



MEETING OF THE BOARD OF THE
WHATCOM COUNCIL OF GOVERNMENTS
Wednesday, October 10, 2018, 4:00 p.m.
Gordon W. Rogers Conference Room
314 East Champion Street
Bellingham, Washington

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.
<i>Each speaker is allowed a maximum of three minutes.</i> |
| | C. | AGENDA APPROVAL* |
| | D. | CONSENT AGENDA* |
| 2-4 | D.1 | Minutes of the Meeting of May 9, 2018 |
| 5-10 | D.2 | May–September 2018 Claims |
| | E. | BUDGET REPORT
Budget Report for the Period Ending September 30, 2018 – Ron Cubellis |
| 11 | | |
| | F. | OLD BUSINESS |
| | G. | NEW BUSINESS |
| 12-23 | G.1 | Approval of Professional Services Agreement with Wilson Engineering – Bob Wilson* |
| 24-29 | G.2 | Presentation of the Draft 2019 WCOG Budget – Messrs. Cubellis and Wilson |
| 30-33 | G.3 | Resolution Authorizing Participation in the Washington State Deferred Compensation Plan – Mr. Cubellis* |
| | G.4 | Revisions to the WCOG Personnel Manual – Mr. Cubellis* |
| | G.5 | Other New Business (if any) |
| | H. | EXECUTIVE DIRECTOR’S REPORT – Mr. Wilson |
| 34-55 | I. | CORRESPONDENCE |
| | J. | BOARD OPEN FORUM |
| | K. | 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
May 9, 2018

IN ATTENDANCE:

MEMBERS VOTING: Jon Mutchler (Chairman), Ferndale; Tom Jones (Vice Chairman), Nooksack; Jack Louws (Secretary-Treasurer), Whatcom County; Kelli Linville, Terry Bornemann, Bellingham; John Carter, Lake Whatcom W&SD; Scott Korthuis, Lynden; Kyle Christensen, Sumas; Tim Ballew, Whatcom County;
NON-VOTING: Pete Stark, WTA

GUESTS Larry Smith, Van Zandt; Penny Smith, Van Zandt

STAFF Bob Wilson, Ron Cubellis, Hugh Conroy

A. CALL TO ORDER

Chairman Mutchler called the meeting to order at 3:07 p.m. with a quorum present.

B. PUBLIC COMMENT

No public comment was received.

C. AGENDA APPROVAL

There was unanimous consent to approve the agenda.

D. CONSENT AGENDA

MOTION: Mr. Korthuis moved, Mr. Louws seconded, to approve the consent agenda, which included the minutes of the Council Board meeting of January 17, 2018, and a list of claims from March 1 through April 30, 2018, inclusive, in the amount of \$248,210.84, which was contained in the meeting packet sent to the representatives on May 2, 2018, and which was audited and certified by the Executive Director, acting as the Auditing Officer as required by RCW 42.24.090.

MOTION PASSED

E. BUDGET REPORT

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

F. OLD BUSINESS

None

G. NEW BUSINESS

G.1 Accessible Transportation Interlocal Agreement Approval

Mr. Cubellis explained the need to execute an interlocal agreement with the Whatcom Transportation Authority for WCOG to fund bus stop improvements from an Easter Seals grant WCOG received in 2017.

MOTION: Mr. Louws moved, Mr. Bornemann seconded, to authorize the Executive Director to enter into an interlocal agreement with the Whatcom Transportation Authority.

MOTION PASSED

G.2 Recognizing the Service of Harry Robinson

Several Board members, as well as Mr. Wilson, expressed their appreciation to former Blaine Mayor Harry Robinson for his dedicated service as Blaine's representative to WCOG. Mr. Louws then asked the Board's indulgence to grant him the privilege of making the following motion in his capacity as County Executive, which he received.

MOTION: Mr. Louws moved, Mr. Ballew seconded, to present to Harry Robinson a Certificate of Appreciation for his dedicated service as Blaine's representative to the Whatcom Council of Governments, from 2012 to 2017.

MOTION PASSED

H. EXECUTIVE DIRECTOR'S REPORT

Mr. Wilson chose not to provide a report.

I. CORRESPONDENCE

Mr. Wilson directed the representatives' attention to the e-mail included in the meeting packet from Dawn Cottnair of Blaine Middle School to Susan Horst, thanking the Whatcom Smart Trips team for the great job they did teaching the students about WTA.

J. BOARD OPEN FORUM

No comments were offered by the representatives.

J. ADJOURNMENT

There being no further business, the meeting adjourned at 3:15 p.m.

Jack Louws
Secretary-Treasurer

Robert H. Wilson, AICP
Executive Director

DRAFT

Whatcom Council of Governments

CLAIMS LISTING

May through September 2018

Date	Num	Source Name	Memo	Paid Amount
May - Sep 18				
05/01/2018	EFT	NAVIA Benefits	Benefits	300.00
05/01/2018	HC	Office Depot	Supplies	68.58
05/01/2018	HC	The Bagelry	Supplies	67.90
05/01/2018	RC	Clearly Communications	Communication Services	177.90
05/01/2018	RC	Google	Communication Services	85.89
05/01/2018	RC	Intuit Payroll Service	Office Equipment & Software	39.13
05/01/2018	RC	Pitney Bowes	Supplies	87.76
05/01/2018	RC	Comcast	Communication Services	306.98
05/01/2018	RC	Ting Inc.	Communication Services	7.41
05/01/2018	RC	Heroku	Communication Services	170.13
05/01/2018	RC	Sanitary Service Corporation	Utilities	52.93
05/01/2018	RC	GroupSpaces Ltd	Communication Services	19.99
05/01/2018	MF	Amazon Web Services	Communication Services	208.93
05/01/2018	MF	Shutterstock	Communication Services	199.00
05/01/2018	MF	Rogers Media	Communication Services	42.22
05/01/2018	MF	Amazon	Supplies	32.87
05/01/2018	MF	Starbucks	Supplies	73.70
05/01/2018	MF	Envato	Communication Services	41.00
05/01/2018	MF	Starbucks	Supplies	36.85
05/01/2018	JM	Amazon	Office Equipment & Software	585.89
05/01/2018	JM	Amazon	Supplies	6.51
05/01/2018	JM	Fairhaven Runners	Healthcare	100.00
05/01/2018	JM	Amazon	Office Equipment & Software	148.86
05/01/2018	JM	The Bagelry	Supplies	35.98
05/01/2018	BW	ADT Security Systems	Utilities	58.56
05/01/2018	MG	Cafe Velo	Repair & Maintenance	259.79
05/01/2018	MG	City of Bellingham (vendor)	Miscellaneous Expenses	107.00
05/01/2018	MG	Rite Aid	Supplies	14.37
05/01/2018	MG	Sanitary Service Corporation	Miscellaneous Expenses	87.75
05/08/2018	eft	NAVIA Benefits	Benefits	2.00
05/10/2018	2393	Applied Digital Imaging	Printing	17.54
05/10/2018	2394	Avenue Bakery LLC	Incentives	82.50
05/10/2018	2395	Bay City Supply	Supplies	207.54
05/10/2018	2396	Bellingham Herald (advertising)	Public Hearing Notices	226.03
05/10/2018	2397	Bruce's Janitor Service	Janitorial	625.00
05/10/2018	2398	BTC Leasing	Office Equipment/Software	449.18
05/10/2018	2399	Capitol City Press	Printing	679.81
05/10/2018	2400	Cascade Natural Gas	Utilities	133.61
05/10/2018	2401	Champion Building LLC	Rental	5,496.32
05/10/2018	2402	Chocolate Necessities	Incentives	173.25
05/10/2018	2403	ESRI	GIS Software	12,660.29
05/10/2018	2404	Express Services Inc.	Temp Staff	1,832.37
05/10/2018	2405	Good Eye Design	Professional Services	4,042.98
05/10/2018	2406	Hugh Conroy	Expense Reimbursement	195.80
05/10/2018	2407	IBI Group US	Professional Services	1,080.00
05/10/2018	2408	IDAX Data Solutions	Traffic Counts	3,000.00
05/10/2018	2409	Jaymes McClain	Expense Reimbursement	202.74
05/10/2018	2410	Melissa Fanucci	Expense Reimbursement	326.78
05/10/2018	2411	Parker Northwest Associates	Professional Services	3,590.00
05/10/2018	2412	Pitney Bowes	Postage	184.61
05/10/2018	2413	Puget Sound Energy	Utilities	229.40
05/10/2018	2414	Ricoh USA Inc.	Office Equipment/Software	303.94
05/10/2018	2415	Robeks Fruit Smoothies	Incentives	61.00
05/10/2018	2416	Ron Cubellis	Expense Reimbursement	261.19
05/10/2018	2417	SDesigns Imaging	Professional Services	810.00
05/10/2018	2418	US Bank	Purchase Card	3,123.88
05/10/2018	2419	Whatcom County Executive's Office	WST Incentives	50.00
05/10/2018	Transfer	WCOG Petty Cash	Petty Cash Refill	325.00
05/15/2018	1055	Karchmer, Jennifer	Incentives	1,000.00
05/17/2018	1056	Banner, Carrelyn	Incentives	250.00
05/17/2018	1057	Evantide Photography	Bike Party pictures for website	650.00
05/29/2018	2420	AFLAC	Employee Paid Coverage	77.82
05/29/2018	2421	AWC-Additional Life	Employee Paid Life Ins.	22.50
05/29/2018	2422	United Way	Employee Contributions	320.00
05/29/2018	eft	AWC	Benefits	8,451.65
05/29/2018	eft	AWC	Benefits	1,216.00
05/30/2018		QuickBooks Payroll Service	Created by Payroll Service on 05/29/2018	43,354.75
05/31/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -2004850082	8,112.00
05/31/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -2004850082	210.48
05/31/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -2004850082	210.48
05/31/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -2004850082	943.27
05/31/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -2004850082	943.27
05/31/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -2004850082	0.00
05/31/2018	eft	Mass Mutual	Retirement	2,565.00
05/31/2018	eft	Mass Mutual	Retirement	3,590.00
05/31/2018	eft	Mass Mutual	Retirement	1,399.00
05/31/2018	eft	WA Dept of Retirement Systems	PERS Contribution	4,536.18
05/31/2018	eft	WA Dept of Retirement Systems	PERS Contribution	7,806.19
06/01/2018	HC 042718	Hyatt Regency	Travel	337.18

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CLAIMS LISTING

May through September 2018

Date	Num	Source Name	Memo	Paid Amount
06/01/2018	RC 041918	Office Depot	Supplies	67.59
06/01/2018	RC 042918	Marshalls	Supplies	26.04
06/01/2018	RC 050118	Clearly Communications	Communication Services	177.90
06/01/2018	RC 050118	Google	Communication Services	76.40
06/01/2018	RC 050218	Intuit Payroll Service	Office Equipment & Software	39.13
06/01/2018	RC 050518	Comcast	Communication Services	306.98
06/01/2018	RC 050718	Ting Inc.	Communication Services	7.41
06/01/2018	RC 051018	Heroku	Communication Services	170.13
06/01/2018	RC 051118	ACCO Brands	Supplies	32.27
06/01/2018	RC 051618	Amazon	Supplies	64.01
06/01/2018	RC 051518	Amazon	Utilities	54.14
06/01/2018	RC 051618	National Highway Institute	Professional Development	75.00
06/01/2018	RC 051718	B&H Photo	Supplies	146.84
06/01/2018	RC 051818	Office Depot	Supplies	89.56
06/01/2018	RC 051818	Office Depot	Supplies	67.59
06/01/2018	RC 051818	GroupSpaces Ltd	Communication Services	19.99
06/01/2018	RC 051718	Superior Press	Supplies	161.84
06/01/2018	MF 042718	Hyatt Regency	Travel	505.77
06/01/2018	MF 0430	Microsoft	Office Equipment & Software	86.68
06/01/2018	MF 050318	Amazon Web Services	Communication Services	203.98
06/01/2018	MF 050718	Rogers Media	Communication Services	55.27
06/01/2018	MF 051518	Tableau Software Inc	Office Equipment & Software	434.80
06/01/2018	MF 051718	Insightly Inc.	Office Equipment & Software	1,078.94
06/01/2018	MF 051818	Mailgun Technologies	Communication Services	3.44
06/01/2018	MF 051718	Starbucks	Supplies	36.85
06/01/2018	JM 050819	Community Food Co-op	Supplies	17.97
06/01/2018	JM 5/17/18	The Bagelry	Supplies	37.02
06/01/2018	BW 050418	ADT Security Systems	Utilities	58.56
06/01/2018	BW 050918	Fred Meyer	Supplies	20.01
06/01/2018	BW 050918	Starbucks	Supplies	18.42
06/01/2018	MG 050318	Amazon	Supplies	16.84
06/01/2018	MG 050318	Amazon	Supplies	32.60
06/01/2018	MG 051618	Amazon	Supplies	24.99
06/01/2018	MG 051618	Whatcom Sound LLC	Supplies	217.40
06/01/2018	MG 051618	Hardware Sales	Supplies	15.76
06/01/2018	MG 051818	Action Entertainment	Consultants & Contracted Services	500.00
06/01/2018	MG 052118	NW Safety Signs, Inc.	Supplies	176.09
06/01/2018	KW 051018	Hardware Sales	Repair & Maintenance	4.12
06/01/2018	MG 5/21/18	Baker Septic Tank	Supplies	420.00
06/04/2018	eft	NAVIA Benefits	Benefits	300.00
06/11/2018	Transfer	WCOG Petty Cash	Petty Cash Refill	1,900.00
06/11/2018	eft	NAVIA Benefits	Benefits	2.00
06/11/2018	2423	Anvil Engineering	VOID: Employer Partner	0.00
06/11/2018	2424	Applied Digital Imaging	VOID: Printing	0.00
06/11/2018	2425	Bruce's Janitor Service	VOID: Janitorial	0.00
06/11/2018	2426	BTC Leasing	VOID: Office Equipment/Software	0.00
06/11/2018	2427	Cascade Natural Gas	VOID: Utilities	0.00
06/11/2018	2428	Champion Building LLC	VOID: Rental	0.00
06/11/2018	2429	Express Services Inc.	VOID: Temp Staff	0.00
06/11/2018	2430	IBI Group US	VOID: Professional Services	0.00
06/11/2018	2431	Mallard Ice Cream	VOID: Incentives	0.00
06/11/2018	2432	Nathan Carnes	VOID: Professional Services	0.00
06/11/2018	2433	Parker Northwest Associates	VOID: Professional Services	0.00
06/11/2018	2434	Port of Bellingham (vendor)	VOID: Employer Partner	0.00
06/11/2018	2435	Puget Sound Energy	VOID: Utilities	0.00
06/11/2018	2436	Ricoh USA Inc.	VOID: Office Equipment/Software	0.00
06/11/2018	2437	Signs Plus Inc.	VOID: Supplies	0.00
06/11/2018	2438	Susan Horst	VOID: Expense Reimbursement	0.00
06/11/2018	2439	US Bank	VOID: Purchase Card	0.00
06/11/2018	2440	Anvil Engineering	Employer Partner	100.00
06/11/2018	2441	Applied Digital Imaging	Printing	78.36
06/11/2018	2442	Bruce's Janitor Service	Janitorial	625.00
06/11/2018	2443	BTC Leasing	Office Equipment/Software	449.18
06/11/2018	2444	Cascade Natural Gas	Utilities	24.85
06/11/2018	2445	Champion Building LLC	Rental	5,586.25
06/11/2018	2446	Express Services Inc.	Temp Staff	2,707.90
06/11/2018	2447	IBI Group US	Professional Services	1,080.00
06/11/2018	2448	Mallard Ice Cream	Incentives	373.75
06/11/2018	2449	Nathan Carnes	Professional Services	1,010.00
06/11/2018	2450	Parker Northwest Associates	Professional Services	3,590.00
06/11/2018	2451	Port of Bellingham (vendor)	Employer Partner	94.77
06/11/2018	2452	Puget Sound Energy	Utilities	212.27
06/11/2018	2453	Ricoh USA Inc.	Office Equipment/Software	309.86
06/11/2018	2454	Signs Plus Inc.	Supplies	921.23
06/11/2018	2455	Susan Horst	Expense Reimbursement	104.40
06/11/2018	2456	US Bank	Purchase Card	5,885.51
06/28/2018		QuickBooks Payroll Service	Created by Payroll Service on 06/27/2018	42,994.73
06/29/2018	eft	WA Dept of Retirement Systems	PERS Contribution	4,397.96
06/29/2018	eft	WA Dept of Retirement Systems	PERS Contribution	7,568.32
06/29/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -1118149082	6,781.00

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Date	Num	Source Name	Memo	Paid Amount
06/29/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -1118149082	179.36
06/29/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -1118149082	179.36
06/29/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -1118149082	914.65
06/29/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -1118149082	914.65
06/29/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -1118149082	0.00
06/29/2018	eft	Mass Mutual	Retirement	2,565.00
06/29/2018	eft	Mass Mutual	Retirement	3,504.99
06/29/2018	eft	Mass Mutual	Retirement	1,399.00
06/29/2018	eft	AWC	Benefits	8,451.65
06/29/2018	eft	AWC	Benefits	1,216.00
06/29/2018	2457	AFLAC	Employee Paid Coverage	77.82
06/29/2018	2458	AWC-Additional Life	Employee Paid Life Ins.	22.50
06/29/2018	2459	United Way	Employee Contributions	320.00
07/01/2018	LC 062218	National Academy of Sciences	Professional Development	395.00
07/01/2018	HC 061818	Sandwich Odyssey	Supplies	191.46
07/01/2018	RC	Dropbox	Communication Services	150.01
07/01/2018	RC 053018	Amazon	Supplies	324.69
07/01/2018	RC 053118	Amazon	Supplies	6.25
07/01/2018	RC 060318	Amazon	Office Equipment & Software	115.71
07/01/2018	RC 060118	Clearly Communications	Communication Services	177.90
07/01/2018	0601	Google	Communication Services	45.20
07/01/2018	RC 060218	Displays2Go	Office Equipment & Software	227.58
07/01/2018	RC 060218	Intuit Payroll Service	Office Equipment & Software	39.13
07/01/2018	RC 060118	SmugMug	Communication Services	47.88
07/01/2018	RC 060118	LowePro	Office Equipment & Software	328.45
07/01/2018	RC 060818	Ting Inc.	Communication Services	7.41
07/01/2018	RC 061318	Heroku	Communication Services	170.25
07/01/2018	RC 061418	US Postal Service	Communication Services	13.65
07/01/2018	RC 061518	Amazon	Repair & Maintenance	130.39
07/01/2018	RC 061518	Federal Express	Communication Services	51.56
07/01/2018	RC 061518	Displays2Go	Office Equipment & Software	80.28
07/01/2018	RC 061518	Amazon	Office Equipment & Software	340.07
07/01/2018	RC 061518	Sanitary Service Corporation	Utilities	54.14
07/01/2018	RC 061918	Amazon	Office Equipment & Software	172.56
07/01/2018	RC 062018	Amazon	Supplies	42.37
07/01/2018	RC 061818	GroupSpaces Ltd	Communication Services	19.99
07/01/2018	RC 062118	Community Food Co-op	Supplies	11.72
07/01/2018	RC 062218	Washington Finance Officers Association	Professional Development	125.00
07/01/2018	RC 062218	Washington Finance Officers Association	Professional Development	125.00
07/01/2018	RC 062418	Amazon	Supplies	22.27
07/01/2018	RC 062218	Nest Labs	Office Equipment & Software	163.05
07/01/2018	RC 060518	Comcast	Communication Services	307.00
07/01/2018	MF 060318	Amazon Web Services	Communication Services	206.21
07/01/2018	MF 060618	Rogers Media	Communication Services	41.80
07/01/2018	MF 061418	Westpark	Travel	3.14
07/01/2018	MF 061418	City of White Rock	Travel	10.18
07/01/2018	MF 061418	Ocean Promenade Hotel	Supplies	370.04
07/01/2018	MF 061918	WP Engine	Communication Services	990.00
07/01/2018	JM 061118	Amazon	Supplies	35.37
07/01/2018	JM 061118	Amazon	Supplies	22.80
07/01/2018	JM 061218	Amazon	Supplies	980.35
07/01/2018	JM 061218	Amazon	Supplies	48.90
07/01/2018	JM 061418	Pendragon Software Corporation	Office Equipment & Software	180.00
07/01/2018	JM 061418	Amazon	Supplies	245.14
07/01/2018	JM 061618	Amazon	Supplies	7.60
07/01/2018	JM 062118	Fred Meyer	Supplies	4.96
07/01/2018	JM 062218	Applied Digital Imaging	Printing	63.72
07/01/2018	JM 062318	Amazon	Supplies	106.56
07/01/2018	BW 060418	ADT Security Systems	Utilities	58.56
07/01/2018	MG 060918	Earl's Bike Shop	Repair & Maintenance	8.70
07/01/2018	MG 053018	Jack's Bicycle Center	Repair & Maintenance	98.92
07/01/2018	MG 062218	Facebook Inc.	Communication Services	25.00
07/02/2018	1058	Swift, Rebecca	Incentives	250.00
07/02/2018	eft	NAVIA Benefits	Benefits	300.00
07/10/2018	2460	Bellingham Herald (advertising)	Public Hearing Notices	65.62
07/10/2018	2461	Bellingham Police Department	Pass-through Grant	1,547.91
07/10/2018	2462	Bob Wilson	Expense Reimbursement	130.10
07/10/2018	2463	Bruce's Janitor Service	Janitorial	625.00
07/10/2018	2464	BTC Leasing	Office Equipment/Software	449.18
07/10/2018	2465	Cascade Natural Gas	Utilities	11.48
07/10/2018	2466	Champion Building LLC	Rental	5,586.25
07/10/2018	2467	Express Services Inc.	Temp Staff	1,946.94
07/10/2018	2468	Good Eye Design	Professional Services	651.13
07/10/2018	2469	Michelle Grandy	Expense Reimbursement	111.65
07/10/2018	2470	Parker Northwest Associates	Professional Services	3,590.00
07/10/2018	2471	Pitney Bowes	Postage	739.85
07/10/2018	2472	Puget Sound Energy	Utilities	223.76
07/10/2018	2473	Ricoh USA Inc.	Office Equipment/Software	271.89
07/10/2018	2474	US Bank	Purchase Card	7,357.86
07/10/2018	eft	NAVIA Benefits	Benefits	2.00

Whatcom Council of Governments

CLAIMS LISTING

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Date	Num	Source Name	Memo	Paid Amount
07/10/2018	2475	Ride Run and Dig Inc.	Professional Services	2,200.00
07/11/2018	1059	Mailhot, Megan	Incentives	1,000.00
07/13/2018	E-pay	WA Dept of Employment Security	Payroll Taxes QB Tracking # 210005918	48.78
07/13/2018	E-pay	WA Dept of Employment Security	Payroll Taxes QB Tracking # 210005918	4,473.10
07/17/2018	eft	WA Dept of L&I	Payroll Taxes	698.35
07/17/2018	1060	KeyBank	Miscellaneous	119.94
07/24/2018	1061	McMurren, Kay	Incentives	250.00
07/26/2018	2478	AFLAC	Employee Paid Coverage	77.82
07/26/2018	2477	AWC-Additional Life	Employee Paid Life Ins.	22.50
07/26/2018	2476	United Way	Employee Contributions	320.00
07/27/2018	eft	AWC	Benefits	8,451.65
07/27/2018	eft	Mass Mutual	Retirement	2,565.00
07/27/2018	eft	Mass Mutual	Retirement	3,467.73
07/27/2018	eft	Mass Mutual	Retirement	1,399.00
07/27/2018	eft	WA Dept of Retirement Systems	PERS Contribution	4,349.91
07/27/2018	eft	WA Dept of Retirement Systems	PERS Contribution	7,485.63
07/27/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 1162274918	7,759.00
07/27/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 1162274918	176.26
07/27/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 1162274918	176.26
07/27/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 1162274918	904.66
07/27/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 1162274918	904.66
07/27/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 1162274918	0.00
07/27/2018	eft	AWC	Benefits	1,216.00
07/30/2018		QuickBooks Payroll Service	Created by Payroll Service on 07/26/2018	41,426.77
08/01/2018	RC 062618	Amazon	Supplies	229.40
08/01/2018	RC 062618	Amazon	Supplies	29.22
08/01/2018	RC 062618	Amazon	Supplies	20.63
08/01/2018	RC 070118	Clearly Communications	Communication Services	177.41
08/01/2018	RC 070118	Google	Communication Services	47.76
08/01/2018	RC 070218	Intuit Payroll Service	Office Equipment & Software	39.13
08/01/2018	RC 070418	Amazon	Supplies	75.22
08/01/2018	RC 070518	Comcast	Communication Services	307.00
08/01/2018	RC 070718	Ting Inc.	Communication Services	7.41
08/01/2018	RC 071118	Heroku	Communication Services	170.15
08/01/2018	RC 071218	Amazon	Supplies	8.69
08/01/2018	RC 071518	Amazon	Supplies	46.69
08/01/2018	RC 071618	Sanitary Service Corporation	Utilities	54.14
08/01/2018	RC 071818	FastSpring	Office Equipment & Software	60.00
08/01/2018	RC 071818	GroupSpaces Ltd	Communication Services	19.99
08/01/2018	MF 062518	Microsoft	Office Equipment & Software	66.03
08/01/2018	MF 070218	Port of Bellingham	Supplies	375.00
08/01/2018	MF 070318	Amazon Web Services	Communication Services	205.46
08/01/2018	MF 070318	Hazelmere Golf & Tennis	Supplies	246.33
08/01/2018	MF 070718	Rogers Media	Communication Services	41.10
08/01/2018	MF 070918	Creative Market	Supplies	18.00
08/01/2018	MF 071018	Shutterstock	Communication Services	93.00
08/01/2018	JM 070118	Amazon	Supplies	15.21
08/01/2018	JM 070518	Shell	Travel	78.24
08/01/2018	JM 071318	Pendragon Software Corporation	Office Equipment & Software	180.00
08/01/2018	JM 071218	Shell	Supplies	9.96
08/01/2018	JM 071518	Shell	Travel	84.13
08/01/2018	KW 062918	Rudy's Pizzeria	Supplies	122.81
08/01/2018	KW 072018	Rudy's Pizzeria	Supplies	92.50
08/01/2018	BW 070418	ADT Security Systems	Utilities	58.56
08/01/2018	MG 062518	Whatcom County	Supplies	90.07
08/01/2018	MG 070518	Facebook Inc.	Communication Services	30.00
08/01/2018	MG 071818	Facebook Inc.	Communication Services	50.00
08/02/2018	eft	NAVIA Benefits	Benefits	300.00
08/10/2018	2479	Amjay Inc.	Incentives	434.80
08/10/2018	2480	Applied Digital Imaging	Printing	17.54
08/10/2018	2481	Bruce's Janitor Service	Janitorial	625.00
08/10/2018	2482	BTC Leasing	Office Equipment/Software	449.18
08/10/2018	2483	Cascade Natural Gas	Utilities	10.64
08/10/2018	2484	Champion Building LLC	Rental	7,627.33
08/10/2018	2485	Express Services Inc.	Temp Staff	4,323.31
08/10/2018	2486	Fountain Motor	Vehicle rental	3,036.57
08/10/2018	2487	IBI Group US	Professional Services	1,080.00
08/10/2018	2488	Jaymes McClain	Expense Reimbursement	174.89
08/10/2018	2489	Melissa Fanucci	Expense Reimbursement	186.40
08/10/2018	2490	Nathan Carnes	Professional Services	704.00
08/10/2018	2491	Parker Northwest Associates	Professional Services	3,590.00
08/10/2018	2492	Pitney Bowes	Postage	184.61
08/10/2018	2493	Puget Sound Energy	Utilities	267.00
08/10/2018	2494	Ricoh USA Inc.	Office Equipment/Software	334.04
08/10/2018	2495	Robeks Fruit Smoothies	Incentives	54.90
08/10/2018	2496	Sole Graphics	Professional Services	350.00
08/10/2018	2497	The Bellingham Herald (subscription)	Subscription	286.00
08/10/2018	2498	US Bank	Purchase Card	3,116.90
08/10/2018	2499	WA State Auditor's Office	Professional Services	7,988.40
08/10/2018	1062	Kimmel, Nicole	Incentives	250.00

Whatcom Council of Governments

CLAIMS LISTING

May through September 2018

Date	Num	Source Name	Memo	Paid Amount
08/10/2018	Transfer	WCOG Petty Cash	Petty Cash Refill	1,619.94
08/10/2018	eft	NAVIA Benefits	Benefits	2.00
08/15/2018	1063	Thomsen, Justin	Travel	29.99
08/29/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -509001182	7,893.00
08/29/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -509001182	194.92
08/29/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -509001182	194.92
08/29/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -509001182	922.66
08/29/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -509001182	922.66
08/29/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -509001182	0.00
08/29/2018	ach	AWC	Benefits	1,216.00
08/29/2018	ach	AWC	Benefits	8,451.65
08/29/2018	2501	AFLAC	Employee Paid Coverage	77.82
08/29/2018	2502	AWC-Additional Life	Employee Paid Life Ins.	22.50
08/29/2018	2503	United Way	Employee Contributions	320.00
08/30/2018		QuickBooks Payroll Service	Created by Payroll Service on 08/29/2018	42,354.84
08/31/2018	eft	WA Dept of Retirement Systems	PERS Contribution	4,437.46
08/31/2018	eft	WA Dept of Retirement Systems	PERS Contribution	7,636.29
08/31/2018	eft	Mass Mutual	Retirement	2,565.00
08/31/2018	eft	Mass Mutual	Retirement	3,522.62
08/31/2018	eft	Mass Mutual	Retirement	1,399.00
09/01/2018	RC 073118	Amazon	Supplies	44.56
09/01/2018	RC 7/31/18	Amazon	Supplies	19.77
09/01/2018	RC 080118	Amazon	Supplies	13.03
09/01/2018	RC 080118	Clearly Communications	Communication Services	177.41
09/01/2018	RC 080118	Google	Communication Services	49.73
09/01/2018	RC 080518	Intuit Payroll Service	Office Equipment & Software	39.13
09/01/2018	RC 080518	Comcast	Communication Services	307.00
09/01/2018	RC 080718	Ting Inc.	Communication Services	7.43
09/01/2018	RC 080118	AWC	Professional Development	25.00
09/01/2018	RC 080918	Heroku	Communication Services	170.11
09/01/2018	RC 081418	Amazon	Repair & Maintenance	136.96
09/01/2018	RC 081518	Sanitary Service Corporation	Utilities	60.20
09/01/2018	RC 081818	GroupSpaces Ltd	Communication Services	19.99
09/01/2018	RC 082218	Amazon	Supplies	32.60
09/01/2018	RC 082218	Amazon	Repair & Maintenance	23.85
09/01/2018	MF 080318	Amazon Web Services	Communication Services	208.98
09/01/2018	MF 080618	GitHub.com	Communication Services	300.00
09/01/2018	MF 080617	Rogers Media	Communication Services	41.38
09/01/2018	JM 072518	Shell	Travel	51.13
09/01/2018	JM 072618	Shell	Travel	18.65
09/01/2018	JM 073018	Shell	Travel	69.81
09/01/2018	JM 081318	Pendragon Software Corporation	Office Equipment & Software	180.00
09/01/2018	JM 081418	Goat Mountain Pizza	Supplies	71.74
09/01/2018	KW 081018	Rudy's Pizzeria	Supplies	92.50
09/01/2018	MG 072518	Whatcom County	Travel	90.07
09/01/2018	MG 081818	Facebook Inc.	Communication Services	40.00
09/01/2018	BW 082418	US Postal Service	Communication Services	1.84
09/01/2018	BW 082018	Hotels.com	Travel	184.65
09/01/2018	BW 080418	ADT Security Systems	Utilities	58.56
09/01/2018	MF 080318	Transpo Group	Professional Development	50.00
09/05/2018	eft	NAVIA Benefits	Benefits	300.00
09/11/2018	2504	Bellingham Herald (advertising)	Public Hearing Notices	234.36
09/11/2018	2505	Bruce's Janitor Service	Janitorial	625.00
09/11/2018	2506	BTC Leasing	Office Equipment/Software	449.18
09/11/2018	2507	Cascade Natural Gas	Utilities	13.83
09/11/2018	2508	Champion Building LLC	Rental	5,786.25
09/11/2018	2509	Express Services Inc.	Temp Staff	3,143.00
09/11/2018	2510	Good Eye Design	Professional Services	472.50
09/11/2018	2511	IBI Group US	Professional Services	1,080.00
09/11/2018	2512	Lethal Coe III	Expense Reimbursement	1,449.95
09/11/2018	2513	Mallard Ice Cream	Incentives	442.52
09/11/2018	2514	Nathan Carnes	Professional Services	454.00
09/11/2018	2515	Parker Northwest Associates	Professional Services	3,590.00
09/11/2018	2516	Puget Sound Energy	Utilities	293.60
09/11/2018	2517	Ricoh USA Inc.	Office Equipment/Software	284.99
09/11/2018	2518	RSG	Professional Services	42,502.27
09/11/2018	2519	The Bagelry	Incentives	675.00
09/11/2018	2520	US Bank	Purchase Card	2,257.63
09/11/2018	2521	WA State Auditor's Office	Professional Services	5,325.60
09/11/2018	Transfer	WCOG Petty Cash	Petty Cash Refill	279.99
09/11/2018	eft	NAVIA Benefits	Benefits	2.00
09/13/2018	1064	Jaymes McClain	Travel	329.00
09/19/2018	1065	Johnson, Shari	Incentives	250.00
09/27/2018		QuickBooks Payroll Service	Created by Payroll Service on 09/26/2018	41,309.18
09/27/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 418210818	7,679.00
09/27/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 418210818	176.25
09/27/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 418210818	176.25
09/27/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 418210818	901.64
09/27/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 418210818	901.64
09/27/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 418210818	0.00

Whatcom Council of Governments

CLAIMS LISTING

May through September 2018

<u>Date</u>	<u>Num</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
09/27/2018	eft	Mass Mutual	Retirement	2,565.00
09/27/2018	eft	Mass Mutual	Retirement	3,455.48
09/27/2018	eft	Mass Mutual	Retirement	1,399.00
09/27/2018	eft	WA Dept of Retirement Systems	PERS Contribution	4,352.96
09/27/2018	eft	WA Dept of Retirement Systems	PERS Contribution	7,536.90
09/27/2018	eft	AWC	Benefits	1,216.00
09/27/2018	eft	AWC	Benefits	8,451.65
09/27/2018	1066	Earl's Bike Shop (Vendor)	Healthcare	100.00
09/28/2018	2522	AFLAC	Employee Paid Coverage	77.82
09/28/2018	2523	AWC-Additional Life	Employee Paid Life Ins.	22.50
09/28/2018	2524	United Way	Employee Contributions	320.00
May - Sep 18				638,722.66

The Council Board retroactively approves the payments made during May through September 2018 for the above listed claims in the total amount of: \$638,722.66*

Board Officer

Title

Date

Whatcom Council of Governments
Board Budget Report
 January through September 2018
 (75% of the year)

	<u>Jan - Sep 18</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
333 · Federal Grants	791,524	1,430,105	55%
334 · State Grants	87,409	166,354	53%
337 · Local Grants	108,750	129,766	84%
361 · Interest Income	2,766	1,500	184%
367 · Contributions & Donations	1,581	90,000	2%
368 · Membership Dues	152,313	152,464	100%
369 · Other Income	11,355	20,000	57%
389 · Other Nonrevenues	0		
Total Income	<u>1,155,698</u>	<u>1,990,189</u>	<u>58%</u>
	1,155,698	1,990,189	58%
Expense			
505 · Communication Services	19,891	33,000	60%
510 · Consultants & Contract Services	142,026	581,729	24%
515 · Incentives	10,126	12,000	84%
520 · Insurance- Property & Liability	0	10,000	0%
530 · Office Equipment & Software	36,327	34,200	106%
535 · Pass-Through Funding	2,805	99,000	3%
545 · Printing	10,266	28,700	36%
550 · Professional Development	4,061	9,600	42%
555 · Rent	55,104	67,000	82%
560 · Repair & Maintenance	1,836	3,000	61%
565 · Payroll - Salaries & Wages	482,017	718,953	67%
566 · Payroll - Taxes & Benefits	217,086	285,261	76%
575 · Supplies	10,712	9,900	108%
580 · Travel	7,411	14,340	52%
585 · Utilities	9,967	15,000	66%
590 · Miscellaneous Expense	4,084		
Total Expense	<u>1,013,719</u>	<u>1,921,683</u>	<u>53%</u>
	<u>141,979</u>	<u>68,506</u>	<u>207%</u>

Balance Sheet as of:	<u>1/1/2018</u>	<u>9/30/2018</u>
Cash on hand	\$ 110,119	\$ 9,278
Investment Account	125,893	311,659
Accounts Receivable	93,004	171,929
Total	<u>\$ 329,016</u>	<u>\$ 492,866</u>
Accounts Payable	7,515	45,820
Working Capital	<u>\$ 321,501</u>	<u>\$ 447,046</u>



MEMORANDUM

To: The Council Board
From: Bob Wilson, Executive Director
Date: October 3, 2018
Subject: **Professional Services Contract Approval – Wilson Engineering**

Staff requests authorization for the Executive Director to enter into a contract between the Whatcom Council of Governments and Wilson Engineering, LLC (no relation to the Executive Director) to perform preliminary engineering for the proposed *State Route 547 Pedestrian and Bicycle Safety Trail*. This project was funded by the State Legislature in the 2018 session in the amount of \$305,000.

A request for proposals was issued which was advertised twice, with a reply period of three weeks. Although at least five other firms indicated an initial interest in submitting statements of qualification (SOQs), only one firm – Wilson – chose to do so (you may recall that Wilson performed the previous WCOG engineering assessment of the Trail in 2016-17). A Project Technical Team comprising three WSDOT staff, County Engineer Joe Rutan, a member of the Kendall-Columbia Valley Connectivity Plan Association and myself reviewed Wilson's SOQ, which received a mean score of 82.7 out of 100. Subsequently, Wilson was asked to submit a draft scope of work and proposed budget, which were reviewed by the Technical Team. Revisions requested by the Technical Team were incorporated into Wilson's draft scope and budget, and the final version is attached. The project will not exceed \$284,000.

SUGGESTED MOTION: Authorize the Executive Director to enter into a professional services agreement with Wilson Engineering, LLC, in an amount not to exceed \$284,000.

State Route 547 Pedestrian and Bicycle Safety Trail
Scope of Work – Preliminary Design
10/03/2018

Wilson Engineering respectfully presents the following detailed Scope of Work for the State Route 547 Pedestrian and Bicycle Safety Trail - Preliminary Design.

Task 1 – Project Management

Task 1 is expected to include the following scope:

- 1.1 Wilson will work with WCOG to prepare the Contract documents.
- 1.2 Wilson will prepare and submit a monthly invoice and progress report.
- 1.3 Wilson will prepare and manage sub-consultant contracts.
- 1.4 Wilson will perform general coordination and be the main point of contact for the multi-disciplinary team. Wilson will collect and distribute information for the team, keep the entire team updated regarding on-going tasks, upcoming submittals/deliverables, general status, etc.
- 1.5 Sub-consultants will prepare and submit a monthly invoice and progress report to Wilson, coordinate internally and with the team.
- 1.6 Consultant Team will meet internally and with WCOG staff and KCVCP Executive Committee to discuss project issues, schedule, progress, and general effort coordination. A total of up to 4 progress meetings with WCOG staff and KCVCP Executive Committee are anticipated. Wilson will prepare meeting agendas, take and prepare meeting minutes as necessary.
- 1.7 Wilson will oversee coordination of the design team and effort with PSE. This will include sharing of information for this from PSE's Pole Relocation Project, and up to two meetings with PSE staff.
- 1.8 Consultant Team will meet with KCVCP Committee upon completion of preliminary design and cost estimate to present the findings.
- 1.9 Wilson will conduct a quality assurance review of all deliverables prior to submittal.

Assumptions:

- Assumes project has no delays and that scope can be completed within 6 months from NTP.

Deliverables:

- Monthly invoices and progress reports.
- Meeting Minutes

Task 2 – Public Outreach

Epic Land Solutions will lead the Public Outreach effort. Task 2 is expected to include the following scope:

- 2.1 Work with WCOG and KCVCP Committee to develop the public outreach strategy and schedule.
- 2.2 Conduct an initial meeting with the stakeholders.
- 2.3 Prepare and provide project initiation information (e.g. public notices)
- 2.4 Prepare exhibits and informational flyers.
- 2.5 Prepare for and lead 1 public open house and supply up to 6 graphics for use in PowerPoint presentation.
- 2.6 Prepare up to three poster size aerial map displays showing proposed project plans with property impacts.

Assumptions:

- WCOG staff will schedule, arrange meeting facilities, create and send invitations, and announcements.

Deliverables:

- Public notices
- Exhibits and flyers
- Graphics for open house
- Aerial map displays
- Summaries of Discussions with residents and other Stakeholders
- Workshop summaries and Action items
- Attendance Records

Task 3 – Survey and Mapping

Wilson will provide survey and mapping, and will coordinate with PSE regarding available information to avoid duplication of effort. Survey extents are defined by the preferred Alternates identified in the June 2017 report with the potential substitution of the west side of SR547 north of Shamrock Road for Alternate 1A. Task 3 is expected to include the following scope:

- 3.1 Survey control tied to the current NAD83(2011) and NAVD88 horizontal and vertical control scheme.
- 3.2 Verify existing surveys to be integrated with original Wilson survey products within the constraints of applicable WAC and RCW limitations.

- 3.3 Conduct corridor topography / existing conditions survey at the 1-foot contour-interval level of precision within the proposed limit of effort. The corridor is generally defined as follows: a) where the trail will be adjacent to a road, from center of pavement to about 10' beyond edge of proposed trail improvements, and b) where the trail will be along existing railroad grade, from toe of grade to toe if grade. PSE's survey included the location and size of trees and will be incorporated as a referenced drawing.
- 3.4 Map Flood Plain extents and Base Flood Elevation based upon the proximate FEMA Flood Insurance Rate Map (FIRM) data.
- 3.5 Survey Critical Areas field delineations.
- 3.6 Within the project corridor, calculate and depict the extant rights-of-way of record, the adjoining property lines at their point of intersection with the proximate right of way (only), and the location and character of any easements-of-record. This effort will be as needed depending upon receiving available information from PSE and a drawing containing the boundary information that is stamped and signed by a licensed Professional Land Surveyor that can be officially referenced in our base map.
- 3.7 Prepare topographic / existing conditions base map according to Wilson/APWA standards unless specifically directed otherwise in advance of survey. No third-party information sources will be included in Wilson deliverables without bearing a "Surveyed by Others" or "Not Surveyed" characterization and no edits to third-party survey data will be performed.
- 3.8 WCOG and design team base map comments / revisions / finalization: Wilson anticipates one round of comment and review following submittal of preliminary maps for comment and review, prior to preparation of a "Final" map set.
- 3.9 PLS review and certification.

Assumptions:

- Wilson cannot guarantee the completeness of the easement depictions without a Title Document (Plat Certificate or Title Report), however this may not be required to complete the preliminary design. Title documents will need to be obtained prior to acquiring easements, and have not been procured by Puget Sound Energy.
- No unverified third-party data will be incorporated in a Wilson "Survey" map, and no edits to third-party data, or quality assurance assessment of third-party data, will be performed. Any relevant third-party data included in the Wilson base-map and deliverables will be characterized as "Record" data in an attached reference file.
- No monument preservation or restoration services are anticipated pursuant to this effort.

Deliverables:

- Electronic base map, and record-drawing attachment files in AutoCAD/Civil3D (2016) compatible format
- Hard copies of final drawings, signed and stamped by a Washington State Licensed surveyor.

Task 4A –Natural Resource Assessment

NES will conduct a natural resource assessment, including fish and wildlife habitat conservation areas. Task 4A will include the following scope:

- 4.1 File Review: Conduct a file review of publicly available information on wetlands, streams, priority habitat areas and fish use along the project corridor. NES will have phone discussions with County and State agency staff as necessary to collect information about habitat and critical areas in the project area and research available existing critical areas and habitat conservation areas studies along the project corridor.
- 4.2 Field Assessment: Conduct a field delineation to identify and characterize wetlands, streams, and their buffers within and adjacent to the project area. The scope of the delineation will be the project corridor and adjacent properties for which right of entry has been obtained. NES will attempt to assess the presence of wetlands within 150 of the project corridor visually and with aerial photographs, however, these areas will not be delineated (reconnaissance level survey only – rough boundaries and no official ratings completed).
- 4.3 Rating Forms and Datasheets: Complete rating forms and associated figures for each wetland identified.
- 4.4 Reporting: a Natural Resource Assessment report will be provided that summarizes field observations with an emphasis on vegetation, soils, and hydrology, wetland ratings and categorization, and habitat conservation summary, including streams and wildlife habitats. Regulatory overview will be summarized including constraints associated with identified critical areas.
- 4.5 Work with Wilson to develop CAD layers for all identified critical areas to enable overlay on design alternatives for assessing each alternative for regulatory constraints and potential mitigation costs.
- 4.6 Based on the information collected, assist with SEPA/NEPA checklist completion.

Assumptions:

- The delineation will be conducted in the area where the trail alternatives cross Kendall Creek (both alternative locations will be delineated).
- Report will summarize existing conditions only.

Deliverables:

- Natural Resource Assessment Report

Task 4B – Cultural Resource Review

APT will conduct a Cultural Resource Review to fill in any gaps in the PSE Cultural Resource Review. Task 4B will include the following scope:

- 4.7 Review relevant written records, including the Washington State Department of Archaeology and Historic Preservation (DAHP) online database of historic properties and archaeological sites and surveys (i.e. the Washington Information System for Architectural & Archaeological Records Data, or WISAARD)
- 4.8 Provide a written report of the results of the cultural resource review and professional recommendations regarding additional cultural resource work deemed necessary [e.g. archaeological survey, archaeological monitoring during construction, traditional cultural property (TCP) study]

Assumptions:

- Future funding agencies will review Report to determine if additional cultural resource work is necessary.

Deliverables:

- Report of the results of the cultural resource review

Task 5 – Geotechnical Investigation

GeoEngineers will complete geotechnical site explorations, analysis, and reporting to support the preliminary (30%) design of the proposed project improvements. While the primary area of focus will be on the properties on either side of the creek, some general and specific focus will include the entire route for consideration of possible walls, culverts, and stormwater management, as further described below. Task 5 is expected to include the following scope:

- 5.1 Site Reconnaissance – Review available geologic mapping and subsurface information along the project alignment. Perform one day of engineering and geological reconnaissance along the proposed trail connector alignments. Perform probing and evaluate site access along the alignment as a basis for developing an exploration plan.

- 5.2 Field Explorations - GeoEngineers will develop and coordinate a suitable site exploration program to provide sufficient information to develop preliminary geotechnical engineering design recommendations.
- 5.2.1 Complete right-of-way (ROW) permit application for geotechnical investigations and process through the County or WSDOT as appropriate; coordinate subcontracted driller/excavation services.
- 5.2.2 Coordinate utility location at proposed explorations (one site visit).
- 5.2.3 Site explorations will consist of a combination of test pits and borings at accessible locations as appropriate for the proposed trail, walls, culverts, stormwater facilities and/or bridge structures.
- Two days of test pits/auger bore and clearing access with emphasis on completing explorations along the proposed trail alignment and in areas that may not be accessible with a drill rig. On the order of 12 to 16 explorations are anticipated for the two-day work period, depending on access.
 - One day of subcontracted drilling at preferred alternative locations for trail bridge abutments. Anticipated depth of 30 feet per abutment up to four drill locations.
 - Up to two days of subcontracted traffic control will be provided as necessary for explorations near the roadway for safety.
- 5.3 Laboratory Testing - Complete laboratory testing on selected samples, likely to consist of moisture content, sieve analysis, and/or Atterberg limits determination as appropriate for the materials encountered.
- 5.4 Preliminary Geotechnical Engineering Analysis and Recommendations - GeoEngineers will complete engineering analysis and provide preliminary design recommendations necessary to support the project.
- 5.4.1 Evaluate site geologic hazards in accordance with the Whatcom County Critical Areas Ordinance (CAO), including assessment of erosion, landslide, seismic and mine hazards in the project vicinity, and discussion of mitigation measures for these hazards, as appropriate.
- 5.4.2 Work with the Consultant Team to develop suitable preliminary geotechnical design parameters based on soil and groundwater conditions encountered and laboratory testing to support preliminary design.
- 5.4.2 Work with the Consultant Team to develop recommendations for stormwater management. Evaluate feasibility of stormwater infiltration based on grain-size distribution of soils encountered. A pilot infiltration test (PIT) is not included in the scope at this time, but could be added during final design if appropriate for site conditions and required by the County.
- 5.4.4 Preliminary design recommendations for structure foundations, such as culverts, retaining walls and pedestrian bridges or boardwalks. Provide bearing capacity and settlement based on anticipated structure loads. As currently envisioned, any structure will be supported on conventional

shallow foundations. Foundation recommendations will be prepared for pile supported structures, if necessary, but may require additional site exploration for final design.

- 5.4.5 Provide preliminary input for selection of retaining wall type(s) and provide retaining wall design input parameters for required walls at fill embankments along the project alignment. Provide preliminary construction considerations for retaining walls. Prepare retaining wall considerations for structure wing-walls and abutments, as necessary. Assist the project team with selection of appropriate culvert and wall types, as necessary.
- 5.4.6 Provide design and construction recommendations for fill embankments, earthworks, temporary and permanent slopes, fill materials and compaction criteria, trail sections, wet weather earthwork, and other items as appropriate for the selected alternative(s).
- 5.5 Prepare a geotechnical engineering report with summary of preliminary geotechnical conclusions and recommendations. Explorations logs, a site plan, and any supporting test data will be included. A draft report will be submitted for review with final report following based on comments from the Consultant Team.
- 5.6 Project Management, Coordination and Meetings – Attend up to two, 2-hour meetings and provide project coordination and invoicing throughout the project.

Assumptions:

- Utilities will be located with the “one-call” locate service only. A private locate is not included in the scope.
- The County and WSDOT will provide right-of-entry for areas of exploration.
- Geotechnical explorations will avoid wetland areas and limit tree clearing to the extent feasible. GeoEngineers will provide an exploration plan for permitting review prior to completing the explorations.
- Test pit explorations will be completed in a single mobilization.
- Borings will be completed in a single mobilization and drill cuttings will be left onsite.
- Stormwater recommendations do not include a pilot infiltration test (PIT) at this time.
- The results of this task may not be adequate for full design of the project and additional geotechnical effort including supplemental subsurface explorations will likely be required to support design beyond 30% depending on final alternatives selected and other unanticipated circumstances.

Deliverables:

- Draft and final preliminary geotechnical engineering report.

Task 6 – 30% Plans and Estimate

Based on the findings of the previous tasks, the consultant team will prepare 30% plans and cost estimate for the entire trail extents. Task 6 is expected to include the following scope:

- 6.1 Coordinate design effort with WSDOT, Whatcom County Public Works, and Whatcom County Parks staff. This will include providing up to two Progress plan sets and up to two meetings with the aforementioned staff.
- 6.2 Conduct a limited alternatives review of the Preferred Alternative for potential accommodations to take advantage of possible efficiencies associated with PSE's pole relocation project.
- 6.3 Consultant team will design and prepare 30% plans to include the following segments:
 - Trail along entire corridor alignment with preferred alternate at creek crossing.
 - Single Termination points at each end (north and south)
 - No spur trail sections to other places.

Anticipated plans will include the following:

- Cover Sheet
 - Index plan
 - Existing Conditions
 - Site Preparation
 - Main Trail Plan & Profile
 - Civil Details
 - Bridge Structural plans and details
- 6.4 Consultant team will prepare a 30% level construction cost estimate.
 - 6.5 NES will review wetland/buffer impacts, mitigation sequencing, and general mitigation options/costs.
 - 6.6 NES will review Floodplain determination and impact assessment, including mitigation potential.

Assumptions:

- Design and plans will be based on segment alternate 6A. If segment alternate 6B is preferred, additional budget for the bridge design may be required.
- A specific wetland mitigation plan is NOT included.

Deliverables:

- 30% Plans.

- 30% cost estimate.
- Discussion of wetland/buffer impacts, mitigation sequencing, and general mitigation options/costs.
- Floodplain determination and impact assessment, including mitigation potential.
- Identification of additional easement / rights of way needed.

Task 7 – Property Rights and Acquisition Cost Estimating

Epic Land Solutions will lead the effort to determine the costs and procedures associated with acquiring needed property rights. Task 7 is expected to include the following scope:

7.1 Review relevant available information from PSE.

7.2 Prepare the required Project Funding Estimate. Data will be provided justifying estimate costs and providing a foundation for design selection and project funding.

Assumptions:

- Right-of-Way costs will be developed utilizing project plan information previously available and as updated during the design process, in collaboration with project team, available information from PSE, and using online services.

Deliverables:

- Conceptual Right of Way Cost estimate report

General Assumptions list:

- Trail will be designed in accordance with Chapters 1100 and 1515 of the WSDOT Design Manual.
- Trail alignment will be based on the preferred route identified in the Risk and Cost Analysis Report with Alternate 6A.
- Hazardous materials services, including but not limited to investigation and remediation, are not included, and if required will be provided by others.

State Route 547 Pedestrian and Bicycle Safety Trail
 Budget – Preliminary Design
 10/03/2018

The Scope of Services described in Tasks 1 thru 7 of the above scope of services will be performed on a time and materials basis.

Payment to the Engineer for the Scope of Services described in Tasks 1 thru 7 above shall be based on actual work performed at the personnel rates defined by the Engineer’s then current Billing Rate schedule (Exhibit A included for January 1 – December 31, 2018). The Billing Rate schedule will be adjusted annually on January 1.

In addition, the Engineer shall be reimbursed for all subcontractor costs and for out-of-pocket expenses incurred in the direct performance of the consulting services or attributable to a specific project at the rate of cost plus a percent mark-up as listed in the Billing Rate schedule. Out-of-pocket expenses are defined as all costs, other than payroll costs, which are directly attributable to a specific project. They shall include items such as mileage, travel and related expenses, directly applicable technical expenses, copying, large format printing, and such other items of expense incurred in the direct performance of the consulting services or attributable to a specific project. Payment shall be made monthly upon receipt and approval of the Engineer’s invoice.

All permitting, application, and similar project fees will be paid directly by the Client.

A maximum Not to Exceed contract fee of **\$284,000.00** is proposed as detailed in the table below.

Task	Budget
Task 1 - Project management	\$33,020
Task 2 – Public Outreach	\$18,630
Task 3 – Survey and Mapping	\$78,200
Task 4 – Natural Resource Assessment and Cultural Resource Review	\$14,000
Task 5 – Geotechnical Investigation	\$37,580
Task 6 – 30% Plans and Estimate	\$83,840
Task 7 – Property Rights and Acquisition Cost Estimating	\$18,730
Project Total	\$284,000

Billing rates for work performed January 1 - December 31, 2018:

Principal Engineer	\$168
Senior Project Engineer	\$152
Project Engineer	\$138
Engineer II	\$122
Engineer I (EIT)	\$112
Environmental Specialist	\$86
Senior CAD Design Technician	\$96
CAD Design Technician	\$82
Inspector	\$86
Clerical	\$70
Senior Professional Land Surveyor	\$150
Hydrographer	\$160
Professional Land Surveyor	\$142
Senior Survey Technician	\$110
Survey Technician	\$86
1-Person Survey Crew*	\$130
2-Person Survey Crew*	\$190
3-Person Survey Crew*	\$240
3-D Scanning Survey Crew	\$245
Hydrographic Survey Crew	\$285

* Rates may be adjusted when prevailing wage rates apply

Sub-consultants – reimbursed at cost plus 8%

Reimbursable direct expenses – reimbursed at cost plus 8% - include (but are not limited to) the following:

- Project application fees and project permit fees
- Publication of notices
- Reproduction of drawings and construction documents
- Postage and shipping
- Direct expenses for travel, meals and lodging outside of Whatcom and Skagit Counties
- Mileage at project-current IRS mileage rate
- Specialized Equipment Rental, at rental rate



MEMORANDUM

To: The Council Board
From: Bob Wilson, Executive Director
Date: October 3, 2018
Subject: **2019 Budget (First Draft)**

Attached to this memo please find the first draft of WCOG's 2019 Budget for your review prior to the Council Board meeting on October 10th. 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. Annual population change is drawn from Office of Financial Management estimates for Whatcom County, the seven cities and the Lummi Nation. For the purposes of this draft budget, the 2.5 percent COLA that the staff is receiving this year is used as an estimate for 2019 (in accordance with the Council Board's budget guidance of September 17, 2008). The Port's dues increase is the average increase among the nine jurisdictions. When the members' 2019 COLAs are determined later this year, they will be averaged and incorporated into the final draft of the budget that will be presented to the Council Board in December.

Salaries. No salary adjustments beyond COLAs and step increases are called for in 2019. All staff members except me will receive step increases, and everyone will receive the COLA. It should be noted, however, that Susan Horst, Kirsten Wert and Michelle Grandy are permanent part-time staff (56.5, 80 and 75 percent time, respectively), and the amount of their increases will be prorated accordingly.

The COLA and step increases represent an aggregate increase in 2019 salaries of \$36,548, or 5.1 percent.

Employee Benefits. The COG's 2019 expense for all employee benefits – health insurance, retirement, workers' compensation, etc. – is expected to increase next year by 3.85 percent. Interestingly, our medical insurance premium will actually *decline* by about \$4,000, but this is more than offset by increases in our retirement contribution and unemployment insurance tax.

Consultants. As in 2018, the largest line-item increase in the 2019 Budget is the consultant expense, which will increase by approximately 10 percent, to \$639,473. Consultants will be used on a number of planning activities and projects, including the State Route 547 Pedestrian and Bicycle Safety Trail, updating the regional travel demand model, and others. All of these are funded, and consultant and other project expenses will be reimbursed.

Please don't hesitate to call Ron or me if you have any questions. We look forward to discussing the draft 2019 Budget with you next week.

Whatcom Council of Governments
2019 Budget (draft #1 10-03-2018)

	2018	2019
<i>CONSOLIDATED</i>	Adopted 12-13-2017	Draft #1 10-10-2018
Beginning Net Cash and Investments	\$ 109,277	\$ 245,000
REVENUE		
Programs & Projects		
Local	\$ 129,766	\$ 86,705
State	166,354	452,185
Federal	1,430,105	1,331,108
Canadian	20,000	10,000
Miscellaneous (foundations, classes, rebates)	90,000	0
Total Programs & Projects	\$ 1,836,225	\$ 1,879,998
Dues		
Bellingham	\$ 51,598	\$ 53,985
Blaine	3,020	3,242
Everson	1,565	1,665
Ferndale	8,015	8,320
Lynden	8,104	8,638
Nooksack	887	915
Sumas	935	970
Whatcom County (unincorporated)	51,551	53,546
Lummi Nation	3,024	3,132
Port of Bellingham	22,935	23,953
Lake Whatcom Water & Sewer	230	230
Birch Bay Water & Sewer	150	150
Opportunity Council	150	150
Sudden Valley Association	150	150
Western Washington University	150	150
Total Dues	\$ 152,464	\$ 159,196
Other Revenue		
Interest Income	1,500	2,500
Total Other Revenue	\$ 1,500	\$ 2,500
Total Revenue	\$ 1,990,189	\$ 2,041,694
EXPENSES		
Salaries & Benefits		
Salaries	\$ 718,953	\$ 755,501
Dental Insurance	12,202	12,202
Disability Insurance	3,041	3,196
Health Insurance	111,978	107,950
Life Insurance	1,007	1,006
Retirement Contribution	91,307	95,949
Social Security Equivalent	55,169	57,965
Unemployment Insurance Tax	5,037	12,424
Vision Insurance	2,651	2,572
Workers Compensation Insurance	2,869	2,983
Total Benefits	\$ 285,261	\$ 296,247
Total Salaries & Benefits	\$ 1,004,214	\$ 1,051,748

Whatcom Council of Governments
2019 Budget (draft #1 10-03-2018)

	2018	2019
CONSOLIDATED	Adopted 12-13-2017	Draft #1 10-10-2018
Other Expenses		
Communication Services	\$ 33,000	\$ 28,600
Consultants & Contracted Services	581,729	639,473
Incentives	12,000	12,000
Insurance - Property & Liability	10,000	10,500
Office Equipment & Software	34,200	36,120
Pass Through to Partners	99,000	33,000
Printing	28,700	19,500
Professional Development	9,600	18,650
Rent	67,000	70,000
Repair & Maintenance	3,000	3,000
Supplies	9,900	10,600
Travel	14,340	14,890
Utilities	15,000	13,000
Total Other Expenses	\$ 917,469	\$ 909,333
Total Expenses	\$ 1,921,683	\$ 1,961,081
Ending Net Cash and Investments	\$ 177,783	\$ 325,613

Capital Expenditures by Category

	<u>Quantity</u>	<u>Total Cost</u>
Fixed Assets (\$5,000+)		
none		\$ -
Office Equipment		
Copier Lease & Maintenance	1	\$ 3,600
Phone System lease	1	5,400
Workstation replacements	2	3,600
Monitor replacements	4	1,200
Laptop replacements	1	1,800
Contingency		<u>2,000</u>
		\$ 17,600
Software		
Accounting & Payroll updates	2	\$ 1,600
Adobe licenses & updates	10	1,200
GIS licences & updates	2	7,400
Microsoft licenses & updates	10	1,200
TransCAD Transportation Modeling license & updates	2	2,600
Contingency		<u>2,000</u>
		\$ 18,520

Whatcom Council of Governments

2019 Budget (draft #1 10-03-2018)

<i>BY PROGRAM/PROJECT</i>	COG Administration	IMTC Core Program Funding	IMTC Dynamic Border Management	IMTC Passenger Vehicle Survey
Type of Work	Administration	Implementation	Implementation	Implementation
Major Funding Sources	Local	FHWA	FHWA/Canada	FHWA
REVENUE				
Program Revenue Available	\$ 2,500	\$ 219,742	\$ 20,000	\$ 65,000
Dues / Dues used as match	120,090	-	5,000	-
Cash Match provided by Partners	-	10,000	-	-
Prior Yr. Fringe Benefits Recovered	2,109	n/a	n/a	n/a
Indirect Costs Recovered	355,797	n/a	n/a	n/a
Total Revenue	\$ 480,496	\$ 229,742	\$ 25,000	\$ 65,000
EXPENSES				
Salary	\$ 105,690	\$ 93,606	\$ 11,196	\$ 11,785
Benefits	67,410	59,700	7,141	7,517
Indirect (overhead) Costs	n/a	62,036	6,663	7,198
Total Salary, Benefits & Indirect	\$ 173,100	\$ 215,342	\$ 25,000	\$ 26,500
Other Expenses				
Communication Services	19,000	2,400	-	-
Consultants & Contracted Services	59,273	3,000	-	5,000
Incentives	-	-	-	-
Insurance - Property & Liability	10,500	-	-	-
Office Equipment & Software	36,120	-	-	-
Pass Through to Partners	-	-	-	33,000
Printing	-	3,000	-	-
Professional Development	10,850	-	-	-
Rent	70,000	-	-	-
Repair & Maintenance	3,000	-	-	-
Supplies	3,000	2,000	-	-
Travel	2,000	4,000	-	500
Utilities	13,000	-	-	-
Total Other Expenses	\$ 226,743	\$ 14,400	\$ -	\$ 38,500
Total Expenses	\$ 399,843	\$ 229,742	\$ 25,000	\$ 65,000
Total Revenue	\$ 480,496	\$ 229,742	\$ 25,000	\$ 65,000
Total Expenses	399,843	229,742	25,000	65,000
Net Cash Flow	\$ 80,653	\$ -	\$ -	\$ -

Whatcom Council of Government

2019 Budget (draft #1 10-03-2018)

<i>BY PROGRAM/PROJECT</i>	Mobility Management & Travel Training	MPO/RTPO Transportation Planning	SR 547 - Kendall Trail	Smart Trips Core Funding
Type of Work	Implementation	Planning	Prelim. Engineering	Implementation
Major Funding Sources	FTA/WTA	FHWA/FTA/WSDOT/WTA	WSDOT	WSDOT/WTA/COB
REVENUE				
Program Revenue Available	\$ 93,000	\$ 872,792	\$ 302,918	\$ 208,382
Dues / Dues used as match	-	17,040	-	15,607
Cash Match provided by Partners	-	11,705	-	75,000
Prior Yr. Fringe Benefits Recovered	n/a	n/a	n/a	n/a
Indirect Costs Recovered	n/a	n/a	n/a	n/a
Total Revenue	\$ 93,000	\$ 901,537	\$ 302,918	\$ 298,989
EXPENSES				
Salary	\$ 34,749	\$ 279,787	\$ 1,268	\$ 104,100
Benefits	22,167	178,455	809	66,400
Indirect (overhead) Costs	23,334	185,895	841	68,989
Total Salary, Benefits & Indirect	\$ 80,250	\$ 644,137	\$ 2,918	\$ 239,489
Other Expenses				
Communication Services	500	600	-	6,100
Consultants & Contracted Services	3,000	241,500	300,000	27,700
Incentives	-	-	-	12,000
Insurance - Property & Liability	-	-	-	-
Office Equipment & Software	-	-	-	-
Pass Through to Partners	-	-	-	-
Printing	8,500	1,000	-	7,000
Professional Development	-	7,300	-	500
Rent	-	-	-	-
Repair & Maintenance	-	-	-	-
Supplies	-	1,000	-	4,600
Travel	750	6,000	-	1,600
Utilities	-	-	-	-
Total Other Expenses	\$ 12,750	\$ 257,400	\$ 300,000	\$ 59,500
Total Expenses	\$ 93,000	\$ 901,537	\$ 302,918	\$ 298,989
Total Revenue	\$ 93,000	\$ 901,537	\$ 302,918	\$ 298,989
Total Expenses	93,000	901,537	302,918	298,989
Net Cash Flow	\$ -	\$ -	\$ -	\$ -



MEMORANDUM

To: Council Board
From: Ron Cubellis
Deputy Executive Director/CFO
Date: October 3, 2018
Subject: Adding WA State Deferred Compensation Plan option

Staff recommends adding the WA State Deferred Compensation Plan as an option for employees.

WCOG has a deferred compensation plan administered by Mass Mutual (formerly The Hartford). However, the management and administrative fees of this plan have increased to the point where they now average 7 times what the state charges for its plan (see below). The employees bear the burden of these charges through reduced investment returns on their savings. Adding the state plan will provide them a less expensive option.

Combined fees and expenses as of 7/31/2018:

Deferred Compensation Plan fees & expenses	Mass Mutual Plan	WA State Plan
Range by fund	1.4% to 2.5%	0.13% to 0.47%
Average of all funds	1.96%	0.26%

Adding a 2nd deferred compensation plan requires two actions:

1. Adopt the attached resolution prepared by the WA State Department of Retirement Systems, and
2. Amend the WCOG Personnel Manual as attached to accommodate multiple plans

There is no fiscal impact to WCOG for offering a second deferred compensation plan.

REQUESTED ACTION #1: Move to approve resolution #2018-10-2 authorizing participation in the Washington State Deferred Compensation Program.

REQUESTED ACTION #2: Move to approve the WCOG Personnel Manual amendments as presented.



Deferred Compensation Program (DCP)

Resolution No. 2018-10-2

Send completed form to:
Department of Retirement Systems
Employer Support Services
PO Box 48380 • Olympia, WA 98504-8380

drs.wa.gov/dcp • 800.547.6657
email: *employersupport@drs.wa.gov*

This resolution can be used to:

- Authorize an organization's participation in the Washington State Deferred Compensation Program (DCP)
- Change the automatic enrollment option for organizations currently participating in DCP

Participation Status

WHATCOM COUNCIL OF GOVERNMENTS _____ (legal name of organization),
a political subdivision of Washington state, authorizes and approves this resolution.

This organization is requesting to participate in the Washington State Deferred Compensation Program.
Or
 This organization already offers DCP and is changing the automatic enrollment option.

Automatic Enrollment Option

[RCW 41.50.770](#) permits counties, municipalities, and other political subdivisions to participate in the DCP automatic enrollment provision as outlined in [WAC Chapter 415-501](#).

Does the organization want to participate in automatic enrollment? Yes No

Employer Contributions

Does (or will) the organization contribute dollars to any employee DCP account? Yes No

If yes, and the organization will participate in automatic enrollment, delay submitting employer contributions for DCP participants until at least 90 days following the initial employee deferral.

Authorizing Signature(s)

The organization:

1. Requests to participate in DCP, as allowed by [RCW 41.50.770](#).
2. Has reviewed the program provisions and agrees to accept all terms and conditions.
3. Understands and agrees that all employee deferrals are held in trust by the Washington State Investment Board for the exclusive benefit of program participants and eligible beneficiaries.

Passed this 10th day of October, 2018

Signature	Title Chairman
Printed Name Jon Mutchler	

Optional: To include additional Resolution signatures, add a separate sheet of paper.

6.4 LONG-TERM DISABILITY INSURANCE

Regular employees working 20 hours or more per week are provided prepaid long-term disability insurance. The extent of coverage and the percentage of the premium paid by the WCOG are determined annually through the budget process and will be identified in the plan information documents.

6.5 LIFE INSURANCE

Regular employees working 20 hours or more per week are provided a prepaid life insurance policy in the amount of 1 times annual salary up to \$50,000. The extent of coverage and the percentage of the premium paid by the WCOG are determined annually through the budget process and will be identified in the plan information documents.

6.6 RETIREMENT

All eligible regular WCOG staff are required to participate in the Washington State Public Employees Retirement System. The employer and employee's contributions are determined by the Legislature of the State of Washington. Employee contributions are tax deferred.

The WCOG will contribute to a Simplified Employee Pension Plan (SEP) for regular employees. The WCOG's contribution will be equal to 7.5% of the regular employee's salary less the required Department of Retirement (DRS) PERS employer rate. (Note: As the DRS rates go up, the employer portion goes down and vice versa.)

6.7 SOCIAL SECURITY

The WCOG does not contribute to the Federal Old Age, Survivors and Disability Insurance (Social Security) program for employees that are full-time or part-time and vested in PERS. Instead, WCOG makes contributions on behalf of these employees to one of the ~~Mass Mutual~~ WCOG Deferred Compensation Plans in an amount equal to that which it would be required to contribute to Social Security. WCOG does contribute to Social Security for all other employees and does not contribute to the ~~Mass Mutual~~ WCOG Deferred Compensation Plans for these employees.

6.8 WORKER'S COMPENSATION

All employees and volunteers are covered by the State of Washington's Worker's Compensation Program. This insurance covers employees in the case of an on-the-job injury or job-related illness and is funded by an employee and employer-paid premium. For qualifying cases, the State Industrial Insurance will pay the employee for medical costs and lost compensation when certain criteria are met.

An employee who is receiving time-loss payments under the Worker's Compensation Program may supplement such payments with sick leave to make up his/her full salary. At no time may an employee receive time loss payments combined with sick leave that exceed his/her regular salary.

6.9 COBRA

Upon termination (for reasons other than the employee's gross misconduct) of employment or reduction of hours of employment, the employee along with their spouse and dependents, are entitled to continuation coverage for a period of eighteen (18) months. If the employee dies, is divorced, becomes eligible for Medicare, or a dependent child ceases to be a dependent child under the plan, the spouse and dependent children are entitled to continuation coverage for thirty-six (36) months.

If an employee is a participant in a plan but did not elect to receive dependent coverage and the employee terminates, his spouse and children are not entitled to continuation of coverage.

It is the responsibility of the employee to notify the Office Manager of his intent to have continuation of coverage through COBRA. This request must be in writing within sixty (60) days of the date of the qualifying event (termination, etc.). Notice, other than written notice, will not be binding until confirmed in writing.

6.10 UNEMPLOYMENT COMPENSATION

Employees may qualify for Washington State Unemployment Compensation after separation from WCOG employment depending on the reason for separation and if certain qualifications are met. For more information on these benefits, contact your local Employment Security office and/or web-site.

6.11 DEFERRED COMPENSATION

All WCOG employees are eligible to participate in the deferred compensation program(s) ~~currently administered by Mass Mutual.~~

6.12 BENEFIT BUY-OUT OPTION

Employees have the option of receiving monthly incentive payments for waiving certain benefits for themselves and/or their eligible dependent(s). Typically only employees and dependents that are covered under another group medical or dental plan may waive their WCOG provided coverage. The WCOG insurance company makes the determination of eligibility to waive coverage.



whatcom council of governments



Washington State
Department of Transportation

July 6, 2018

United States Department of Transportation
Federal Highway Administration
Office of Planning, Environment, and Realty
1200 New Jersey Avenue SE
Washington, DC 20590

Delivered by email to TPCB@dot.gov

Re: Letter of Interest (LOI) in funding from the National Economic Partnerships for Innovative Approaches to Multi-Jurisdictional Coordination initiative

Dear Messrs. Garland, Stevens, and Buckner,

The Whatcom Council of Governments (WCOG) and the Washington State Department of Transportation (WSDOT) enthusiastically submit the attached LOI for your consideration under the National Economic Partnership (NEP) initiative.

WCOG and WSDOT, along with many other regional and jurisdiction stakeholders as described in the LOI, are longstanding partners in supporting the International Mobility and Trade Corridor Program (IMTC) – a multi-jurisdictional consortium dedicated to coordinating planning, programing, and operations of the international border crossings that serve the Pacific Northwest Megaregion corridor between Seattle, Washington and Vancouver, British Columbia. WCOG leads the IMTC Program and WSDOT supports this request for funding of WCOG to advance this work.

Noting FHWA's intention that LOIs come from consortia of state DOTs and MPOs, we hope this joint letter will clearly illustrate WSDOT and WCOG's partnership in supporting the IMTC Program – an innovative, multi-stakeholder approach to sustaining cross-border mobility for people and freight as travel and trade to and through this megaregion keeps growing.

Thank you for the opportunity to be considered for what would be an important source of support for continuing and improving an innovative regional planning program.

Sincerely,

Robert H. Wilson
Executive Director
Whatcom Council of Governments
Metropolitan Planning Organization

Jay Drye
Assistant Regional Administrator
Mt. Baker Area
Washington State Department of Transportation

Letter of interest (LOI)

Project title

**Innovative Border Solutions for the Pacific Northwest Megaregion:
The International Mobility and Trade Corridor Program (IMTC)**

Lead agency

Whatcom Council of Governments (WCOG) - MPO

Hugh Conroy, Director of Planning
360 685-8384
hugh@wcog.org
www.wcog.org

Other consortium members¹

Washington State Department of Transportation (WSDOT)

Todd Carlson, Planning & Engineering
Services Manager – Northwest Region
360 757-5980
carlsot@wsdot.wa.gov

U.S. Customs & Border Protection (CBP)

Ken Williams, Area Port Director, Port of
Blaine, WA
360 332-2332
kenneth.williams@cbp.dhs.gov

U.S. Federal Highway Administration

Sharleen Bakeman, Planning & Freight
Program Manager, WA Division
360 753-9418
sharleen.bakeman@dot.gov

British Columbia Ministry of Transportation & Infrastructure (BC MoTI)

Lina Halwani, Director, Planning &
Programming, South Coast Region
604 527-2170
lina.halwani@gov.bc.ca

Canada Border Services Agency (CBSA)

Daniela Evans, District Director, Pacific Highway
District
604 541-5696
daniela.evans@cbsa-asfc.gc.ca

Transport Canada

Chris Hoff, Manager, Policy and Coordination
Pacific Region
604 666-7972
chris.hoff@tc.gc.ca

Note: Funding proposed in this LOI would support activities of the lead agency (WCOG). Other consortium members are not proposed as recipients of FHWA funds.

July 9, 2018

¹ This is a list of *primary* government agency consortium members. The IMTC consortium includes other federal and regional government agencies, local jurisdictions, private sector organizations, academia, and non-governmental organizations. More info at theimtc.com.

Introduction

The internationally recognized [International Mobility and Trade Corridor Program](#) (IMTC) is a voluntary, binational, regional coalition of government, business interests, and non-governmental entities that supports the improvement of safety, mobility, and security for the Cascade Gateway, the five land border ports-of-entry connecting Western Washington State and Lower Mainland British Columbia. The IMTC Program is led by the Whatcom Council of Governments (WCOG), the U.S. metropolitan planning organization (MPO) located in Bellingham, Washington. IMTC participants **coordinate planning, identify system needs, and optimize investments and operations through collaboration, innovation, and partnership.**

NEP primary implementation area

WCOG is seeking federal assistance under the NEP initiative to implement multi-jurisdictional coordination and planning solutions for an existing regional activity.

Planning issues to be addressed in a regional context

The IMTC Program focuses on five goals documented in its [Purpose, Goals and Strategies document](#) – 1) Coordination of planning among regional stakeholders, 2) Improvement of regional trade and transportation data, 3) Coordinated advancement and support of infrastructure improvements, 4) Support for coordinated implementation of U.S. and Canadian border policy, and 5) Improvements to border operations. This section will give examples related to each of the IMTC Program goals which the current IMTC work plan (Appendix A) identifies.

Two recent initiatives have informed the IMTC Program's strategies for advancing its regional collaboration to a higher level. In 2014, IMTC was selected to participate in a **Transportation Systems Management & Operations** (TSMO) Capability Maturity Model (CMM) workshop under FHWA's Strategic Highway Research Program (SHRP2). Inclusion of TSMO strategies in IMTC's regional planning and coordination work keeps expanding as a result of the SHRP2 engagement. Secondly, FHWA (in conjunction with Transport Canada via the U.S.-Canada Transportation Border Working Group) asked the IMTC consortium to host a peer exchange on **Border Master Planning** (BMP) that focused on strategies to advance regional cross-border transportation planning to the next level. Following the June, 2016 BMP peer exchange, IMTC Program consortium members agreed to incorporate several BMP and TSMO strategies into IMTC's long-range planning efforts. NEP funding would allow for further advancement of these strategies should WCOG be selected.

Coordination of planning: IMTC was established to address growing travel and trade volumes in the Pacific Northwest corridor and optimize the effectiveness and efficiency of the international border transportation system between Seattle, WA and Vancouver, BC. This has been pursued by partnering with multiple agencies from both sides of our shared border to identify investments of mutual interest and advance those improvements with funding partnerships and collaborative implementation.

Next-level planning coordination activities under IMTC's BMP initiatives will:

- Develop a timeline and process map (report-based and visual) of the planning and programming schedules of IMTC consortium agencies, especially WCOG, BC TransLink, WSDOT, BC MoTI, U.S. CBP, CBSA, and border municipalities. IMTC has been successful in building trust-based relationships among multiple institutions and this work will better highlight where policy and regulatory parameters align and where planning and financing timelines create or constrain opportunities for collaboration.

- Document an assessment of IMTC’s planning relationship to other related initiatives including the WA-BC Joint Transportation Executive Council, the [U.S. Canada Transportation Border Working Group \(TBWG\)](#), U.S. CBP-CBSA Border Port Operations Committees, the [2018 U.S. Department of Homeland Security \(DHS\) Northern Border Strategy](#), and the [Cascadia Innovation Corridor](#) initiative.

Improvement of regional trade and transportation data: As lead agency of the IMTC Program, WCOG serves as a clearinghouse of [regional cross-border transportation data](#) from a variety of sources. These include data compilations from partner agencies, an [online border data warehouse of B.C. and WA state border delay](#), select data from inspection booth systems, and data collected during periodic freight and passenger vehicle surveys.

Next-level data improvement activities will:

- Develop border system performance measures, metrics, and targets.
- Apply metrics to project identification and prioritization.
- Acquire and apply passive data (GPS navigation data, location-based services (LBS) data, FHWA’s Next Generation Travel Behavior Data initiative, etc.)

Coordinate border infrastructure improvements (programming): Since its start in 1997, the IMTC consortium has annually updated a prioritized list of improvement projects that are of shared priority. More recently this list has expanded to include elements to better inform potential funders and stakeholders. These elements include standardized project categories, funded and unfunded projects for overall investment context, and funding status.

Next-level programming activities will:

- Use system performance measures to estimate and monitor the impact of investments.
- Improve project-funding status information to include detailed funding strategies.
- Migrate the IMTC project list to a dynamic, online platform with customizable summarization and visualization.
- Develop and periodically update a ten-year financial outlook for both U.S and Canadian revenue sources and investment in the Cascade Gateway.

Support coordinated implementation of U.S. and Canadian border policy: As a key stakeholder in the U.S. – Canada Transportation Border Working Group (TBWG) and as a forum for discussing current U.S. and Canadian national-level border policies as they relate to regional operations, IMTC will continue to focus on national-level initiatives and address ways policies can be most effectively implemented at the regional level.

Next-level border policy implementation activities will:

- Include IMTC representative in national policy discussions: TBWG, ITS Canada, ITS America, and other forums for discussing border operation implementation.
- Complement border related initiatives of B.C. and WA State including memoranda of cooperation and the Joint Transportation Executive Council (JTEC)
- Identify how efforts of the IMTC consortium can complement and advance the goals of the September 2016 [British Columbia – Washington Memorandum of Understanding on Advancing the Innovation Economy](#).

Improve cooperation on transportation operations: While IMTC has always acknowledged an equal interest in advancing efficiency through information technology and intelligent transportation systems (ITS), the adoption in 2015 of a TSMO Capability Maturity Model implementation plan helped IMTC agencies identify systems operations strategies designed to improve efficiency and reliability for travelers and freight carriers.

Next-level transportation system operations activities will:

- Visualize probe data.
- Provide web-based tools like the cross-border construction schedule.
- Set up annual testing of the incident response communications protocol.
- Evaluate a port-of-entry disabled truck towing solution.
- Implement Border Data Warehouse 3.0 to improve data access and accuracy (A project that would require separate funding)
- Assess near-term, cross-border traffic volume prediction capabilities.

Maps

Figure 1: Pacific Northwest / Cascadia megaregion



Figure 2: The Cascade Gateway

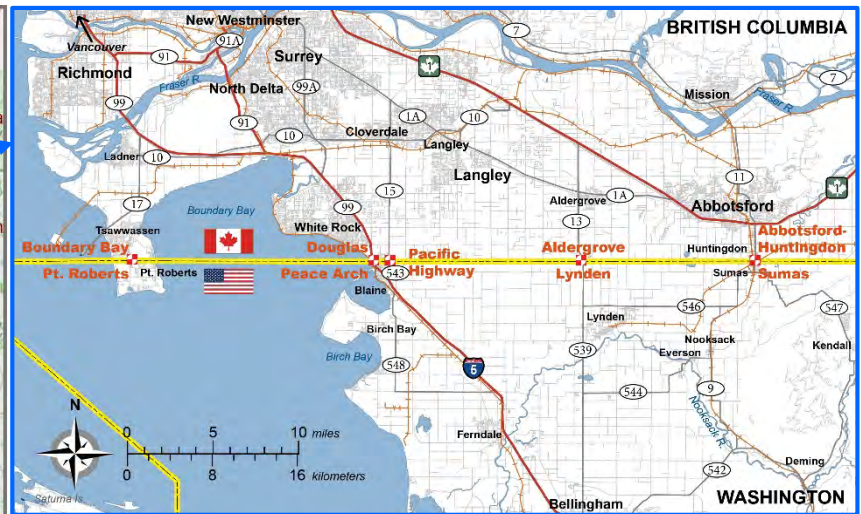


Figure 1 is a map of the **Pacific Northwest / Cascadia megaregion** – the chain of urban centers from Portland, Oregon north to Vancouver, British Columbia. This chain of large cities is an agglomeration of dense and growing population centers, increasingly integrated manufacturing and tech-industry sectors, and social and cultural networks. The international freight and travel demand generated in and attracted by the megaregion is served in the broadest terms by highways (most notably U.S. Interstate 5), railroads, marine ports and routes to Asia and beyond, and international airports. Access and mobility in the

megaregion is also critically dependent on *integrated regional system components*: state highways, local roads, mass transit, carrier firms in every mode, etc. One such sub-system serving the megaregion is the **Cascade Gateway** – the four international land border ports-of-entry (POEs) that facilitate the international megaregion trade and travel flows between the United States and Canada. As seen in

figure 2, the operational and jurisdictional coverage of four major agencies physically come together at the border: U.S. CBP, CBSA, WSDOT, and BC MoTI. There are many other issues and interests that intersect here, too. In the face of continuing growth and economic integration it is critical to manage the Cascade Gateway as a system rather than discrete facilities and operational mandates. Worsening congestion, increasing transportation costs, and protecting the environment are all addressed more effectively through the structured collaboration of the IMTC consortium through information sharing, collaborative prioritization of infrastructure and operational projects, and cooperation between agencies in advancing established goals.

Figure 3: WCOG's MPO planning area



Figure 3 shows Whatcom County, WA with a shaded inset of **WCOG's MPO planning area**. WCOG's lead agency role for the IMTC Program was established, along with the program itself, in 1997, when both MPOs and border state departments of transportation were eligible to apply for US FHWA assistance under the Coordinated Border Infrastructure (CBI) Program. WCOG was

successful in obtaining CBI funding awards both for regional border infrastructure, ITS improvements, and coordination of binational planning through the IMTC Program. WSDOT and other consortium members agreed that, given WCOG's MPO-area inclusion of and adjacency to the border POEs, and staff proximity to the essential stakeholders, it was the optimal entity to administer the program.

The jurisdictional coverage of the other consortium members listed on the cover page are also illustrated by the above figures. **US CBP** and **CBSA** have jurisdiction over the people and goods entering each country through their POE facilities (marked with red-checked boxes and labeled in figure 2). **WSDOT** and **BC MoTI** operate and maintain the state and provincial highways (including those that provide cross-border access) as well as other multimodal transportation system assets (e.g. ferries). **Transport Canada** and **U.S. FHWA** responsibilities are nation-wide, supported regionally by offices in the megaregion, and acknowledge that laws governing cross-border transit are federal, border facilities are federal, and thus, the multiple components that compose our cross-border transportation systems are, collectively, a clear federal interest.

IMTC: Innovative partnership addressing a clearly defined problem

In a 1994 report to congress², FHWA concluded that "Infrastructure and facilitation planning for major border crossings [was] fragmented and inadequate" (p. 8), that existing efforts did "not deal with border communities or with planning of ancillary roadway or other needs beyond the crossings themselves" (p. 8), and that "Adequate planning [would] require improved coordination among public and private entities, and among federal, state, and local governments." (pg. 8)

The 1994 FHWA report coined the term *border gateways* to describe groups of individual crossings that collectively serve a major trade corridor and binational, regional economies (p. 5-6). This term reflects the geographic and economic underpinnings of the IMTC Program. IMTC serves a specific

² USDOT, FHWA. *Assessment of Border Crossings and Transportation Corridors for North American Trade – Report to Congress*. 0982-G-21 (MF). 1994.

gateway system and travel corridor in an innovative way that forms a coalition of institutions from **both** sides of the border. WCOG and other consortium members continue to advance numerous contemporary strategies that result in critical improvements to trade and travel efficiency within the megaregion.

IMTC innovations that make progress towards the consortium's goals include:

- A multi-sector, binational planning coalition that includes public/private/NGOs/academia
- Adoption of strategy emphasizing relationship-building as a critical prerequisite to effective multi-agency planning, funding coalitions, and innovative technology deployments.
- Acknowledgement that a designated and funded lead agency is necessary. If there is not a lead agency that organizes consortium activities and tracks progress towards adopted goals and projects, the work will not get done.
- Interagency data collection and information development: When multiple entities cooperate to collect data and develop system analyses, subsequent cooperation on investment prioritization and funding partnerships is easier.
- Focus on shared priorities. There are many distinct organizational objectives in the cross-border corridor environment: transportation efficiency, safety, security, interdiction, profit, modal focus, rural economic development, etc. IMTC focuses where institutional interests intersect – improvements that advance shared objectives.

IMTC successes that illustrate effectiveness of innovative strategies include:

- 70 percent reduction in southbound truck wait times at Pacific Highway.
- The U.S.-Canada border's first & most complete border wait time system.
- Collection of previously unavailable data on regional trade and travel.
- Coordinated design and project delivery – Aldergrove port-of-entry.
- The highest NEXUS program enrollment on the Canada-U.S. border.
- Regional application of Canada-U.S. border ITS architecture.
- A strong regional business case for advancing national RFID strategies.

Lead agency and partners' contributions

Lead Agency (WCOG): WCOG has a current (2018) IMTC Program Work Plan that is attached to this LOI as Appendix A. The contributions detailed in the work plan are:

- **Collaboration** – Regional border master planning, small projects, Cascade Gateway construction schedule, Cascade Gateway Incident Response Communications Protocol.
- **Data, Analysis, & Information** – Research & analysis support, IMTC Resource Manual, Websites.
- **Meetings** – Planning & facilitation of monthly meetings, U.S.-Canada Transportation Border Working Group (TBWG).
- **Program Management** – IMTC performance measures, administration.

In support of the above work plan, WCOG's MPO policy board has also allocated regional Surface Transportation Block Grant (STBG) funds toward the IMTC Program.

Partner contributions: For the partners listed on the cover page, and many others, contributions include:

- **Staff time** – Representatives from IMTC consortium agencies and organizations participate in monthly working group meetings to advance shared strategies
- **Funding of the IMTC Program & various projects** – The IMTC *Program* is currently being funded by FHWA-CBI funds allocated by WSDOT, FHWA-SHRP2 funds, local allocation of regional STBG funds, and the Vancouver Airport Authority. Discussions are underway with WCOG’s IMTC consortium partners to identify non-U.S. federal match for NEP initiative funding proposed in this LOI. Partners have, and continue to partner financially on infrastructure, technology, and planning and research *projects*.
- **Project facilitation** – IMTC partners, especially the inspection agencies, are essential to facilitating improved planning and operations strategy by sharing information (e.g. agency systems data) and partnering with field work and commercial and passenger data-collection efforts at ports-of-entry.



IMTC consortium member representatives at their June, 2017 Steering Committee meeting, CBSA Douglas Port of Entry, Surrey, BC.

Outcomes

As stated in its Purpose, Goals, & Strategies document, the IMTC Program exists to advance “improvements to **safety, mobility, and security** for the Cascade Gateway – the five land border ports-of-entry connecting Western Washington State and Lower Mainland British Columbia.”

To better monitor its success in realizing its purpose (and advance its adoption of border master planning) IMTC has adopted several performance measures and metrics. Planned outcomes as indicated by adopted measures and metrics are as follows:

Mobility – Capacity of facilities to serve demand within accepted levels of congestion delay.

Mobility metric 1: Average current border wait time (minutes).

Mobility metric 2: Wait time index (minutes / corresponding vehicle *arrivals*).

Mobility metric 3: Cumulative wait time experienced by all drivers.

Each above metric will be calculated by POE (4), by direction (2), by each land-border mode (4: standard vehicles, NEXUS vehicles, standard trucks, FAST trucks), grouped by calendar quarter, weekdays, weekend-days, summarized hourly between 08:00-20:00.

Route efficiency – Based on optimal vs. observed routing of cross-border trips.

Route-efficiency metric 1: Estimated cumulative distance driven, annually, off of optimal (shortest path) routes between cross-border trip ends.

Route-efficiency metric 2: Corresponding emissions reductions from optimizing routes.

Route-efficiency metric 3: Corresponding travel-time reductions from optimizing routes.

Safety – Fatalities, injuries, and property damage associated with the use and operation of a facility by travelers, drivers, and agency staff.

Safety metric 1: Annual travel-related fatalities, injuries, and property damage (vehicle, bike, pedestrian)

Long term impacts resulting from the IMTC’s ongoing coordination of planning, programming and operations are envisioned to include increased confidence in investment decisions, increased infrastructure and operations efficiencies through multi-agency collaboration, increased safety for travelers, and continued innovation alongside emerging data and vehicle technologies.

Sharing results

The IMTC Program has a history of sharing its strategies and results with a variety of planning stakeholders. As lead agency, WCOG has participated in many FHWA-sponsored peer exchanges (multi-state coalitions, freight planning, cross-border freight and vehicle surveys, cross-border modeling, border master planning). WCOG also represents the IMTC Program on the U.S.-Canada Transportation Border Working Group (TBWG). IMTC resources, data sources, project reports and more are also made available at theimtc.com. The above outlets, and others, would all be available to share results of ongoing work supported by the NEP Initiative.

Cost estimate and budget

WCOG’s costs for leading the IMTC Program are \$240,000 per year, budgeted as follows:

Meetings	
Planning & facilitation of monthly meetings	\$38,400
Transportation Border Working Group (TBWG)	\$14,400
Data, analysis, & information	
Research, analysis, & support	\$48,000
IMTC Resource Manual	\$12,000
Websites	\$14,400
Collaboration	
Regional border master planning	\$40,800
Small projects (not separately funded)	\$36,000
Cascade Gateway Construction Schedule	\$7,200
Cascade Gateway Communications Protocol	\$7,200
Program management	
IMTC Performance Measures	\$4,800
Program management, administration	\$16,800
\$240,000	

NEP initiative request scenarios

Depending on the near term ability of IMTC consortium partners, WCOG has developed three funding request scenarios.

Request & Match Scenarios	FHWA NEP request	Non-U.S. federal match	Total
12 months funding with 20% match	\$192,000	\$48,000	\$240,000
15 months funding with 20% match	\$250,000	\$62,000	\$312,000
18 months funding with 31% match	\$250,000	\$110,000	\$360,000

2018 activities, products, & costs

This section describes the IMTC work program – activities that WCOG plans to undertake in 2018, the resulting products, and the estimated costs of these activities. This summary is based on 20 years of preceding efforts. Continuation and addition of specific activities is based on IMTC participants' consensus on strategic responses to long-standing objectives as well as emerging needs and opportunities.

Activities are grouped in four categories: meetings; data, analysis and information; collaboration; and project management. The annual cost of the IMTC Program is \$240,000.

1. Collaboration

1.1. Regional border master planning

Description: IMTC participants' ongoing work to advance improvements of shared interest has been documented annually as an updated list of projects. The project list has evolved from a list of unfunded projects and studies aimed at various grant funding opportunities to become a more complete portrayal of both unfunded needs and upcoming funded projects advanced by individual IMTC agencies. The additional information has improved IMTC Program support for coordination of implementation and operations while maintaining a primary focus of facilitating partnership based project funding strategies.

In 2018, IMTC will continue incorporate elements of regional border master planning. In June 2016 the U.S.-Canada Transportation Border Working Group (TBWG) conducted a border master planning peer exchange in Bellingham that resulted in the identification of additions to IMTC's planning process for the Cascade Gateway. WCOG will undertake selected additional practices as part of next year's planning activities and, with IMTC partners, evaluate the products for ongoing efforts.

Products: 2018 project list. Project categorization and related performance measures for prioritization. Regional border master plan documentation. Associated applications of transportation model network analyses.

Estimated annual cost: \$40,800

1.2. Small projects

Description: WCOG staff typically work on a number of small projects each year in support of IMTC efforts. These projects have specific products but are limited enough to undertake within the annual *program* budget. Small projects are often exploratory and lead to a business case for a follow-on effort that requires separate funding.

Small projects underway include planning for improved pedestrian routes at both the Pacific Highway and Peace Arch-Douglas ports-of-entry (current draft report available). Additionally, WCOG successfully applied for FHWA technology funding (matched with BCMoTI funding) to update border wait time systems and is managing that consultant project.

Several transportation operations strategies were recently identified by IMTC agencies at the March meeting and will be collectively explored for implementation. These strategies include: using BC and WA traveler information systems to continue marketing the very successful CBSA and CBP NEXUS trusted traveler program; develop alternatives for setting up timely and reliable response for towing stalled commercial vehicles out of primary inspection – thus greatly mitigating peak period non-recurrent delay of freight; developing a consistent and higher profile communications strategy regarding how advances in electronic import entry filings (for both Canada and the U.S.) provide greater cross-border routing flexibility in response to congestion or traffic incidents.

A previous small project example is the [Lynden-Aldergrove Business Case](#).

Products: Small project results and documentation.

Estimated annual cost: \$36,000.

1.3. Cascade Gateway construction schedule

Description: WCOG maintains a calendar of upcoming construction projects on both sides of the border that will impact regional cross-border travel. This supports proactive cooperation, coordinated messaging to the public about cumulative impacts of simultaneous construction activity, and sometimes indicates needs to adjust closure schedules or increase traffic mitigation.

Products: Regularly updated construction schedule distributed to partner agencies.

Estimated annual cost: \$7,200.

1.4. Cascade Gateway Incident Response Communications Protocol

Description: In 2007, IMTC partners and other agencies with cross-border traffic operations and related public safety responsibilities (Washington State Patrol and the Royal Canadian Mounted Police) signed a memorandum of agreement to establish the *BC-WA Regional Protocol for Binational, Interagency Communication about Highway and Border Station Incidents that Affect Cross-border Travel*. The MoA adopts corresponding procedures to help ensure effective and expeditious communication related to incident response and traffic management.

Product: With ongoing changes to personnel, available technology, or signatory agency standard operating procedures, WCOG works with the signatory agencies to update and redistribute contact information and optimal communication sequences annually. After the transportation operations meeting discussed above, agencies suggested that the communications procedures also be put through a tabletop exercise.

Estimated annual cost: \$7,200.

2. Data, analysis, & information

2.1. Research & analysis support

Description: WCOG staff provides various forms of support for collaborative efforts of IMTC participating agencies including data collection, research, and analysis.

Products: Acquisition and compilation of regional **trade and travel data** from national sources. Research on and advancement of **interagency agreements** for data sharing and project funding. Coordination with related agency initiatives like the **WA-BC Joint Transportation Executive Committee (JTEC)**. Assistance with **research and analysis** based on past IMTC data collection projects, national data sources, and staff expertise. Ongoing maintenance and compilation of border related data tables for regional applications including performance metrics, various topical research tasks, project business cases, project funding applications, and more.

Estimated annual cost: \$48,000.

2.2. IMTC Resource Manual

Description: WCOG annually publishes (hard copy and online) the [*IMTC Resource Manual*](#), a compilation of traffic and trade statistics pertaining to the Cascade Gateway, IMTC program information, past and current project descriptions, regional cross-border system performance measures, and contact information for participating agencies.

In 2018, most of the resource-manual data will also be available online in Tableau for customizable visualizations.

Product: Annual production, publication, and distribution.

Estimated annual cost: \$12,000.

2.3. Websites

Description: WCOG maintains an IMTC Program website availing general information as well as more specific data and documents for partner agencies and others.

WCOG also manages an online border traffic data warehouse that stores multiple traffic data elements generated by regional border wait time systems. The website includes a

powerful query tool that allows stakeholders to generate custom reports based on many years of high-resolution historical data.

Products: TheIMTC.com & CascadeGatewayData.com

Estimated annual cost: \$14,400.

3. Meetings

3.1. Planning & facilitation of monthly meetings

Description: An essential element of collaboration and relationship building, the IMTC Steering Committee meets face to face every month except December and August. Every fourth meeting is a Core Group meeting (expanded participation to industry associations, other government agencies, etc.). Locations alternate between the United States and Canada and are typically at or very near the border itself.

Products: Agendas are collaboratively developed in advance. Discussions and outcomes are documented, distributed for review, and posted on the IMTC website.

Estimated annual cost: \$38,400.

3.2. Transportation Border Working Group (TBWG)

Description: IMTC is currently one of three regional planning organizations along the U.S.-Canada border recognized by the U.S.-Canada TBWG. WCOG staff currently serve on the TBWG steering committee, participate at semi-annual TBWG meetings, and collaborate with HQ staff from U.S. Federal Highway Administration, Transport Canada both federal inspection agencies, and other U.S. border states and provinces on issues pertinent to regional *and* national strategies and policy objectives for our shared border.

Products: Current information on policy, investment strategies and funding opportunities. Valuable relationships with multiple federal agencies that work on border issues and infrastructure. Assistance with administrative issues often encountered by IMTC partners at the regional level.

Estimated annual cost: \$14,400.

4. Program management

4.1. IMTC performance measures

Description: WCOG annually measures its performance on various dimensions of this work plan.

Product: IMTC performance report available at TheIMTC.com.

Estimated annual cost: \$4,800.

4.2. Program management & administration

Description: Program direction, budgeting, and administration in support of the overall work plan (e.g. contact management, communications, etc.).

Product: Day to day operations.

Estimated annual cost: \$16,800.



July 27, 2018

Washington State Auditor's Office
11 Bellwether Way, Suite 211
Bellingham, WA 98225

To the Washington State Auditor's Office:

We are providing this letter in connection with your audit of Whatcom Council of Governments for the Accountability period from January 1, 2016 through December 31, 2017 and the Financial and Federal period from January 1, 2017 through December 31, 2017. Representations are in relation to matters existing during or subsequent to the audit period up to the date of this letter.

Certain representations in this letter are described as being limited to matters that are significant or material. Information is considered significant or material if it is probable that it would change or influence the judgment of a reasonable person.

We confirm, to the best of our knowledge and belief, having made appropriate inquiries to be able to provide our representations, the following representations made to you during your audit. If we subsequently discover information that would change our representations related to this period, we will notify you in a timely manner.

General Representations:

1. We have provided you with unrestricted access to people you wished to speak with and made available all relevant and requested information of which we are aware, including:
 - a. Financial records and related data.
 - b. Minutes of the meetings of the governing body or summaries of actions of recent meetings for which minutes have not yet been prepared.
 - c. Other internal or external audits, examinations, investigations or studies that might concern the objectives of the audit and the corrective action taken to address significant findings and recommendations.
 - d. Communications from regulatory agencies, government representatives or others concerning possible material noncompliance, deficiencies in internal control or other matters that might concern the objectives of the audit.
 - e. Related party relationships and transactions.

- f. Results of our internal assessment of business risks and risks related to financial reporting, compliance and fraud.
2. We acknowledge our responsibility for compliance with requirements related to confidentiality of certain information, such as HIPAA requirements, and have notified you whenever records or data containing information subject to any confidentiality requirements were made available.
3. We acknowledge our responsibility for compliance with applicable laws, regulations, contracts and grant agreements.
4. We have identified and disclosed all laws, regulations, contracts and grant agreements that could have a direct and material effect on the determination of financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
5. We have complied with all material aspects of laws, regulations, contracts and grant agreements.
6. We have established adequate procedures and controls to safeguard public resources and ensure compliance with applicable laws and regulations.
7. We acknowledge our responsibility for establishing and maintaining effective internal controls over compliance with applicable laws and regulations and safeguarding of public resources, including controls to prevent and detect fraud.
8. We have no knowledge of any fraud, allegations of fraud or suspected fraud involving management, employees or others.
9. In accordance with RCW 43.09.200, all material events and transactions have been properly recorded in the financial records.

Additional representations related to the financial statements:

10. We acknowledge our responsibility for fair presentation of the financial statements and believe financial statements are fairly presented in accordance with the *Budgeting, Accounting and Reporting Standards Manual* (BARS Manual), which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.
11. We acknowledge our responsibility for establishing and maintaining effective internal control over financial reporting.
12. The financial statements properly classify all funds and activities.
13. Revenues are appropriately classified by fund and account in accordance with the BARS Manual.

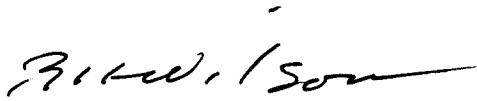
14. Expenses are appropriately classified by fund and account, and allocations have been made on a reasonable basis.
15. Ending cash and investments are properly classified as reserved and unreserved.
16. Significant assumptions we used in making accounting estimates are reasonable.
17. The following have been properly classified, reported and disclosed in the financial statements. as applicable:
 - a. Interfund, internal, and intra-entity activity and balances.
 - b. Related-party transactions, including sales, purchases, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
 - c. Joint ventures and other related organizations.
 - d. Guarantees under which the government is contingently liable.
 - e. All events occurring subsequent to the fiscal year end through the date of this letter that would require adjustment to, or disclosure in, the financial statements.
 - f. Effects of all known actual or possible litigation, claims, assessments, violations of laws, regulations, contracts or grant agreements and other loss contingencies.
18. We have accurately disclosed to you all known actual or possible pending or threatened litigation, claims or assessments whose effects should be considered when preparing the financial statements. We have also accurately disclosed to you the nature and extent of our consultation with outside attorneys concerning litigation, claims and assessments.
19. We acknowledge our responsibility to include all necessary and applicable disclosures required by the BARS Manual, including:
 - a. Description of the basis of accounting, summary of significant accounting policies and how this differs from Generally Accepted Accounting Principles (GAAP).
 - b. Disclosures similar to those required by GAAP to the extent they are applicable to items reported in the financial statements.
 - c. Any additional disclosures beyond those specifically required by the BARS Manual that may be necessary for the statements to be fairly presented.
20. We acknowledge our responsibility for reporting supplementary information (the Schedule of Liabilities and the Schedule of Expenditures of Federal Awards) in accordance with applicable requirements and believe supplementary information is fairly presented, in both form and content in accordance with those requirements.

21. We have disclosed to you all significant changes to the methods of measurement and presentation of supplementary information, reasons for any changes and all significant assumptions or interpretations underlying the measurement or presentation.
22. We believe there are no uncorrected misstatements that would be material individually and in the aggregate to the financial statements taken as a whole.
23. We acknowledge our responsibility not to publish any document containing the audit report with any change in the financial statements, supplementary and other information referenced in the auditor's report. We will contact the auditor if we have any needs for publishing the audit report with different content included.

Additional representations related to expenditures under federal grant programs:

24. We acknowledge our responsibility for complying, and have complied, with the requirements of 2 CFR § 200 *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*.
25. With regards to your audit of federal grant programs, we have made available all relevant and requested information of which we are aware, including:
 - a. All federal awards and related grant agreements (including amendments, if any), contracts with pass-through entities, service organizations and vendors, and correspondence.
 - b. All communications from federal awarding agencies, vendors, service organizations or pass-through entities concerning possible noncompliance.
 - c. All information regarding corrective actions taken and management decisions or follow-up work performed by federal or pass-through agencies on any findings reported in the past.
 - d. All documentation related to the compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
 - e. Interpretations or other support for any situations where compliance with requirements might be questionable or unclear.
26. We have identified and complied with all direct and material compliance requirements of federal awards.
27. Management is responsible for establishing effective internal control and has maintained sufficient control over federal programs to provide reasonable assurance that awards are managed in compliance with laws, regulations, contracts or grant agreements that could have a material effect on each of our federal awards.

- 28. Federal program financial reports and claims for advances and reimbursements are supported by the accounting records from which the basic financial statements have been prepared, and are prepared on a basis consistent with the Schedule of Expenditures of Federal Awards.
- 29. Copies of federal program reports provided to you are true copies of the reports submitted, or electronically transmitted, to federal agencies or pass-through agencies, as applicable.
- 30. We are responsible for, and will accurately prepare, the auditee section of the Data Collection Form as required by the Uniform Guidance.



Robert Wilson
Executive Director



Ron Cubellis
Deputy Executive Director



September 19, 2018

Mr. Mike Pelela, GIS Supervisor
Whatcom County
Division of Information Technology
311 Grand Avenue
Bellingham, WA 98225

RE: Letter of Intent for 2019/2020 Whatcom Region GIS Imagery Partnership

Dear Mr. Pelela:

Please let this letter serve as confirmation of the Whatcom Council of Governments' intent to participate in the Whatcom Region Imagery Partnership at the "Category Three" cost-sharing level: \$3,640 in both 2019 and 2020 (for a total of \$7,280). WCOG will also purchase a three-year Pictometry Connect license for \$143, making our total expenditure **\$7,430**.

It is WCOG's intent to enter into an inter-local agreement with Whatcom County and a sub-agency license agreement with our vendor, Pictometry International Corporation, in order to take receipt of the entire western Whatcom County imagery dataset, which has an estimated value of more than \$160,000.

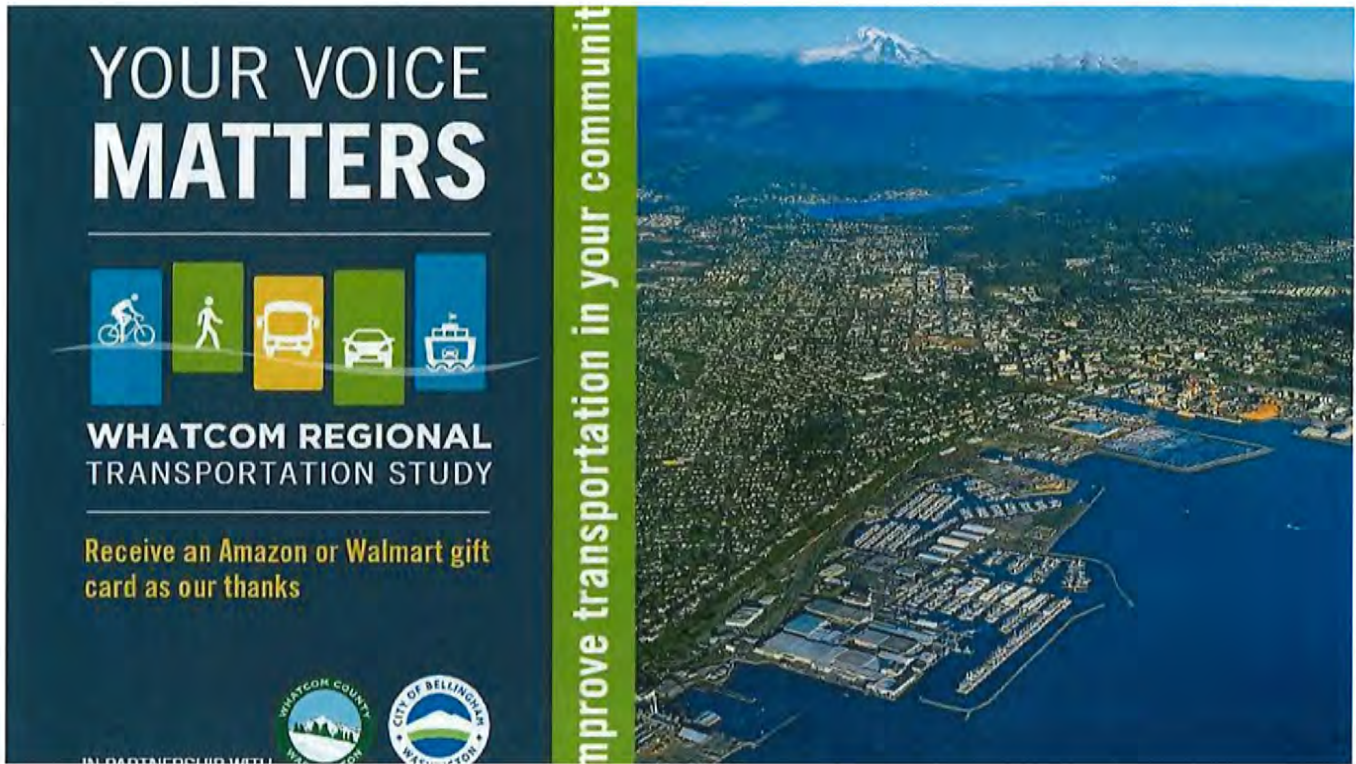
Should you have any questions, please direct them to Lethal Coe, Senior Planner, at 685-8390. Thank you.

Very truly yours,

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

Robert H. Wilson, AICP
Executive Director

Copies: Lethal Coe, WCOG
Whatcom Transportation Policy Board



LOCAL

If you tell them where you've been, you can earn \$10 and help shape transit policy

BY ROBERT MITTENDORF
rmittendorf@bhamherald.com

September 15, 2018 05:00 AM
Updated September 15, 2018 05:00 AM

Over the next few weeks, 47,500 randomly selected Whatcom County residents will receive a postcard that will give them a role in shaping development and transportation plans for the next several years.

And get a \$10 gift card for helping.

All you to do is download an app that knows where you've gone for a week and asks a few questions about how you got there — whether it was by car, bus, bike or foot.

ADVERTISING



[inRead](#) invented by Teads

It will help government track travel behavior and shape policy decisions.

Breaking News

Be the first to know when big news breaks

Enter Email Address

protected by reCAPTCHA
Privacy Terms

SIGN UP

“If (the app) sees you’ve gone somewhere, it will ask you what you just did,” said Lethal Coe, senior planner with the Whatcom Council of Governments, which is conducting the \$250,000 study.

“It has a memory,” Coe said. “ You won’t get asked repetitive questions. It evolves with your travel habits. It’s one of the best ways that we can capture data of how people use the transportation system.”

Those who finish the survey will get a gift card to Walmart or Amazon worth at least \$10, and possibly more, he said.

Robert Mittendorf: 360-756-2805, @BhamMitty



whatcom council of governments

314 East Champion Street
Bellingham, Washington 98225

t: 360.676.6974

f: 360.738.6232

w: wcoq.org

October 1, 2018

Mr. Stephan Jilk, General Manager
Public Utility District No. 1 of Whatcom County
1705 Trigg Road
Ferndale, WA 98248

Dear Steve:

Thanks so much for taking the time to meet with Ron Cubellis and me last week about the possibility of the PUD joining the Council of Governments. Based on our conversation, it's clear that our organizations share certain common interests, notably, ensuring the compatibility of roads and utilities sharing common rights of way. I believe the PUD would be an outstanding addition to WCOG's Board, and I'm certain that it would also be granted membership on the Whatcom Transportation Policy Board – WCOG's standing committee charged with overseeing transportation planning and investment in Whatcom County – if the PUD Commission requests it.

If the Commission chooses to become a member of WCOG, my recommendation is to join as an ex-officio member, at least for the first year. This would provide the PUD with a seat at the table, with the ability to engage fully in the deliberations of both the Council Board and the Transportation Policy Board. Dues for ex-officio members are currently \$150 per year.

Please don't hesitate to call me if you have any questions; my direct line is 685-8389.

Very truly yours,

A handwritten signature in black ink that reads "R. Wilson".

Robert H. Wilson, AICP
Executive Director

Copies: Council Board, WCOG
Ron Cubellis, Deputy Executive Director