903,514	\$ 876,049	\$ (27,465)
Dental Insurance	12,665	12,637	(28)
Disability Insurance	3,822	3,706	(116)
Health Insurance	150,878	151,619	741
Life Insurance	810	725	(85)
Retirement Contribution	93,875	91,021	(2,854)
Social Security Equivalent	68,715	66,738	(1,977)
Unemployment Insurance Tax	0	0	-
Vision Insurance	2,213	2,213	-
Workers Compensation Insurance	3,719	3,364	(355)
Total Benefits	\$ 336,697	\$ 332,023	\$ (4,674)
Total Salaries & Benefits	\$ 1,240,211	\$ 1,208,072	\$ (32,139)

Whatcom Council of Governments
2023 Budget (Draft #2 12-07-2022)

<i>CONSOLIDATED</i>	2023	2023	2023
	Draft #1 10/04/2022	Draft #2 12/07/2022	Changes 10/4/21 to 12/7/21
Other Expenses			
Communication Services	\$ 34,600	\$ 34,600	-
Consultants & Contracted Services	253,661	254,718	1,057
Incentives	10,000	13,000	3,000
Insurance - Property & Liability	11,000	11,900	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	\$ 482,821	\$ 487,778	\$ 4,957
			0
Total Expenses	\$ 1,723,032	\$ 1,695,850	\$ (27,182)
			0
Ending Net Cash and Investments	\$ 384,045	\$ 400,926	\$ 16,882

Board Officer

Robert Wilson, Executive Director