



MEETING OF THE BOARD OF THE
WHATCOM COUNCIL OF GOVERNMENTS
Wednesday, January 16, 2019, 3:00-3:30 p.m.
Gordon W. Rogers Conference Room
314 East Champion Street, Bellingham

AGENDA

PAGES

- A. CALL TO ORDER
- B. PUBLIC COMMENT
Citizens may speak informally to the Board on agenda items or other matters relating to the business of the Whatcom Council of Governments.
Each speaker is allowed a maximum of three minutes.
- C. AGENDA APPROVAL*
- D. CONSENT AGENDA*
 - D.1 Minutes of the Meeting of December 12, 2018
 - D.2 December 2018 Claims
 - D.3 Approval of the 2019 Non-Member Fee Schedule
- E. BUDGET REPORT
Budget Report for the Period Ending December 31, 2018 – Ron Cubellis
- F. OLD BUSINESS
- G. NEW BUSINESS
 - G.1 Public Utility District No. 1 Ex-Officio Membership Request – Bob Wilson*
 - G.2 Appointment of Three Small Cities' Representatives to the Executive Committee – Mr. Wilson*
 - G.3 Election of Chair, Vice-Chair and Secretary-Treasurer – Mr. Wilson*
 - G.4 Additions to List of Unfunded Transportation Needs of Whatcom County 2019 – Mr. Wilson*
 - G.5 Other new business (if any)
- H. EXECUTIVE DIRECTOR'S REPORT – Mr. Wilson
- I. BOARD OPEN FORUM
- J. ADJOURN

* Action item

Persons with disabilities needing 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 llame al (360) 676-6974.

WHATCOM COUNCIL OF GOVERNMENTS
BOARD MINUTES – DRAFT
DECEMBER 12, 2018

IN ATTENDANCE:

MEMBERS VOTING: Jon Mutchler (Chairman), Ferndale; Tom Jones (Vice Chairman), Nooksack; Jack Louws (Secretary-Treasurer), Whatcom County; Kelli Linville, Terry Bornemann and Michael Lilliquist, Bellingham; Bonnie Onyon, Blaine; John Perry, Everson; Fredrick Lane (for Jay Julius), Lummi Nation; Scott Korthuis, Lynden; Bobby Briscoe, Port of Bellingham; Satpal Sidhu, Whatcom County; NON-VOTING: Patrick Alesse, Birch Bay W&SD; Pete Stark, WTA

GUESTS Todd Carlson and Jay Drye, WSDOT; Kaylee Galloway, Office of Rep. Suzan Del Bene; Guy Occhiogrosso, Bellingham Regional Chamber of Commerce; Terry Terry, CTAG; Kirk Vinish, Lummi Nation; Luanne Van Werven, 42nd District State Representative

STAFF Bob Wilson, Ron Cubellis, Hugh Conroy

A. CALL TO ORDER

Chairman Mutchler called the meeting to order at 3:35 p.m. with a quorum present.

B. PUBLIC COMMENT

No public comment was received.

C. AGENDA APPROVAL

APPROVED BY UNANIMOUS CONSENT

D. CONSENT AGENDA

Chairman Mutchler asked if there were any objections to approving the consent agenda as presented, which included the minutes of the Council Board meeting of October 10, 2018, and a list of claims from October 1 through November 30, 2018, inclusive, in the amount of \$380,699.64, which was contained in the meeting packet sent to the representatives on December 6, 2018, and which was audited and certified by the Executive Director, acting as the Auditing Officer as required by RCW 42.24.090. No objections were made.

APPROVED BY UNANIMOUS CONSENT

E. BUDGET REPORT

Mr. Cubellis presented the budget report as of November 30, 2018.

F. OLD BUSINESS

None

G. NEW BUSINESS

G.1 Adoption of 2019 WCOG Meeting Schedule

MOTION: Mr. Jones moved, Mr. Korthuis seconded, to approve the 2019 schedule of meetings for the Council Board, Executive Committee and Whatcom Transportation Policy Board, as presented.

MOTION PASSED

G.2 Adoption of the 2019 WCOG Budget

Messrs. Cubellis and Wilson presented the final draft of the proposed 2019 budget and answered questions posed by several Board members. Mr. Wilson informed the representatives that the Executive Committee passed a motion earlier that day recommending that the Council Board approve the budget.

MOTION: Mr. Louws moved, Mr. Bornemann seconded, to adopt the 2019 WCOG Budget, as presented.

MOTION PASSED

G.3 Amendments to WCOG Bylaws

Mr. Wilson summarized the amendments to the Bylaws that he was proposing. After discussion, there was consensus to revise Mr. Wilson's suggested amendment to Section 8 (Voting), Subsection A, as follows: Require that there be a majority of the full voting membership to approve and amend the annual budget; establish member dues assessments; amend the Bylaws or Interlocal Agreement, and; hire or terminate the employment of the Executive Director.

MOTION: Mr. Louws moved, Mr. Sidhu seconded, to approve the proposed amendments to the Bylaws of the Whatcom Council of Governments as recommended in Mr. Wilson's memo of December 5, 2018, with the aforementioned revision to Section 8.

MOTION PASSED

G.4 2019 Unfunded Transportation Needs of Whatcom County

Mr. Wilson summarized the funding requests that he had received following his e-mail to the members in early November, and which were included in the meeting packet. Only the City of Blaine and the Whatcom Transportation Authority submitted

requests. Mr. Louws stated Whatcom County's request to add the "West Horton Road Multi-modal Corridor Extension, Phase 2" project to the list, in the amount of \$16-million, which, Mr. Wilson reminded the Board, was on the 2018 list. There was consensus to grant the County's request.

Mr. Wilson then informed the Board that he had received three letters that morning – from the Ferndale Chamber of Commerce, Phillips 66 and Whatcom County Fire District No. 7 – to add a request for funding to raise the level of Slater Road to prevent the persistent flooding it experiences. A lengthy discussion on this request ensued. Mr. Vinish expressed the support of the Lummi Nation for including this request, as did Mr. Lane. Mr. Louws stated Whatcom County's objection to including this request on the list, since the County itself does not currently deem it to be a high-priority need. He also stated that he and his staff are interested in working with the Lummi Nation to develop a suitable administrative arrangement that would facilitate submitting an application to the U.S. Economic Development Administration or other federal or state agencies to fund a flood-mitigation project for Slater Road. There was consensus to not include this request at this time, with the understanding that it could be added later at the discretion of the Board.

MOTION: Mr. Louws moved, Ms. Linville seconded, to include the following funding requests on the list of "2019 Unfunded Transportation Needs of Whatcom County":

- Grade Separation Rail-Traffic Solution at State Route 548 (Blaine) - \$24-million
- West Horton Road Multi-modal Corridor Extension, Phase 2 (Whatcom County) - \$16-million
- Operating Support for Regional Transit Service (WTA) – Amount to be determined by the Legislature
- Lincoln Creek Transportation Center Improvements (Western Washington University, Bellingham and WTA) – \$9.87-million
- Bellingham Station Expansion (WTA) – \$4-million
- Support for Transit Electrification (WTA) – Capital support in an amount to be determined by the Legislature

MOTION PASSED

H. EXECUTIVE DIRECTOR'S REPORT

Mr. Wilson thanked the Board and staff for the kindness and support they have shown him since the death of his wife in March.

I. BOARD OPEN FORUM

Mr. Lane extended an invitation to the other jurisdictions in the region to attend the Lummi Nation's "Paddle to Lummi" celebration in July.

J. ADJOURNMENT

There being no further business, the meeting adjourned at 4:43 p.m.

Jack Louws
Secretary-Treasurer

Robert H. Wilson, AICP
Executive Director

DRAFT

Whatcom Council of Governments
CLAIMS LISTING
 December 2018

Date	Num	Source Name	Memo	Paid Amount
Dec 18				
12/01/2018	HC 102618	Office Depot	Supplies	54.93
12/01/2018	HC 110218	BoltBus	Travel	16.50
12/01/2018	RC 103118	American Planning Association	Professional Development	669.00
12/01/2018	RC 110118	Google	Communication Services	49.73
12/01/2018	RC 110118	Clearly Communications	Communication Services	179.61
12/01/2018	RC 110118	TechSmith Corporation	Office Equipment & Software	24.95
12/01/2018	RC 110218	Intuit Payroll Service	Office Equipment & Software	39.13
12/01/2018	RC 110518	Comcast	Communication Services	306.98
12/01/2018	RC 110718	Hardware Sales	Repair & Maintenance	6.51
12/01/2018	RC 110918	Community Food Co-op	Supplies	11.72
12/01/2018	RC 111218	Heroku	Communication Services	170.07
12/01/2018	RC 111518	Sanitary Service Corporation	Utilities	60.20
12/01/2018	RC 111818	GroupSpaces Ltd	Communication Services	19.99
12/01/2018	MF 103018	Apps for Tableau	Office Equipment & Software	280.16
12/01/2018	MF 110118	American Planning Association	Professional Development	539.00
12/01/2018	MF 110318	Amazon Web Services	Communication Services	208.44
12/01/2018	MF 110618	Rogers Media	Communication Services	41.03
12/01/2018	MF 110918	Metropolitan Hotel	Travel	606.33
12/01/2018	MF 111518	Starbucks	Supplies	55.27
12/01/2018	JM 111318	Pendragon Software Corporation	Office Equipment & Software	40.00
12/01/2018	JM 111518	The Bagelry	Supplies	24.08
12/01/2018	BW 110418	ADT Security Systems	Utilities	58.56
12/01/2018	BW 110618	Waterfront Place Garage	Travel	25.00
12/01/2018	BW 110618	The Maxwell Hotel	Travel	23.12
12/01/2018	BW 111218	Hotels.com	Travel	185.81
12/04/2018	eft	NAVIA Benefits	Benefits	300.00
12/11/2018	Transfer	WCOG Petty Cash	Petty Cash Refill	1,500.00
12/11/2018	2569	Applied Digital Imaging	Printing	54.28
12/11/2018	2570	Avenue Bakery LLC	Incentives	130.00
12/11/2018	2571	Bob Wilson	Expense Reimbursement	198.00
12/11/2018	2572	Bruce's Janitor Service	Janitorial	625.00
12/11/2018	2573	BTC Leasing	Office Equipment/Software	449.18
12/11/2018	2574	Capitol City Press	Printing	632.29
12/11/2018	2575	Cascade Natural Gas	Utilities	150.89
12/11/2018	2576	Champion Building LLC	Rental	5,786.25
12/11/2018	2577	Good Eye Design	Professional Services	1,155.00
12/11/2018	2578	Hugh Conroy	Expense Reimbursement	319.47
12/11/2018	2579	IBI Group US	Professional Services	4,250.00
12/11/2018	2580	Melissa Fanucci	Expense Reimbursement	209.99
12/11/2018	2581	Michelle Grandy	Expense Reimbursement	131.92
12/11/2018	2582	Parker Northwest Associates	Professional Services	3,590.00
12/11/2018	2583	Pitney Bowes	Postage	184.61
12/11/2018	2584	Puget Sound Energy	Utilities	225.11
12/11/2018	2585	Purchase Power	Postage	857.00
12/11/2018	2586	Ricoh USA Inc.	Office Equipment/Software	379.68
12/11/2018	2587	Robeks Fruit Smoothies	Incentives	33.55
12/11/2018	2588	Ron Cubellis	Expense Reimbursement	45.19
12/11/2018	2589	RSG Consultants	Professional Services	75,103.23
12/11/2018	2590	US Bank	Purchase Card	3,696.12
12/11/2018	2591	Whatcom Transportation Authority (vend...	Pass-through Grant Funds	6,245.12
12/11/2018	2592	Wilson Engineering LLC	Professional Services	26,455.16
12/11/2018	2593	Miscellaneous & Pass Through	voided check #2593	
12/11/2018	eft	NAVIA Benefits	Benefits	2.00
12/18/2018	1071	Menefee, Chelsea	Incentives	250.00
12/27/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 65732622	8,141.00
12/27/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 65732622	952.33
12/27/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 65732622	952.33
12/27/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 65732622	0.00
12/27/2018	2594	AWC-Additional Life	Employee Paid Life Ins.	22.50
12/27/2018	2595	United Way	Employee Contributions	320.00
12/28/2018		QuickBooks Payroll Service	Created by Payroll Service on 12/27/2018	43,935.15
12/28/2018	eft	Mass Mutual	Retirement	1,240.00
12/28/2018	eft	Mass Mutual	Retirement	865.74
12/28/2018	eft	Mass Mutual	Retirement	1,151.32
12/31/2018	eft	WA Dept of Retirement Systems	PERS Contribution	1,651.70
12/31/2018	eft	WA Dept of Retirement Systems	PERS Contribution	3,218.36
12/31/2018	eft	WA Dept of Retirement Systems	PERS Contribution	4,499.06
12/31/2018	eft	WA Dept of Retirement Systems	PERS Contribution	7,789.84

Whatcom Council of Governments
CLAIMS LISTING
December 2018

<u>Date</u>	<u>Num</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
12/31/2018	2596	AFLAC	Employee Paid Coverage	77.82
Dec 18				<u>211,472.31</u>

The Council Board retroactively approves the payments made during December 2018 for the above listed claims in the total amount of: \$211,472.31*

Board Officer

Title

Date



whatcom council of governments

MEMORANDUM

To: WCOG Board
From: Ron Cubellis, Deputy Executive Director/CFO
Date: January 8, 2019
Subject: 2019 Fee Schedule

The following fees are proposed for the 2019 Fee Schedule. These are the rates charged to non-member entities and individuals. The Staff time rate includes wages, benefits and overhead from the adopted 2019 budget.

2019 Fee Schedule

Staff Time: \$104.36 per hour
Photocopies: \$ 0.15 per copy
Vendor direct deposit fee: \$2.00 per payment

SUGGESTED MOTION: Approve the 2019 Fee Schedule as presented.

Whatcom Council of Governments
Board Budget Report
 January through December 2018

	<u>Jan - Dec 18</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
333 · Federal Grants	1,208,048	1,430,105	84%
334 · State Grants	167,346	166,354	101%
337 · Local Grants	175,281	129,766	135%
361 · Interest Income	3,922	1,500	261%
367 · Contributions & Donations	1,581	90,000	2%
368 · Membership Dues	152,463	152,464	100%
369 · Other Income	42,472	20,000	212%
389 · Other Nonrevenues	0		
Total Income	<u>1,751,113</u>	<u>1,990,189</u>	<u>88%</u>
	1,751,113	1,990,189	88%
Expense			
505 · Communication Services	25,644	33,000	78%
510 · Consultants & Contract Services	317,823	581,729	55%
515 · Incentives	12,040	12,000	100%
520 · Insurance- Property & Liability	9,484	10,000	95%
530 · Office Equipment & Software	37,849	34,200	111%
535 · Pass-Through Funding	111,536	99,000	113%
545 · Printing	11,128	28,700	39%
550 · Professional Development	8,985	9,600	94%
555 · Rent	72,463	67,000	108%
560 · Repair & Maintenance	1,873	3,000	62%
565 · Payroll - Salaries & Wages	720,518	718,953	100%
566 · Payroll - Taxes & Benefits	277,052	285,261	97%
575 · Supplies	12,428	9,900	126%
580 · Travel	11,891	14,340	83%
585 · Utilities	13,161	15,000	88%
590 · Miscellaneous Expense	4,856		
Total Expense	<u>1,648,731</u>	<u>1,921,683</u>	<u>86%</u>
	<u>102,382</u>	<u>68,506</u>	<u>149%</u>

Balance Sheet as of:	<u>1/1/2018</u>	<u>12/31/2018</u>	<u>Cash Target</u>
			<u>\$310,238</u>
Cash on hand	\$ 110,119	\$ 266,134	} \$338,949
Investment Account	125,893	72,815	
Accounts Receivable	93,004	119,627	
Total	<u>\$ 329,016</u>	<u>\$ 458,576</u>	
Accounts Payable	7,515	47,028	
Working Capital	<u>\$ 321,501</u>	<u>\$ 411,548</u>	



MEMORANDUM

To: The Council Board
From: Bob Wilson, Executive Director
Date: January 9, 2019
Subject: **Additions to List of Unfunded Transportation Needs of Whatcom County 2019**

As you may recall, on November 8th I sent an e-mail to each Council Board member asking for suggestions for the list of *Unfunded Transportation Needs of Whatcom County 2019*, which was on the agenda of the December 12th Council Board meeting. On November 13th, Executive Louws replied to me with a list of projects that the County was interested in having considered for the list. Somehow, I inadvertently deleted that e-mail before I put the meeting packet together, and they weren't included on the draft project list. I didn't uncover my mistake until a couple of weeks ago.

To correct my oversight, the Council Board will be asked at its meeting next week to consider the following projects for inclusion on the list:

- Northwest Avenue/Smith Road Round-a-bout: \$5-million
- Birch Bay Lynden Road/Blaine Road Round-a-bout: \$5-million
- Mosquito Lake Road/Hutchinson Creek Fish Passage: \$1.5-million

More information on these projects will be provided in advance of or at the meeting.

SUGGESTED MOTION: Move to amend the list of *Unfunded Transportation Needs of Whatcom County 2019* to add the three projects requested by Whatcom County.



Unfunded Transportation Needs of Whatcom County 2019

Adopted by the Board of the Whatcom Council of Governments
December 12, 2018



MEMORANDUM

January 2, 2019

TO: Whatcom County's State Legislative Delegation

FROM: Bob Wilson, Executive Director

RE: **Unfunded Regional Transportation Funding Priorities for 2019**

At its meeting last month, the Board of the Whatcom Council of Governments unanimously approved the following six transportation funding requests, and it requests your support for them in the 2019 State Legislative Session:

REGIONAL ROAD PRIORITIES

Grade Separation Rail-Traffic Solution at State Route 548 (Blaine) – The U.S Department of Homeland Security's "VACIS" rail freight-car inspection array is located alongside BNSF Railway's tracks immediately south of the City of Blaine's southern limit. While the VACIS is in operation, freight trains must slow down to a virtual crawl, which has the unintended effect of blocking the busy intersection of Peace Portal Drive and Blaine Road (both of

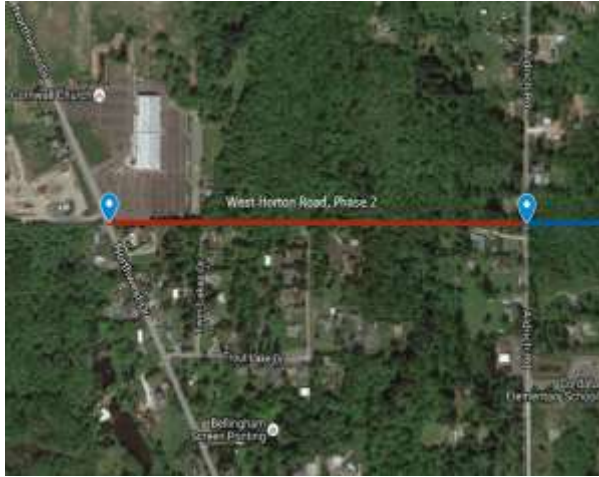


Traffic backed up on State Route 548 due to VACIS inspection.

which are links of State Route 548). Back-ups typically last 30 minutes or longer, severely affecting school bus schedules and, more importantly, potentially cutting off the neighborhoods to the west of the intersection from first responders. These back-ups also impede through-traffic to and from the City's commercial and industrial districts and disrupt flow on and off Interstate 5 at Exit 274.

A grade separation at this intersection would enhance public safety, promote economic development and support the efficient movement of goods between the U.S. and Canada along Whatcom County's northern border, which amounted to approximately \$16.6-billion (USD) in 2017. Request: **\$24-million**

West Horton Road Multi-modal Corridor Extension, Phase 2 (Whatcom County) – This project – located in Bellingham’s Urban Growth Area – would be carried out as a partnership



between the City of Bellingham and Whatcom County. It would extend West Horton Road a half-mile west – from Aldrich Road to Northwest Avenue – as an arterial street with sidewalks and bicycle lanes, and a roundabout at the intersection of Horton and Northwest. Land acquisition, off-site mitigation and minimizing the road footprint will be necessary to address anticipated environmental impacts. Request: **\$16-million.**

REGIONAL TRANSIT PRIORITIES (listed in order of priority)

1. Operating Support for Regional Transit Service (Whatcom Transportation Authority) –

Based on a model developed by the North Sound Transportation Alliance (also known as “The Farmhouse Gang”), the three northwest Washington transit systems – the Whatcom Transportation Authority (WTA), Skagit Transit and Island Transit – operate a coordinated set of services linking the five northwestern counties of Whatcom, Skagit, Island, San Juan and Snohomish. This includes express service provided by WTA, linking Bellingham Station to Skagit Station in Mt. Vernon with continuing service provided by Skagit Transit to Everett Station. Similarly, service operated by Island Transit and Skagit Transit allow residents of Island, Skagit and San Juan counties to access services in Bellingham through the connection at Skagit Station.

All three systems operate outside the boundaries of their individual service areas to provide these linkages. The current funding source is a mix of local funds and competitive grants. This funding model is unreliable and unsustainable, and it threatens the viability of these critical regional transportation services, which advance the State’s interests by relieving congestion, supporting economic development and improving mobility, especially for Washington’s transportation-disadvantaged population. A dedicated and reliable source of operating funding to sustain and enhance extra-regional services like the WTA/Skagit/Island County Connector service is requested. Request: **Ongoing operating support in an amount to be determined by the Legislature**

2. Lincoln Creek Transportation Center Improvements (Western Washington University, Bellingham and WTA) – This facility – owned and operated by WWU – serves as both a park-and-ride lot and a regional transit center, providing parking for about 500 cars along with regular WTA bus service to Western and employment centers in Whatcom, Skagit and Snohomish counties. This project involves grading and paving the site to create 566 marked parking stalls, the construction of a transit concourse, new traffic signalization for bus

priority on Lincoln Street, and badly-needed drainage and storm-water treatment improvements. Benefits include improved access and safety for pedestrians, bicyclists and people with disabilities, as well as reduced delay on local roads and nearby I-5 interchanges. WTA will apply for a SFY 2019-21 Regional Mobility Grant through WSDOT in the amount of \$9,867,971, with the land serving as the required local match. It is requested of the State Legislature that it authorize this request.
Request: \$9.87-million



The uneven grade of the site's unpaved surface causes storm water to pool in the numerous gullies in the parking area.

3. Bellingham Station Expansion (WTA) – WTA has developed design concepts to expand its station in downtown Bellingham, which was built in 1980 with ten bus gates. Bellingham Station is at capacity and must be expanded to build out the High-Frequency Transit Network (WTA's GO Line services) and to support transit service to the rapidly-developing Waterfront District.

The station would be expanded by adding a passenger concourse and four bus gates in the Railroad Avenue right-of-way to the southwest of the existing station. The new gates would accommodate articulated coaches and provide charging for electric buses.

Request: \$4-million



4. Support for Transit Electrification (WTA) – The cost of an electric bus and charger is double that of a standard diesel coach. With a fleet of 61 coaches – at up to \$550,000 per coach – the unfunded marginal cost to WTA of electrification would be up to \$35-million over 10 years. There is significant pressure on Washington's transit systems from the State to move to an electric bus fleet. This should be accompanied by a commitment from the Legislature to assume the costs associated with this important environmental initiative.
Request: Capital support in an amount to be determined by the Legislature

Please call Tom Parker of Parker Northwest at (206) 200-7898, or me at (360) 685-8389, if you have questions about any of these requests. Thank you for your help in addressing these critical regional needs.