



MEETING OF THE BOARD OF THE  
WHATCOM COUNCIL OF GOVERNMENTS  
**Wednesday, May 10, 2023, 3:00-3:30 p.m.**  
Join using [Zoom](#)  
Or by phone: (253) 215-8782

**AGENDA**

PAGES

- |       |    |   |
|-------|----|---|
|       | A. | CALL TO ORDER   |
|       | B. | PUBLIC COMMENT<br>Citizens may speak informally to the Board on matters pertinent to its statutory responsibilities and which are not the subject of a public hearing. <i>Each speaker is allowed a maximum of three minutes.</i> |
|       | C. | AGENDA APPROVAL*  |
| 3-6   | D. | CONSENT AGENDA*   |
| 7-10  |    | 1. Minutes of the Meeting of January 18, 2023<br>2. February – April 2023 Claims  |
| 11    | E. | BUDGET REPORT<br>Budget Report for the Period Ending March 31, 2023 – Ron Cubellis  |
|       | F. | OLD BUSINESS (if any)   |
| 12-13 | G. | NEW BUSINESS  |
| 14-16 |    | 1. Appointment of Interim Executive Director and Authorizing the Executive Committee to Oversee Selection of New Executive Director*  |
| 17    |    | 2. Amending WCOG Procurement Policy – Mr. Cubellis*<br>3. Adopting WSDOT Disadvantaged Business Enterprise Program Participation Plan – Mr. Cubellis*<br>4. Other new business (if any)   |
|       | H. | ACTING EXECUTIVE DIRECTOR’S REPORT – Mr. Cubellis   |
| 18-19 | I. | CORRESPONDENCE  |
|       | J. | BOARD OPEN FORUM  |
|       | K. | ADJOURN   |

\* Action item

Persons with disabilities needing a special accommodation for this meeting, please contact the WCOG office at (360) 676-6974, at least six (6) days prior to this meeting to receive assistance. Para asistencia en español, por favor enviar un correo electrónico a [espanol@wcog.org](mailto:espanol@wcog.org).



## **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**  
JANUARY 18, 2023

IN ATTENDANCE (IN PERSON OR VIA ZOOM):

MEMBERS VOTING: **Bellingham:** Michael Lilliquist, Edwin “Skip” Williams; **Blaine:** Richard May; **Lake Whatcom W&SD:** Jeff Knakal; **Lummi Nation:** Terrence Adams (for Anthony Hillaire); **Lynden:** Scott Korthuis (Chairman); **Nooksack:** Kevin Hester; **Port of Bellingham:** Bobby Briscoe; **Sumas:** Bruce Bosch; **Whatcom County:** Satpal Sidhu, Kaylee Galloway, Kathy Kershner EX OFFICIO: Les Reardanz, WTA

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

A. CALL TO ORDER

Mr. Wilson determined that a quorum was present, and Chairman Korthuis called the meeting to order at 3:02 p.m.

B. PUBLIC COMMENT

None

C. AGENDA ADDITIONS

None

D. CONSENT AGENDA

Minutes of December 14, 2022, and December 2022 Claims

The consent agenda included the minutes of the meeting of December 14, 2022, and the list of claims from December 1 through December 29, 2022, in the amount of \$142,100.82, which was emailed to the representatives on January 11, 2023, and which was audited and certified by the Executive Director, acting as the Auditing Officer as required by RCW 42.24.090.

**APPROVED AS PRESENTED BY UNANIMOUS CONSENT**

E. BUDGET REPORT

Mr. Cubellis presented the budget report for December 2022.

F. PUBLIC HEARING

Proposed WCOG Title VI Plan

Mr. Wilson described the proposed Title VI Plan and answered questions posed by certain representatives.

**PUBLIC HEARING OPENED AT 3:10 P.M.**

No members of the public were present, either in the conference room or online. A Notice of Public Hearing was published in *The Bellingham Herald* on January 1, 2023, as well as in the online edition of the *Cascadia Daily News*, which provided detailed instructions on how to submit comments or register to speak.

**PUBLIC HEARING CLOSED AT 3:10 P.M. BY UNANIMOUS CONSENT**

**MOTION:** Mr. Lilliquist moved, second by Mr. Williams, to adopt the Whatcom Council of Governments' Title VI Plan, as presented.

**MOTION PASSED**

G. OLD BUSINESS

None

H. NEW BUSINESS

1. Appointment of Three Small Cities' Representatives to the Executive Committee

**MOTION:** Mr. May moved, second by Mr. Briscoe, to appoint Mr. Hansen of Ferndale, Mr. Hester of Nooksack, and Mr. Korthuis of Lynden to the Executive Committee.

**MOTION PASSED**

2. Election of Chair, Vice Chair and Secretary-Treasurer

**MOTION:** Ms. Bosch moved, second by Mr. May, to appoint Mr. Korthuis to serve as chairman, Mr. Lilliquist to serve as vice-chairman, and Mr. Hansen to serve as secretary-treasurer.

**MOTION PASSED**

3. Amend WCOG Procurement Policy

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

**MOTION:** Ms. Lilliquist moved, second by Mr. Briscoe, to approve the modifications to the Procurement Policy, as presented.

**MOTION PASSED**

4. Amend WCOG Bylaws

Mr. Cubellis described the proposed modifications to the Bylaws.

**MOTION:** Ms. Hester moved, second by Mr. Briscoe, to approve the modifications to the Bylaws of the Whatcom Council of Governments, as presented.

**MOTION PASSED**

5. Amend WCOG Personnel Manual

Mr. Cubellis described the proposed modifications to the Personnel Manual.

**MOTION:** Ms. Lilliquist moved, second by Mr. Briscoe, to approve the modification pertaining to Section 6.5 “Life Insurance,” as presented, but to revise the language pertaining to Section 5.1 “Vacation”, as follows: “The Executive Director may start a new employee at a vacation accrual year greater than Year 1 when the employee’s work history or market conditions warrant such an adjustment. In no case shall such an adjustment exceed the maximum monthly accrual rate approved by the Council Board.”

**MOTION PASSED**

6. Adopt 2023 Cost Allocation Plan

Mr. Cubellis explained the need to adopt a cost allocation plan annually, and then described the proposed 2023 WCOG Cost Allocation Plan.

**MOTION:** Ms. Williams moved, second by Mr. Hester, to approve the 2023 WCOG Cost Allocation Plan, as presented.

**MOTION PASSED**

7. Adopt New Member Information Form

Mr. Wilson explained his recommendation to revise WCOG’s information form that new members are asked to complete to add an optional question about the individual’s color, race and national origin, for the purpose of annual Title VI reporting.

**MOTION:** Ms. Briscoe moved, second by Mr. Hester, to approve the modified New Member Information Form, as presented.

**MOTION PASSED**

I. EXECUTIVE DIRECTOR’S REPORT

None

J. CORRESPONDENCE

None

K. BOARD OPEN FORUM

No discussion or announcements

L. ADJOURN

There being no further business, the meeting adjourned at 3:47 p.m.

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Greg Hansen  
Secretary-Treasurer

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Robert H. Wilson, AICP  
Executive Director

Approval scheduled for May 10, 2023

DRAFT

**Whatcom Council of Governments**  
**CLAIMS LISTING**  
January through April 2023

Date	Num	Source Name	Memo	Paid Amount
<b>Jan - Apr 23</b>				
01/01/2023	LC 120922	Vital Climbing Gym	Healthcare	100.00
01/01/2023	MF 120222	Mailgun Technologies	Office Equipment & Software	9.38
01/01/2023	MF 120222	Amazon Web Services	Communication Services	522.53
01/01/2023	MF 121512	American Planning Association	Professional Development	558.00
01/01/2023	KW 120522	Haggen	Supplies	6.00
01/01/2023	KW 120922	Prime Sports Institute	Healthcare	100.00
01/01/2023	RW 120422	ADT Inc.	Utilities	78.52
01/01/2023	MG 120722	Yiftee Local Gifts	Incentives	54.50
01/01/2023	JM 122122	Pendragon Software Corporation	Office Equipment & Software	40.00
01/01/2023	RC 112622	Right Networks LLC	Office Equipment & Software	161.00
01/01/2023	RC 120122	Google LLC	Communication Services	65.28
01/01/2023	RC 113022	Community Food Co-op	Supplies	18.90
01/01/2023	RC 120122	American Planning Association	Professional Development	724.00
01/01/2023	RC 120222	Intuit Inc.	Office Equipment & Software	43.52
01/01/2023	RC 120522	Comcast Corporation	Communication Services	217.44
01/01/2023	RC 120822	Heroku Inc.	Communication Services	136.01
01/01/2023	RC 120922	Amazon.com, Inc.	Supplies	31.54
01/01/2023	RC 121022	Amazon.com, Inc.	Supplies	133.86
01/01/2023	RC 121222	Bellingham Herald (subscription)	Supplies	0.91
01/01/2023	RC 121222	Intuit Inc.	Supplies	168.62
01/01/2023	RC 121322	Amazon.com, Inc.	Supplies	45.35
01/01/2023	RC 121422	T-Mobile US, Inc.	Communication Services	10.00
01/01/2023	RC 121522	Sanitary Service Corporation	Utilities	93.12
01/01/2023	RC 121622	Intermedia.net Inc	Communication Services	342.53
01/10/2023	1143	Hoelscher, Karen	Incentives	250.00
01/10/2023	1144	Ryan, Jean	Incentives	1,000.00
01/17/2023	3503	A-1 Shredding, Inc.	Shredding	44.00
01/17/2023	3504	AES Inc.	Temp Agency	1,704.84
01/17/2023	3505	April Claxton Consulting	Professional Services	405.00
01/17/2023	3506	Association of Washington Cities	Membership	1,078.26
01/17/2023	3507	Bellingham Regional Chamber of Commerce	Membership	330.00
01/17/2023	3508	Bruce's Janitor Service	Janitorial	625.00
01/17/2023	3509	Capitol City Press	Printing	2,853.69
01/17/2023	3510	Cascade Natural Gas	Utilities	542.16
01/17/2023	3511	Champion Building LLC	Office Lease	6,066.97
01/17/2023	3512	IBI Group US	Professional Services	1,666.00
01/17/2023	3513	McBride Public Affairs LLC	Professional Services	3,828.00
01/17/2023	3514	Puget Sound Energy	Utilities	180.89
01/17/2023	3515	US Bank	Purchase Cards	3,661.01
01/17/2023	EFT	WCOG Petty Cash	Petty Cash Refill	250.00
01/17/2023	3516	KeyBank	Voided check	0.00
01/17/2023	ach	HSA Bank	HSA Fees	11.25
01/18/2023	eft	Robert Wilson	Expense Reimbursement	17.20
01/22/2023	E-pay	WA Dept of Employment Security	Payroll Taxes QB	6.54
01/22/2023	E-pay	WA Dept of Employment Security	Payroll Taxes QB	1,248.29
01/22/2023	ach	WA Dept of L&I	Payroll Taxes	718.10
01/22/2023	ach	WA Dept of Employment Security	Payroll Taxes	895.68
01/22/2023	ach	WA Dept of Employment Security	Payroll Taxes	0.00
01/30/2023	ach	QuickBooks Payroll Service	Payroll Service on 01/25/2023	47,456.24
01/31/2023	3517	United Way	Employee Contributions	461.00
01/31/2023	E-pay	Internal Revenue Service	Payroll Taxes	9,604.00
01/31/2023	E-pay	Internal Revenue Service	Payroll Taxes	1,138.47
01/31/2023	E-pay	Internal Revenue Service	Payroll Taxes	1,138.47
01/31/2023	E-pay	Internal Revenue Service	Payroll Taxes	0.00
01/31/2023	ach	AFLAC	Employee Paid Coverage	129.56
01/31/2023	ach	AWC via Vimly	Benefits	50.85
01/31/2023	ach	AWC via Vimly	Benefits	10,032.75
01/31/2023	ach	Empower Retirement	Retirement	574.00
01/31/2023	ach	Empower Retirement	Retirement	687.99
01/31/2023	ach	Empower Retirement	Retirement	3,700.00
01/31/2023	ach	HSA Bank	HSA Fees	1,221.00
01/31/2023	ach	HSA Bank	HSA Fees	1,950.00
02/01/2023	MF 010223	Mailgun Technologies	Communication Services	9.42
02/01/2023	MF 010223	Amazon Web Services	Communication Services	531.78
02/01/2023	MF 011023	Sheila's Catering Co.	Supplies	223.30
02/01/2023	MF 012523	The Bagelry	Supplies	68.74
02/01/2023	MF 012423	Sheila's Catering Co.	Supplies	335.44
02/01/2023	RW 010223	American Planning Association	Professional Development	724.00
02/01/2023	RW 010423	ADT Inc.	Utilities	78.52
02/01/2023	RW 010423	Dick's Sporting Goods	Healthcare	100.00

**Whatcom Council of Governments**  
**CLAIMS LISTING**  
 January through April 2023

Date	Num	Source Name	Memo	Paid Amount
02/01/2023	JM 012122	Pendragon Software Corporation	Office Equipment & Software	40.00
02/01/2023	RC 122622	Right Networks LLC	Office Equipment & Software	161.00
02/01/2023	RC 122622	DocuSign Inc.	Office Equipment & Software	326.40
02/01/2023	RC 010123	Google LLC	Communication Services	69.91
02/01/2023	RC 123122	Amazon.com, Inc.	Office Equipment & Software	28.27
02/01/2023	RC 010223	Intuit Inc.	Office Equipment & Software	43.52
02/01/2023	RC 010323	Washington Finance Officers Association	Professional Development	75.00
02/01/2023	RC 010523	Comcast Corporation	Communication Services	217.44
02/01/2023	RC 010523	GoDaddy	Communication Services	43.88
02/01/2023	RC 010523	GoDaddy	Communication Services	65.82
02/01/2023	RC 010523	GoDaddy	Communication Services	115.18
02/01/2023	RC 010523	GoDaddy	Communication Services	69.11
02/01/2023	RC 010923	Heroku Inc.	Communication Services	136.01
02/01/2023	RC 011423	T-Mobile US, Inc.	Communication Services	10.00
02/01/2023	RC 011023	Bellingham Herald (subscription)	Supplies	14.76
02/01/2023	RC 011723	Sanitary Service Corporation	Utilities	92.72
02/01/2023	RC 011823	Intermedia.net Inc	Communication Services	344.61
02/01/2023	RC 012023	Dropbox Inc.	Office Equipment & Software	587.52
02/01/2023	RC 012323	Adobe Systems Inc.	Office Equipment & Software	2,479.60
02/01/2023	RC 012423	GoDaddy	Communication Services	199.98
02/02/2023	ach	WA Dept of Retirement Systems	PERS Contribution	4,717.15
02/02/2023	ach	WA Dept of Retirement Systems	PERS Contribution	7,706.17
02/02/2023	ach	WA Dept of Retirement Systems	PERS Contribution	5,519.84
02/02/2023	ach	WA Dept of Retirement Systems	PERS Contribution	3,962.90
02/06/2023	EFT	WCOG Petty Cash	Petty Cash Refill	1,250.00
02/10/2023	3518	AES Inc.	Temp Agency	1,660.89
02/10/2023	3519	Applied Digital Imaging	Printing	91.67
02/10/2023	3520	Bruce's Janitor Service	Janitorial	625.00
02/10/2023	3521	Cafe Velo	Incentives	90.00
02/10/2023	3522	Cascade Natural Gas	Utilities	369.62
02/10/2023	3523	Champion Building LLC	Office Lease	6,066.97
02/10/2023	3524	Empower Retirement	Retirement	300.00
02/10/2023	3525	IBI Group US	Professional Services	826.00
02/10/2023	3526	McBride Public Affairs LLC	Professional Services	4,070.00
02/10/2023	3527	McClatchy Company LLC	Public Hearing Notices	173.70
02/10/2023	3528	Puget Sound Energy	Utilities	196.57
02/10/2023	3529	Salud Language Services	Translation Services	75.00
02/10/2023	3530	Signals Design Group Inc.	Professional Services	4,700.00
02/10/2023	3531	US Bank	Purchase Cards	7,191.93
02/15/2023	1145	Nelson, Chris	Incentives	250.00
02/23/2023	1146	KeyBank	Miscellaneous	19.83
02/27/2023	ach	QuickBooks Payroll Service	Payroll Service on 02/23/2023	47,475.81
02/27/2023	eft	KeyBank	Miscellaneous	30.00
02/28/2023	ACH	HSA Bank	HSA Fees	11.25
02/28/2023	E-pay	Internal Revenue Service	Payroll Taxes	9,578.00
02/28/2023	E-pay	Internal Revenue Service	Payroll Taxes	1,125.94
02/28/2023	E-pay	Internal Revenue Service	Payroll Taxes	1,125.94
02/28/2023	E-pay	Internal Revenue Service	Payroll Taxes	0.00
02/28/2023	3532	United Way	Employee Contributions	461.00
02/28/2023	eft	AFLAC	Employee Paid Coverage	129.56
02/28/2023	ach	HSA Bank	HSA Accounts	1,950.00
03/01/2023	eft	AWC via Vimly	Benefits	50.85
03/01/2023	EFT	AWC via Vimly	Benefits	10,032.75
03/01/2023	ACH	WA Dept of Retirement Systems	PERS Contribution	4,671.10
03/01/2023	ACH	WA Dept of Retirement Systems	PERS Contribution	7,630.95
03/01/2023	ACH	WA Dept of Retirement Systems	PERS Contribution	5,194.84
03/01/2023	ACH	WA Dept of Retirement Systems	PERS Contribution	3,924.21
03/01/2023	ACH	HSA Bank	HSA Fees	1,221.00
03/01/2023	ACH	Empower Retirement	Retirement	574.00
03/01/2023	ACH	Empower Retirement	Retirement	687.99
03/01/2023	ACH	Empower Retirement	Retirement	3,375.00
03/01/2023	MF 012523	Woods Coffee	Supplies	82.54
03/01/2023	MG 020223	Mailgun Technologies	Office Equipment & Software	9.44
03/01/2023	MF 020223	Amazon Web Services	Communication Services	531.78
03/01/2023	MF 021523	Skagit Valley Food Coop	Supplies	168.12
03/01/2023	MF 021723	Skagit Valley Food Coop	Supplies	25.42
03/01/2023	KW 021623	Yiftee Local Gifts	Incentives	106.00
03/01/2023	RW 020423	ADT Inc.	Utilities	84.80
03/01/2023	MG 020623	Bold Helmets	Supplies	154.23
03/01/2023	MG 020923	Noun Project Inc.	Office Equipment & Software	39.99
03/01/2023	MG 020923	USF Urban Transportation	Professional Development	250.00



**Whatcom Council of Governments**  
**CLAIMS LISTING**  
 January through April 2023

Date	Num	Source Name	Memo	Paid Amount
03/01/2023	JM 013123	Chrome Industries	Supplies	184.62
03/01/2023	JM 021623	ESRI Inc.	Office Equipment & Software	522.24
03/01/2023	JM 022123	Pendragon Software Corporation	Office Equipment & Software	40.00
03/01/2023	RC 012523	Microsoft Corporation	Office Equipment & Software	861.69
03/01/2023	RC 012523	Adobe Systems Inc.	Office Equipment & Software	454.25
03/01/2023	RC 012623	Apple Inc.	Communication Services	107.71
03/01/2023	RC 012623	Right Networks LLC	Office Equipment & Software	174.08
03/01/2023	RC 013123	Amazon.com, Inc.	Supplies	50.82
03/01/2023	RC 020123	Google LLC	Communication Services	79.81
03/01/2023	RC 020123	eBay Inc.	Repair & Maintenance	50.04
03/01/2023	RC 020223	Intuit Inc.	Office Equipment & Software	1,783.23
03/01/2023	RC 020523	Comcast Corporation	Communication Services	222.44
03/01/2023	RC 020623	Bellingham Herald (subscription)	Communication Services	14.76
03/01/2023	RC 020823	Heroku Inc.	Communication Services	136.01
03/01/2023	RC 021023	Salesforce Inc.	Office Equipment & Software	2,741.76
03/01/2023	RC 021323	T-Mobile US, Inc.	Communication Services	10.00
03/01/2023	RC 021523	Sanitary Service Corporation	Utilities	93.30
03/01/2023	RC 021723	Insightly Inc.	Office Equipment & Software	84.78
03/01/2023	RC 021723	Intermedia.net Inc	Communication Services	344.61
03/01/2023	RC 022123	Amazon.com, Inc.	Supplies	9.25
03/01/2023	RC 022223	Pitney Bowes	Office Equipment & Software	177.33
03/01/2023	RC 022623	Right Networks LLC	Office Equipment & Software	174.08
03/01/2023	RC 022523	Microsoft Corporation	Office Equipment & Software	326.40
03/01/2023	RC 022623	Dell Inc.	Office Equipment & Software	3,059.61
03/01/2023	RC 022623	Amazon.com, Inc.	Office Equipment & Software	214.32
03/03/2023	ach	HSA Bank	HSA Fees	1,950.00
03/10/2023	3533	AES Inc.	Temp Agency	1,519.26
03/10/2023	3534	Applied Digital Imaging	Printing	245.75
03/10/2023	3535	Bruce's Janitor Service	Janitorial	625.00
03/10/2023	3536	Cascade Natural Gas	Utilities	491.32
03/10/2023	3537	Champion Building LLC	Office Lease	6,066.97
03/10/2023	3538	City of Bellingham (vendor)	Pass-through Funding	2,000.00
03/10/2023	3539	Good Eye Design	Professional Services	1,575.00
03/10/2023	3540	IBI Group US	Professional Services	826.00
03/10/2023	3541	Mallard Ice Cream	Incentives	295.00
03/10/2023	3542	McBride Public Affairs LLC	Professional Services	4,070.00
03/10/2023	3543	McClatchy Company LLC	Public Hearing Notices	96.50
03/10/2023	3544	Puget Sound Energy	Utilities	200.65
03/10/2023	3545	Purchase Power	Postage	1,134.75
03/10/2023	3546	Security Solutions NW	Fire Extinguisher Service	120.48
03/10/2023	3547	US Bank	Purchase Cards	13,369.46
03/10/2023	EFT	WCOG Petty Cash	Petty Cash Refill	269.83
03/14/2023	1147	Horner, John	Incentives	250.00
03/20/2023	ACH	Ron Cubellis	Expense Reimbursement	117.69
03/28/2023	E-pay	Internal Revenue Service	Payroll taxes	9,695.00
03/28/2023	E-pay	Internal Revenue Service	Payroll taxes	1,231.99
03/28/2023	E-pay	Internal Revenue Service	Payroll taxes	1,231.99
03/28/2023	E-pay	Internal Revenue Service	Payroll taxes	0.00
03/28/2023	ACH	HSA Bank	HSA Fees	11.25
03/29/2023	ach	QuickBooks Payroll Service	Created by Payroll Service	52,952.43
03/29/2023	3548	United Way	Employee Contributions	461.00
03/29/2023	ACH	AWC via Vimly	Benefits	10,090.33
03/30/2023	ach	QuickBooks Payroll Service	Created by Payroll Service	19.48
03/31/2023	ach	AFLAC	Employee Paid Coverage	129.56
03/31/2023	ach	AWC via Vimly	Benefits	50.85
03/31/2023	ach	HSA Bank	HSA Fees	4,071.00
03/31/2023	ach	Empower Retirement	Retirement	574.00
03/31/2023	ach	Empower Retirement	Retirement	687.99
03/31/2023	ach	Empower Retirement	Retirement	300.00
03/31/2023	ach	WA Dept of Retirement Systems	PERS Contribution	5,150.42
03/31/2023	ach	WA Dept of Retirement Systems	PERS Contribution	8,413.99
03/31/2023	ach	WA Dept of Retirement Systems	PERS Contribution	8,966.97
03/31/2023	ach	WA Dept of Retirement Systems	PERS Contribution	4,385.28
04/01/2023	LC 030423	AMPO	Professional Development	30.00
04/01/2023	MF 030223	Mailgun Technologies	Communication Services	9.48
04/01/2023	MF 030223	Amazon Web Services	Communication Services	503.78
04/01/2023	KW 022723	Dick's Sporting Goods	Healthcare	100.00
04/01/2023	RW 030423	ADT Inc.	Utilities	84.80
04/01/2023	MG 030323	WA Ridesharing Organization	Professional Development	300.00
04/01/2023	MG 030323	WA Ridesharing Organization	Professional Development	300.00
04/01/2023	MG 030623	Skamania Lodge	Travel	166.74

**Whatcom Council of Governments**  
**CLAIMS LISTING**  
 January through April 2023

Date	Num	Source Name	Memo	Paid Amount
04/01/2023	MG 030623	Skamania Lodge	Travel	166.74
04/01/2023	MG 032323	Skamania Lodge	Travel	166.74
04/01/2023	MG 031523	Bay Trophies and Engraving	Supplies	25.95
04/01/2023	JM 032123	Pendragon Software Corporation	Office Equipment & Software	40.00
04/01/2023	RC 022723	Nest Labs	Office Equipment & Software	108.70
04/01/2023	RC 030123	Amazon.com, Inc.	Supplies	123.87
04/01/2023	RC 030123	Google LLC	Communication Services	84.86
04/01/2023	RC 030323	Amazon.com, Inc.	Supplies	187.14
04/01/2023	RC 030523	Amazon.com, Inc.	Supplies	787.67
04/01/2023	RC 030523	Amazon.com, Inc.	Supplies	30.50
04/01/2023	RC 030523	Comcast Corporation	Communication Services	222.44
04/01/2023	RC 030623	Bellingham Herald (subscription)	Supplies	14.76
04/01/2023	RC 030623	Pacific Power Batteries	Supplies	75.62
04/01/2023	RC 030923	Municipal Research Service Corporation	Professional Development	40.00
04/01/2023	RC 030923	Amazon.com, Inc.	Supplies	34.92
04/01/2023	RC 030923	Heroku Inc.	Communication Services	136.01
04/01/2023	RC 031023	Adobe Systems Inc.	Office Equipment & Software	171.01
04/01/2023	RC 031323	T-Mobile US, Inc.	Communication Services	10.00
04/01/2023	RC 031423	WSP Background Checks	Miscellaneous	11.00
04/01/2023	RC 031423	Amazon.com, Inc.	Supplies	20.66
04/01/2023	RC 031523	Sanitary Service Corporation	Utilities	93.30
04/01/2023	RC 031723	Intermedia.net Inc	Communication Services	344.61
04/01/2023	RC 031823	Amazon.com, Inc.	Supplies	68.52
04/01/2023	RC 032623	Right Networks LLC	Office Equipment & Software	174.08
04/11/2023	3549	AES Inc.	Temp Agency	1,148.55
04/11/2023	3550	Applied Digital Imaging	Printing	1,092.91
04/11/2023	3551	Bruce's Janitor Service	Janitorial	625.00
04/11/2023	3552	Caliper Corporation	Professional Services	3,000.00
04/11/2023	3553	Cascade Natural Gas	Utilities	325.48
04/11/2023	3554	Champion Building LLC	Office Lease	6,066.97
04/11/2023	3555	Lithtex NW	Printing & Postage	1,974.72
04/11/2023	3556	McBride Public Affairs LLC	Professional Services	4,070.00
04/11/2023	3557	Puget Sound Energy	Utilities	203.57
04/11/2023	3558	Signals Design Group Inc.	Professional Services	4,000.00
04/11/2023	3559	US Bank	Purchase Cards	4,633.90
04/11/2023	3560	WA St Assn of Boundary Review Boards	Membership	300.00
04/11/2023	EFT	WCOG Petty Cash	Petty Cash Refill	250.00
04/11/2023	eft	Pitney Bowes	Postage	77.44
04/12/2023	eft	Melissa Fanucci	Expense Reimbursement	83.19
04/12/2023	eft	Michelle Grandy	Expense Reimbursement	81.25
04/19/2023	eft	WA Dept of L&I	Payroll Taxes	846.30
04/19/2023	eft	WA Dept of Employment Security	Payroll Taxes	1,360.30
04/26/2023	E-pay	Internal Revenue Service	Payroll Taxes	9,940.00
04/26/2023	E-pay	Internal Revenue Service	Payroll Taxes	1,123.04
04/26/2023	E-pay	Internal Revenue Service	Payroll Taxes	1,123.04
04/26/2023	E-pay	Internal Revenue Service	Payroll Taxes	0.00
04/26/2023	3561	United Way	Employee Contributions	451.00
04/26/2023	ACH	AWC via Vimly	Benefits	62.85
04/26/2023	ACH	AWC via Vimly	Benefits	7,178.25
04/26/2023	ACH	HSA Bank	HSA Fees	721.00
04/26/2023	ACH	Empower Retirement	Retirement	574.00
04/26/2023	ACH	Empower Retirement	Retirement	687.99
04/26/2023	ACH	Empower Retirement	Retirement	300.00
04/26/2023	ACH	WA Dept of Retirement Systems	PERS Contribution	2,519.78
04/26/2023	ACH	WA Dept of Retirement Systems	PERS Contribution	3,883.33
04/27/2023		QuickBooks Payroll Service	Created by Payroll Service on 04/26/2023	53,112.18
04/28/2023	ACH	AFLAC	Employee Paid Coverage	129.56

Jan - Apr 23

**539,089.73**

**The Council Board retroactively approves the payments made during January through April 2023, for the above listed claims in the total amount of \$539,089.73\***

**Secretary/Treasurer**

Board Officer	Title	Date
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**Whatcom Council of Governments**  
**Board Budget Report**  
 January through March 2023  
 (25% of the year)

	<u>Jan - Dec 23</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>			
333 · Federal Grants	378,288	1,144,980	33%
334 · State Grants	34,052	203,510	17%
337 · Local Grants	23,309	176,282	13%
361 · Interest Income	1,206	3,000	40%
368 · Membership Dues	184,770	185,210	100%
369 · Other Income	348		
<b>Total Income</b>	<u>621,973</u>	<u>1,712,982</u>	<u>36%</u>
<b>Expense</b>			
505 · Communication Services	5,959	34,600	17%
510 · Consultants & Contract Services	27,346	254,780	11%
515 · Incentives	2,296	13,000	18%
520 · Insurance- Property & Liability	0	11,900	0%
530 · Office Equipment & Software	14,583	23,010	63%
535 · Pass-Through Funding	2,000	20,000	10%
545 · Printing	3,191	15,700	20%
550 · Professional Development	2,661	9,050	29%
555 · Rent	18,201	73,400	25%
560 · Repair & Maintenance	50	3,000	2%
565 · Payroll - Salaries & Wages	230,861	898,669	26%
566 · Payroll - Taxes & Benefits	80,921	322,405	25%
575 · Supplies	1,740	8,800	20%
580 · Travel	73	5,600	1%
585 · Utilities	4,421	15,000	29%
590 · Miscellaneous Expense	94		
<b>Total Expense</b>	<u>394,397</u>	<u>1,708,914</u>	<u>23%</u>
<b>Net Increase (Decrease) in Cash</b>	<u><b>\$227,576</b></u>	<u><b>\$4,068</b></u>	

Balance Sheet as of:

	<u>1/1/2023</u>	<u>3/31/2023</u>	<u>Cash &amp; Investments</u>	
Cash on hand	\$ 33,264	\$ 78,701	Target (4 mos.)	\$478,045
Investment Account	381,014	426,014	Available	\$504,715
Accounts Receivable	197,973	220,882		
Total	<u>\$ 612,251</u>	<u>\$ 725,597</u>		
Accounts Payable	29,637	17,776		
Net Equity	<u>\$ 582,614</u>	<u>\$ 707,821</u>		



March 30, 2023

Mr. Scott Korthuis, Chairman  
Whatcom Council of Governments  
Bellingham, Washington

Dear Scott and Members of the Council Board:

It is with the most profound appreciation for the wonderful experience I've had for the last eleven years serving as WCOG's Executive Director that I hereby submit my resignation, effective May 31, 2023.

Working under your leadership, and with the guidance of the dozens of other local elected officials who have served on the Council Board, has truly been both a privilege and a pleasure. I can say with complete honesty that there wasn't one moment in my tenure here that I ever felt unappreciated by the Board. Indeed, in what was the most difficult and painful time of my life – losing my wife Janine five years ago – you and your fellow board members went out of your way to support me. I can never thank you enough for that.

I would be remiss if I didn't take this opportunity to also express the deep respect, admiration and love I have for my co-workers. They are a remarkable group of people: intelligent, hardworking, dedicated, funny and, most important of all, the nicest people with whom anyone could work. I'm so glad that the Board recognizes how fortunate our organization is to have such a team. I'm really going to miss them.

I stand ready to assist the Board and Ron in any way I can during this transition period. Again, thank you all for eleven great years!

Fondly,

A handwritten signature in blue ink, appearing to read 'Bob', with a long horizontal flourish extending to the right.

Robert H. Wilson, AICP  
Executive Director

Copy: WCOG Staff



**RESOLUTION NO. 2023-02**

**APPOINTING AN INTERIM EXECUTIVE DIRECTOR AND AUTHORIZING THE EXECUTIVE COMMITTEE TO OVERSEE THE SELECTION OF A NEW EXECUTIVE DIRECTOR**

**WHEREAS**, the Executive Director of the Whatcom Council of Governments has tendered his resignation, effective May 31, 2023, **THE FOLLOWING IS HEREBY RESOLVED:**

**THAT** Deputy Executive Director Ron A. Cubellis will act as Executive Director, effective June 1, 2023, and until such time that a permanent Executive Director is appointed, and the Council Board does hereby authorize the Executive Committee to negotiate a salary for Mr. Cubellis' interim appointment, not to exceed that of the previous Executive Director; and

**THAT** Mr. Cubellis shall serve as Secretary of the Whatcom Transportation Policy Board, effective immediately, and until such time that the new Executive Director has been appointed; and

**THAT** the Council Board authorizes the Executive Committee to oversee the selection of a new Executive Director and to negotiate a salary for said appointment; and

**THAT**, in accordance with the Bylaws of the Whatcom Council of Governments, the candidate selected by the Executive Committee shall be appointed by an affirmative vote of a majority of the full voting membership of the Council Board at a regular or specially called meeting of that body.

Adopted this Tenth day of May 2023, in the City of Bellingham, Washington, a quorum being present.

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Michael Lilliquist, Vice-Chair

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Greg Hansen, Secretary-Treasurer



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**MEMORANDUM**

To: The Council Board  
From: Ron Cubellis, Deputy Executive Director  
Date: May 3, 2023  
Subject: **Procurement Policy Amendment**

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Staff is recommending the following modification to the Procurement Policy following a compliance review by the Washington State Department of Transportation’s Public Transportation Division as stewards of funding from the Federal Transit Administration:

- 1) Replace the existing reference to the WCOG Complaint Policy with a more detailed appeal and protest procedure suggested by the state.

The affected pages follow. Here is a link to the whole policy as it current exists: [WCOG Procurement Policy](#).

**SUGGESTED MOTION:** Move to approve the amend the Procurement Policy, as presented.

- The RFP/Q must be publicized and should identify all evaluation factors and their relative importance, and all complete and timely submittals will be considered;
- Proposals or qualifications must be solicited from at least 2 qualified sources;
- A method shall be established for conducting technical evaluations of the proposals and qualifications received as part of the development of the RFP/Q;
- For RFPs, the proposal most advantageous to the program will be selected, even when the preferred proposal is not the lowest-priced;
- For RFQs, competitors' qualifications will be evaluated and the most qualified competitor will be selected, subject to negotiation of fair and reasonable compensation;
- The Executive Director signs all contracts; and
- Contracts greater than \$100,000 require approval by the WCOG's Executive Board or Council Board.

### **Noncompetitive Proposal**

Procurement through solicitation of only one source (sole source) may be used when at least one of the following applies:

- The item is available only from a single source;
- Exigent circumstances (e.g., significant damage to the building requirement immediate attention) will not permit a delay resulting from competitive solicitation;
- The granting agency authorizes noncompetitive negotiations;
- After solicitation of at least two (2) sources, competition is determined to be infeasible.

The Executive Director must review all noncompetitive proposals, and all noncompetitive proposals over \$100,000 shall require Executive Board or Council Board approval.

### **Other Government or Cooperative Contracts**

Competition is not required when purchases of supplies, services or equipment are made through competitively secured contracts executed by other government agencies or bonafide cooperative purchasing agreements, such as purchases of telephone service, software and computer equipment through vendor contracts negotiated by the State of Washington.

### **Intergovernmental Purchasing**

Services provided by qualified public-sector agencies through intergovernmental agreements with any governmental entity, whether federal, state or local, shall be exempt from the competitive solicitation requirements.

### **Architectural and Engineering Services**

The requirements outlined in RCW 39.80 must be followed to procure professional architectural or engineering services.

## **4.0 ~~VENDOR APPEALS~~ APPEAL AND PROTEST PROCEDURES**

~~Vendors may appeal or protest a proposal solicitation or award of contract issued by the WCOG, by following the procedures described in the WCOG Complaint Policy. Any bidder, contractor~~

or vendor who is aggrieved in connection with the solicitation or award of a bid or contracted products and services may file an appeal with Whatcom Council of Governments. Bidders, contractors or vendors may submit an appeal of an award to the Executive Director in accordance with the following procedure:

1. Bidder, contractor or vendor shall submit an appeal no later than five (5) business days after notification of the bid award. Such appeals must be received by the Executive Director no later than 5:00 p.m. within five (5) days of notice of award postmark date.
2. All appeals must be in writing and signed by the bidder or an authorized agent of the bidder.
3. The appeal shall include the name and address of the bidder, contractor or vendor.
4. The appeal shall include a detailed description of the facts and disagreement that form the basis of the bidder's, contractor's or vendor's appeal and supporting documentation and the specific decision requested. The bidder, contractor or vendor shall also promptly provide any additional documentation related to the appeal upon request from the Executive Director.
5. The Executive Director or authorized representative of Whatcom Council of Governments will provide the allegedly aggrieved bidder, contractor or vendor with a written decision within five (5) business days after receipt of the appeal. The decision by the Executive Director of Whatcom Council of Governments is final. If additional time is mutually agreed on, the Executive Director shall notify the bidder, contractor or vendor of any delay.
6. Failure to comply with the appeal procedure shall render an appeal untimely or inadequate and result in rejection by Whatcom Council of Governments.

In the case of Washington State Department of Transportation (WSDOT)-grant funded operation, the vendor may further file a protest of the decision that resulted in the appeal process to WSDOT. The protest to WSDOT shall include a detailed description of the facts and disagreement that form the basis of the bidder's, contractor's or vendor's protest and supporting documentation and the specific decision requested.

## **5.0 COMPLIANCE WITH POLICY**

Willful violation of any of the provisions of this policy may result in disciplinary action under WCOG's personnel policies.

## **6.0 GLOSSARY**

### **Appropriation**

WCOG Board authorization to expend funds for a specific purpose.

### **Competitive Bidding**

The submission of prices by individuals or firms competing for a contract, privilege, or right to supply merchandise or services.

### **Exigent**





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## MEMORANDUM

To: The Council Board  
From: Ron Cubellis, Deputy Executive Director  
Date: May 3, 2023  
Subject: **Adoption of WSDOT's Disadvantaged Business Enterprise Program Participation Plan**

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As a recipient of federal financial assistance, WCOG is subject to Title 49 Code of Federal Regulations Part 26 Disadvantaged Business Enterprises (DBE). And as a sub-recipient of the federal funding through the Washington State Department of Transportation (WSDOT), WCOG is required to comply with WSDOT's Disadvantaged Business Enterprise Program Participation Plan. Complying with WSDOT's plan meets our federal obligations.

WSDOT's plan has gone through a lot of changes since WCOG last adopted it in 2001. The WSDOT Public Transportation Division requires that we do that more frequently than every 20+ years. Going forward, we will re-adopt the plan when WSDOT updates it. An update is required every 3 years.

The objectives of the plan are:

- a. To ensure nondiscrimination in the award and administration of USDOT-assisted highway, transit, and airport contracts;
- b. To create a level playing field on which DBEs can compete fairly for USDOT- assisted contracts;
- c. To ensure that the DBE program is narrowly tailored in accordance with applicable law;
- d. To ensure that only firms that fully meet DBE eligibility standards are permitted to participate as DBEs;
- e. To help remove barriers to DBE participation in USDOT-assisted contracts;
- f. To promote the use of DBEs in all types of USDOT-assisted contracts and procurement activities conducted by recipients/sub-recipients;
- g. To assist the development of firms that can compete successfully in the marketplace outside of the DBE program; and
- h. To provide flexibility to recipients/sub-recipients in establishing and providing opportunities for DBEs.

Supplemental information: USDOT and WSDOT DBE documents

- Title 49 Code of Federal Regulations
  - <https://www.ecfr.gov/current/title-49/subtitle-A/part-26>
- WSDOT Executive Order E 1009.02
  - <https://wsdot.wa.gov/publications/fulltext/policy/1009.pdf>
- WSDOT 2021 Disadvantaged Business Enterprise Program Participation Plan
  - <https://wsdot.wa.gov/sites/default/files/2022-05/DBE-Participation-Plan.pdf>

**SUGGESTED MOTION:** Move to adopt the WSDOT 2021 Disadvantaged Business Enterprise Program Participation Plan, as presented.



April 10, 2023

Ms. Margaretta Veltri  
FTA Office of Program Management  
1200 New Jersey Avenue, S.E.  
Washington, DC 20590

RE: **Fiscal Year 2023 Low or No Emissions Grant Program**

Dear Ms. Veltri:

I am writing to express the Whatcom Council of Governments' support for the Whatcom Transportation Authority's request for grant funding to purchase eleven hybrid electric buses.

Transit service provided by WTA is a critical component of Whatcom County's multimodal transportation network, and the conversion of WTA's fleet from diesel to zero-emission buses is included on the project list of *Way to Go, Whatcom*, the region's adopted long-range transportation plan. In addition to providing affordable mobility for thousands of our region's residents, WTA contributes significantly to the reduction of greenhouse gas emissions in the region, which will be enhanced with the addition of these new hybrid electric buses.

On behalf of the Whatcom Council of Governments, thank you for your consideration of this important funding request.

Very truly yours,

A handwritten signature in blue ink that reads "R. H. Wilson".

Robert H. Wilson, AICP  
Executive Director

Copy: WCOG Council Board



April 14, 2023

Mr. Rob Fix, Executive Director  
Port of Bellingham  
Bellingham, Washington

RE: **Request for Phase II funding for Whatcom Smart Trips (WST) website**

Dear Rob:

Following on the Port of Bellingham's generous contribution last year of \$40,000 for the WST website update, and as envisioned in WCOG's original funding proposal (attached), I respectfully request your consideration of WCOG's request for Phase II funding in the amount of \$30,000.

Work on Phase I has progressed well and is on schedule, and the elements completed to-date are detailed in the attached progress report. If the Port again finds itself in a position to provide the additional support for Phase II of the WST website project – a critical communications platform for advancing the Whatcom region's transportation demand management strategy – this work can continue to completion without delay. Of course, please don't hesitate to call me if you have any questions.

As always, WCOG and I greatly appreciate your and the Port's longstanding support for the work we perform on behalf of the Whatcom region. Thank you!

Very truly yours,

A handwritten signature in black ink that reads "Bob" with a long horizontal flourish extending to the right.

Robert H. Wilson, AICP  
Executive Director

Copies: Commissioner Briscoe, POB  
WCOG Council Board