



MEETING OF THE BOARD OF THE
WHATCOM COUNCIL OF GOVERNMENTS
Wednesday, October 13, 2021, 3:00-4:00 p.m.
Click [here](#) to join using Zoom
Or join by phone: (253) 215-8782

AGENDA

PAGES

- A. CALL TO ORDER – Chairman Korthuis
- B. PUBLIC COMMENT
Citizens may speak informally to the Board on matters pertinent to its statutory responsibilities and which are not the subject of a public hearing. *Each speaker is allowed a maximum of three minutes.*
- C. AGENDA APPROVAL*
- 3-8 D. CONSENT AGENDA*
 - 1. Minutes of the Meeting of January 20, 2021
 - 2. July – September 2021 Claims
- 9 E. BUDGET REPORT
Budget Report for the Period Ending September 30, 2021 – Ron Cubellis
- 10-33 F. PUBLIC HEARING
Final Draft – WCOG Public Participation Plan
 - 1. Staff Presentation – Bob Wilson
 - 2. Open Public Hearing – Citizens may address the Board on the subject of the hearing *for a maximum of three minutes each.*
 - 3. Close Public Hearing*
 - 4. Board Discussion and Vote*
- G. OLD BUSINESS
- H. NEW BUSINESS
 - 34-45 1. Amend the Bylaws of the Whatcom Transportation Policy Board – Hugh Conroy*
 - 46-49 2. Presentation of Draft 2022 WCOG Budget – Messrs. Cubellis and Wilson
 - 50-59 3. Adopt 2022 Transportation Priorities of Whatcom County – Mr. Wilson*
 - 4. Other new business (if any)
- I. EXECUTIVE DIRECTOR’S REPORT – Mr. Wilson
- J. CORRESPONDENCE
- K. BOARD OPEN FORUM
- L. ADJOURN

* Action item

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



Notice to the Public Regarding Title VI of the Civil Rights Act of 1964

WCOG hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, Executive Order 13166 on Limited English Proficiency, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, sex, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which WCOG receives federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with WCOG. Any such complaint must be in writing and filed with the WCOG Title VI Coordinator within one-hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from the WCOG at no cost and are available on WCOG's website.

Aviso al Público Sobre Título VI de la Ley de Derechos Civiles de 1964

Por medio de la presente, el WCOG notifica de manera pública que la política del organismo es garantizar el pleno cumplimiento del Título VI de la Ley de Derechos Civiles de 1964, la Ley de Recuperación de Derechos Civiles de 1987, el Decreto Presidencial 12898 sobre Justicia Ambiental, el Decreto Presidencial 13166 sobre Dominio Limitado del Idioma Inglés, así como los estatutos y reglamentos relacionados en todos los programas y actividades. De acuerdo con lo estipulado en el Título VI, ningún individuo de los Estados Unidos de América deberá, con fundamento en su raza, color, sexo o nacionalidad, ser excluido de participar en, que se le nieguen los beneficios de, o ser víctima de discriminación en virtud de cualquier programa o actividad por el cual el WCOG reciba fondos federales.

Toda persona que se considere agraviada por una práctica discriminatoria e ilícita en virtud del Título VI tiene derecho a presentar una denuncia formal ante el WCOG. Cualquier denuncia de este tipo debe presentarse por escrito ante el coordinador del Título VI del WCOG en un periodo de 180 días naturales a partir de la fecha de la presunta discriminación. El WCOG pone a disposición del público los formularios de denuncia del Título VI de manera gratuita en su página web.

WHATCOM COUNCIL OF GOVERNMENTS
BOARD MINUTES – **DRAFT**
JANUARY 20, 2021

IN ATTENDANCE (VIA ZOOM):

MEMBERS **VOTING:** Bellingham: Seth Fleetwood, Pinky Vargas, Michael Lilliquist; Blaine: Bonnie Onyon; Ferndale: Greg Hansen; Lake Whatcom WSD: John Carter; Lynden: Scott Korthuis (Chairman); Nooksack: Tom Jones; Port of Bellingham: Ken Bell; Whatcom County: Satpal Sidhu, Carol Frazey, Tyler Byrd **EX-OFFICIO:** Atul Deshmane, PUD; Pete Stark, WTA

GUESTS Chris Comeau, City of Bellingham; Les Reardanz, WTA; Mauri Ingram, Whatcom Community Foundation; Summer Starr, The Opportunity Council; Sara Bernardy

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

A. CALL TO ORDER

Chairman Korthuis called the meeting to order at 3:01 p.m. with a quorum present, and he asked Mr. Wilson to perform a roll call.

B. AGENDA APPROVAL

MOTION: Ms. Vargas moved, Ms. Frazey seconded, to approve the agenda as presented.

MOTION PASSED

C. CONSENT AGENDA

MOTION: Ms. Vargas moved, Ms. Frazey seconded, to approve the consent agenda, which included the minutes of the meeting of December 9, 2020 and the list of claims from December 1 through December 30, 2020, in the amount of \$110,819.28, which was e-mailed to the representatives on January 13, 2021, and which was audited and certified by the Executive Director, acting as the Auditing Officer as required by RCW 42.24.090.

MOTION PASSED

D. BUDGET REPORT

Mr. Cubellis presented the budget report for January through December, 2020.

E. OLD BUSINESS

None

F. NEW BUSINESS

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

The following representatives were nominated to serve as officers in 2021: Mr. Korthuis was nominated by Mr. Jones, seconded by Ms. Onyon, to serve as Chairman; Ms. Vargas was nominated by Ms. Frazey, seconded by Mr. Bell, to serve as Vice-Chair; and Mr. Hansen was nominated by Ms. Onyon, seconded by Mr. Sidhu, to serve as Secretary-Treasurer. There being no other nominees, the slate was elected by acclamation.

2. Appointment of Small Cities Representatives to the Executive Committee

MOTION: Mr. Sidhu moved, Mr. Lilliquist seconded, to appoint Mr. Korthuis of Lynden, Mr. Hansen of Ferndale, and Mr. Jones of Nooksack, to serve on the Executive Committee in 2021.

MOTION PASSED

3. Census 2020 Update

Mr. Coe – along with Ms. Bernardy, Ms. Ingram and Ms. Starr – briefed the Board on the completion of Census 2020 in Whatcom County.

4. Presentation of Certificates of Appreciation

On behalf of the Board and staff, Chairman Korthuis presented certificates of appreciation to Mr. Stark, on the occasion of his retirement from WTA, and to Ms. Bernardy, for the outstanding job she did as WCOG's census coordinator.

5. Addition to 2021 Transportation Priorities List

Acting on behalf of the Kendall-Columbia Valley Connectivity Trail Association, Mr. Wilson requested that the Board add the "State Route 547 Pedestrian and Bicycle Safety Trail, Phase 1" project – in the amount of \$1.34-million – to the recently adopted list of *Transportation Priorities of Whatcom County, 2021*.

MOTION: Ms. Vargas moved, Ms. Frazey seconded, to add the "State Route 547 Pedestrian and Bicycle Safety Trail, Phase 1" project – in the amount of \$1.34-million – to the recently adopted list of *Transportation Priorities of Whatcom County, 2021*.

MOTION PASSED

G. EXECUTIVE DIRECTOR'S REPORT

Mr. Wilson reminded the Board that WCOG's current office lease will expire effective July 1, 2021, and that Mr. Cubellis and he are exploring options.

H. CORRESPONDENCE

No correspondence of import had been received or sent prior to the meeting.

I. BOARD OPEN FORUM

No comments were offered for the good of the order.

J. ADJOURN

There being no further business, the meeting adjourned at 3:29 p.m.

Scott Korthuis
Chairman

Robert H. Wilson, AICP
Executive Director

DRAFT

Whatcom Council of Governments
CLAIMS LISTING
 July through September 2021

Date	Num	Source Name	Memo	Paid Amount
Jul - Sep 21				
07/01/2021	RC 052621	Microsoft Corporation	Office Equipment & Software	13.60
07/01/2021	RC 052521	Brio Coolers	Office Equipment & Software	349.99
07/01/2021	RC 052721	Amazon.com, Inc.	Supplies	94.53
07/01/2021	RC 052721	Amazon.com, Inc.	Supplies	146.44
07/01/2021	RC 052721	Amazon.com, Inc.	Office Equipment & Software	815.24
07/01/2021	RC 052821	Google LLC	Communication Services	19.99
07/01/2021	RC 052921	Adobe Systems Inc.	Office Equipment & Software	347.80
07/01/2021	RC 053121	Doodle	Office Equipment & Software	83.40
07/01/2021	RC 060321	Dell Inc.	Office Equipment & Software	1,386.45
07/01/2021	RC 060221	Google LLC	Communication Services	65.22
07/01/2021	RC 060221	Intuit Inc.	Office Equipment & Software	17.39
07/01/2021	RC 060521	Comcast	Communication Services	185.78
07/01/2021	RC 061021	Heroku Inc.	Communication Services	135.88
07/01/2021	RC 061521	Intermedia.net Inc	Communication Services	313.23
07/01/2021	RC 061521	Sanitary Service Corporation	Utilities	70.85
07/01/2021	RC 061621	Amazon.com, Inc.	Office Equipment & Software	1,194.61
07/01/2021	RC 061921	WP Engine	Communication Services	1,150.00
07/01/2021	RC 062121	GoDaddy	Communication Services	43.85
07/01/2021	RC 062221	Nest Labs	Office Equipment & Software	108.70
07/01/2021	MF 060121	SmugMug	Office Equipment & Software	59.79
07/01/2021	MF 060121	Mailgun Technologies	Communication Services	7.11
07/01/2021	MF 060321	Amazon Web Services	Communication Services	1,170.50
07/01/2021	MF 061621	T-Mobile US, Inc.	Communication Services	25.00
07/01/2021	JM 061321	Pendragon Software Corporation	Office Equipment & Software	40.00
07/01/2021	KW 052821	Yiftee Local Gifts	Incentives	50.00
07/01/2021	KW 060421	Yiftee Local Gifts	Incentives	50.00
07/01/2021	BW 060421	ADT Inc.	Utilities	76.91
07/01/2021	MG 061521	LinkedIn Corporation	Communication Services	91.44
07/01/2021	MG 061821	Facebook Inc.	Communication Services	25.00
07/01/2021	MG 061821	Facebook Inc.	Communication Services	25.00
07/01/2021	MG 061821	Facebook Inc.	Communication Services	110.00
07/01/2021	MG 062121	LinkedIn Corporation	Communication Services	48.56
07/01/2021	MG 062221	Bureau of Good Roads	Supplies	40.00
07/01/2021	MG 062321	Dick's Sporting Goods	Printing	42.36
07/02/2021	ACH	HSA Bank	HSA Fees	1,950.00
07/02/2021	ACH	HSA Bank	HSA Fees	987.00
07/09/2021	3215	AES Inc.	Temp Agency	712.80
07/09/2021	3216	Bruce's Janitor Service	Janitorial	625.00
07/09/2021	3217	Cascade Natural Gas	Utilities	21.02
07/09/2021	3218	Champion Building LLC	Office Lease	5,971.54
07/09/2021	3219	IBI Group US	Professional Services	1,652.00
07/09/2021	3220	Interconnect Systems, Inc.	Office Equipment	884.82
07/09/2021	3221	KeyBank	Account Fees	92.57
07/09/2021	3222	Kirsten Wert	Expense Reimbursement	58.56
07/09/2021	3223	Mallard Ice Cream	Incentives	352.82
07/09/2021	3224	McBride Public Affairs LLC	Professional Services	3,793.00
07/09/2021	3225	McClatchy Company LLC	Public Hearing Notices	94.57
07/09/2021	3226	NP Information Systems Inc.	Office Equipment/Software	502.14
07/09/2021	3227	Puget Sound Energy	Utilities	175.70
07/09/2021	3228	Purchase Power	Postage	1,048.90
07/09/2021	3229	Pure Bliss Desserts LLC	Smart Trips Incentives	70.00
07/09/2021	3230	Ricoh USA Inc.	Office Equipment/Software	206.40
07/09/2021	3231	US Bank	Purchase Cards	8,404.62
07/09/2021	EFT	WCOG Petty Cash	Petty Cash Refill	350.00
07/14/2021	1118	Morin, Phred	Incentives	250.00
07/14/2021	1119	Rappaport, Barbara	Incentives	1,000.00
07/27/2021	E-pay	WA Dept of Employment Security	Payroll taxes	50.83
07/27/2021	E-pay	WA Dept of Employment Security	Payroll taxes	9,061.68
07/27/2021	ACH	WA Dept of L&I	Payroll Taxes	712.36
07/27/2021	ACH	HSA Bank	HSA Fees	13.50
07/28/2021	ACH	WA Dept of Employment Security	Payroll Taxes	490.34
07/28/2021	E-pay	Internal Revenue Service	Payroll taxes	8,448.00
07/28/2021	E-pay	Internal Revenue Service	Payroll taxes	983.11
07/28/2021	E-pay	Internal Revenue Service	Payroll taxes	983.11
07/28/2021	E-pay	Internal Revenue Service	Payroll taxes	0.00
07/28/2021	ACH	Mass Mutual	Retirement	574.00
07/28/2021	ACH	Mass Mutual	Retirement	609.14
07/28/2021	ACH	Mass Mutual	Retirement	1,218.00
07/28/2021	ACH	AWC via Vimly	Benefits	8,582.36
07/28/2021	ACH	AWC via Vimly	Benefits	26.50

Whatcom Council of Governments
CLAIMS LISTING
 July through September 2021

Date	Num	Source Name	Memo	Paid Amount
07/28/2021	ACH	WA Dept of Retirement Systems	PERS Contribution	4,071.34
07/28/2021	ACH	WA Dept of Retirement Systems	PERS Contribution	6,561.51
07/28/2021	ACH	WA Dept of Retirement Systems	PERS Contribution	3,182.34
07/28/2021	ACH	WA Dept of Retirement Systems	PERS Contribution	3,359.78
07/28/2021	3232	AFLAC	Employee Paid Coverage	129.56
07/28/2021	3233	United Way	Employee Contributions	412.00
07/29/2021		QuickBooks Payroll Service	Payroll Service on 07/28/2021	44,753.09
08/01/2021	RC 062521	Microsoft Corporation	Office Equipment & Software	13.60
08/01/2021	RC 0629	Adobe Systems Inc.	Office Equipment & Software	347.80
08/01/2021	RC 070221	Google LLC	Communication Services	65.22
08/01/2021	RC 070221	Intuit Inc.	Office Equipment & Software	17.39
08/01/2021	RC 070521	Comcast	Communication Services	185.78
08/01/2021	RC 071221	Heroku Inc.	Communication Services	135.88
08/01/2021	RC 071521	Intermedia.net Inc	Communication Services	362.71
08/01/2021	RC 071521	Sanitary Service Corporation	Utilities	74.19
08/01/2021	RC 071721	Dell Inc.	Office Equipment & Software	2,962.08
08/01/2021	MF 070121	Mailgun Technologies	Office Equipment & Software	7.12
08/01/2021	MF 070321	Amazon Web Services	Communication Services	1,137.70
08/01/2021	MF 071021	Zoom.us	Communication Services	0.10
08/01/2021	MF 071221	Amazon Web Services	Communication Services	1,496.35
08/01/2021	MF 071221	Amazon Web Services	Communication Services	5,594.63
08/01/2021	MF 071621	T-Mobile US, Inc.	Communication Services	25.00
08/01/2021	JM 071321	Pendragon Software Corporation	Office Equipment & Software	40.00
08/01/2021	BW 070421	ADT Inc.	Utilities	76.98
08/01/2021	MG 070721	Bellingham Parks and Recreation	Communication Services	615.00
08/01/2021	MG 071821	Facebook Inc.	Communication Services	90.00
08/01/2021	MG 071621	Zoro Tools Inc.	Supplies	169.27
08/02/2021	ACH	HSA Bank	HSA Fees	1,950.00
08/02/2021	ACH	HSA Bank	HSA Fees	1,097.00
08/10/2021	3234	AES Inc.	Temp Agency	2,561.27
08/10/2021	3235	AMPO	Membership	662.12
08/10/2021	3236	Bay City Supply	Supplies	50.35
08/10/2021	3237	Bruce's Janitor Service	Janitorial	625.00
08/10/2021	3238	Cascade Natural Gas	Utilities	13.83
08/10/2021	3239	Champion Building LLC	Office Lease	5,971.54
08/10/2021	3240	Enduris	Property & Liability Insurance	9,996.00
08/10/2021	3241	IBI Group US	Professional Services	826.00
08/10/2021	3242	McBride Public Affairs LLC	Professional Services	3,793.00
08/10/2021	3243	McClatchy Company LLC	Public Hearing Notices	46.32
08/10/2021	3244	Puget Sound Energy	Utilities	254.01
08/10/2021	3245	Ricoh USA Inc.	Office Equipment/Software	209.23
08/10/2021	3246	US Bank	Purchase Cards	13,416.80
08/10/2021	Transfer	WCOG Petty Cash	Petty Cash Refill	1,250.00
08/25/2021	1120	Carlson, Michelle	Incentives	250.00
08/26/2021	ACH	HSA Bank	HSA Fees	13.50
08/27/2021	3247	AFLAC	Employee Paid Coverage	129.56
08/27/2021	3248	United Way	Employee Contributions	412.00
08/29/2021	E-pay	Internal Revenue Service	Payroll taxes	8,428.00
08/29/2021	E-pay	Internal Revenue Service	Payroll taxes	979.54
08/29/2021	E-pay	Internal Revenue Service	Payroll taxes	979.54
08/29/2021	E-pay	Internal Revenue Service	Payroll taxes	0.00
08/30/2021		QuickBooks Payroll Service	Payroll Service on 08/26/2021	44,574.87
08/30/2021	ACH	AWC via Vimly	Benefits	26.50
08/30/2021	ACH	AWC via Vimly	Benefits	8,582.36
08/30/2021	ACH	Mass Mutual	Retirement	574.00
08/30/2021	ACH	Mass Mutual	Retirement	609.14
08/30/2021	ACH	Mass Mutual	Retirement	1,218.00
08/30/2021	ACH	WA Dept of Retirement Systems	PERS Contribution	4,056.44
08/30/2021	ACH	WA Dept of Retirement Systems	PERS Contribution	6,537.50
08/30/2021	ACH	WA Dept of Retirement Systems	PERS Contribution	3,165.36
08/30/2021	ACH	WA Dept of Retirement Systems	PERS Contribution	3,345.25
09/01/2021	ACH	HSA Bank	HSA Fees	1,950.00
09/01/2021	ACH	HSA Bank	HSA Fees	1,097.00
09/01/2021	LC 082421	AMPO	Professional Development	550.00
09/01/2021	RC 072621	Microsoft Corporation	Office Equipment & Software	13.61
09/01/2021	RC 072921	Adobe Systems Inc.	Office Equipment & Software	348.12
09/01/2021	RC 080221	Intuit Inc.	Office Equipment & Software	17.41
09/01/2021	RC 080221	Google LLC	Communication Services	65.28
09/01/2021	RC 080521	Comcast	Communication Services	185.81
09/01/2021	RC 081021	Heroku Inc.	Communication Services	136.01
09/01/2021	RC 081321	Amazon.com, Inc.	Supplies	49.04

Whatcom Council of Governments
CLAIMS LISTING
 July through September 2021

Date	Num	Source Name	Memo	Paid Amount
09/01/2021	RC 081621	T-Mobile US, Inc.	Communication Services	25.00
09/01/2021	RC 081621	Sanitary Service Corporation	Utilities	74.19
09/01/2021	RC 081721	Intermedia.net Inc	Communication Services	342.87
09/01/2021	RC 082221	ACCO Brands	Supplies	33.29
09/01/2021	RC 082421	Pitney Bowes	Office Equipment & Software	177.33
09/01/2021	MF 080221	Mailgun Technologies	Communication Services	7.09
09/01/2021	MF 080321	Amazon Web Services	Communication Services	576.38
09/01/2021	MF 080621	GitHub.com	Communication Services	300.00
09/01/2021	JM 080521	Arkel Inc.	Supplies	179.99
09/01/2021	JM 081321	Pendragon Software Corporation	Office Equipment & Software	40.00
09/01/2021	KW 081621	Walgreens	Supplies	9.55
09/01/2021	BW 080321	Bellingham Frameworks	Supplies	45.09
09/01/2021	BW 080421	ADT Inc.	Utilities	76.98
09/01/2021	BW 082021	US Postal Service	Communication Services	12.50
09/01/2021	MG 072721	Rite Aid	Supplies	10.86
09/01/2021	MG 072921	Zoro Tools Inc.	Supplies	145.45
09/01/2021	MG 080221	Amazon.com, Inc.	Supplies	32.62
09/01/2021	MG 081821	Facebook Inc.	Communication Services	62.63
09/01/2021	MG 081821	Facebook Inc.	Communication Services	50.00
09/01/2021	MG 082421	WA Ridesharing Organization	Professional Development	200.00
09/10/2021	3249	AES Inc.	Temp Agency	3,390.99
09/10/2021	3250	Bruce's Janitor Service	Janitorial	625.00
09/10/2021	3251	Cascade Natural Gas	Utilities	13.83
09/10/2021	3252	Champion Building LLC	Office Lease	5,971.54
09/10/2021	3253	Good Eye Design	Professional Services	105.00
09/10/2021	3254	IBI Group US	Professional Services	826.00
09/10/2021	3255	McBride Public Affairs LLC	Professional Services	3,793.00
09/10/2021	3256	Puget Sound Energy	Utilities	257.59
09/10/2021	3257	Ricoh USA Inc.	Office Equipment/Software	221.02
09/10/2021	3258	Sole Graphics LLC	Professional Services	432.00
09/10/2021	3259	US Bank	Purchase Cards	3,767.10
09/10/2021	EFT	WCOG Petty Cash	Petty Cash Refill	250.00
09/28/2021	ACH	HSA Bank	HSA Fees	13.50
09/28/2021	E-pay	Internal Revenue Service	Payroll taxes	8,423.00
09/28/2021	E-pay	Internal Revenue Service	Payroll taxes	978.26
09/28/2021	E-pay	Internal Revenue Service	Payroll taxes	978.26
09/28/2021	E-pay	Internal Revenue Service	Payroll taxes	0.00
09/28/2021	ACH	US Bank	Purchase Cards	13.50
09/29/2021		QuickBooks Payroll Service	Payroll Service on 09/28/2021	44,511.91
09/29/2021	ACH	WA Dept of Retirement Systems	PERS Contribution	4,051.21
09/29/2021	ACH	WA Dept of Retirement Systems	PERS Contribution	6,529.07
09/29/2021	ACH	WA Dept of Retirement Systems	PERS Contribution	3,157.82
09/29/2021	ACH	WA Dept of Retirement Systems	PERS Contribution	3,340.16
09/30/2021	3260	AFLAC	Employee Paid Coverage	129.56
09/30/2021	3261	United Way	Employee Contributions	412.00
09/30/2021	ACH	AWC via Vimly	Benefits	26.50
09/30/2021	ACH	AWC via Vimly	Benefits	8,582.36
09/30/2021	ACH	Mass Mutual	Retirement	574.00
09/30/2021	ACH	Mass Mutual	Retirement	609.14
09/30/2021	ACH	Mass Mutual	Retirement	1,218.00
Jul - Sep 21				381,866.88

The Council Board retroactively approves the payments made during June through September 2021, for the above listed claims in the total amount of \$381,866.88*

Board Officer	Title	Date
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Whatcom Council of Governments
Board Budget Report
 January through September 2021
 (75% of the year)

	<u>Jan - Sep 21</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
333 · Federal Grants	718,659	1,059,010	68%
334 · State Grants	100,568	136,310	74%
337 · Local Grants	75,608	88,146	86%
361 · Interest Income	2,395	4,000	60%
367 · Contributions & Donations	17,572	34,948	50%
368 · Membership Dues	163,442	163,436	100%
369 · Other Income	1,100		
Total Income	<u>1,079,344</u>	<u>1,485,850</u>	<u>73%</u>
Expense			
505 · Communication Services	41,522	25,600	162%
510 · Consultants & Contract Services	121,198	191,173	63%
515 · Incentives	6,651	10,000	67%
520 · Insurance- Property & Liability	9,996	10,500	95%
530 · Office Equipment & Software	41,647	37,960	110%
535 · Pass-Through Funding	0	0	0%
545 · Printing	9,111	15,700	58%
550 · Professional Development	6,589	11,500	57%
555 · Rent	53,276	71,100	75%
560 · Repair & Maintenance	149	3,000	5%
565 · Payroll - Salaries & Wages	564,216	754,306	75%
566 · Payroll - Taxes & Benefits	250,414	308,311	81%
575 · Supplies	2,736	9,800	28%
580 · Travel	128	14,900	1%
585 · Utilities	9,904	13,000	76%
590 · Miscellaneous Expense	775		
Total Expense	<u>1,118,312</u>	<u>1,476,850</u>	<u>76%</u>
Revenue less Expense	<u>(\$38,968)</u>	<u>\$9,000</u>	

Balance Sheet as of:

	<u>1/1/2021</u>	<u>9/30/2021</u>	<u>Cash & Investments</u>
Cash on hand	\$ 20,403	\$ 16,814	} Target (4 mos.) \$428,559 Available \$270,668
Investment Account	285,710	253,854	
Accounts Receivable	164,401	314,167	
Total	\$ 470,514	\$ 584,835	
Accounts Payable	30,481	10,122	
Net Equity	<u>\$ 440,033</u>	<u>\$ 574,713</u>	



whatcom council of governments

Public Participation Plan

FINAL DRAFT

***For Council Board Consideration
October 13, 2021***



MEMORANDUM

To: The Council Board
From: Bob Wilson, Executive Director
Date: October 6, 2021
Subject: **Proposed Public Participation Plan – Final Draft**

At your meeting on October 13th, the Council Board will be asked to consider adopting the WCOG *Public Participation Plan*, the draft of which you received in July. Since then, the draft was made available to the public for 45 days (July 26th through September 8th) for review and comment, and to my great disbelief, we didn't receive even one (I hope my sarcasm came through!). However, there will be a public hearing for the purpose of receiving public commentary at the meeting.

We did receive a couple of comments from the Federal Highway Administration – which are inter-agency rather than “public” – that I have addressed in the final draft and which are highlighted.

SUGGESTED MOTION: Move to adopt the WCOG Public Participation Plan, incorporating the highlighted revisions, as presented.

Introduction

Transportation is essential to everyday life in the 21st Century. Whether for going to school or work, visiting family and friends or shopping in a store or online, at least one mode of transportation is involved: walking, biking, rolling, driving a car, riding a bus, or trucks delivering goods to stores and homes. Transportation networks include roads, bike lanes, transit routes, sidewalks, rails, trails, ferries and more. With the exception of the Canadian border, jurisdictional boundaries have little bearing on the public, which views the regional transportation network as a subsection of a continuous, nationwide system. Creating this seamless system for all users requires something more than just transportation planners and elected officials: it needs the public's input. As both a user of the regional transportation system and as a funder (through the various local, state and federal taxes you pay), your concerns, opinions and wishes matter. This *Public Participation Plan for the Whatcom Council of Governments* (“the Public Participation Plan”) has been developed to inform you of your rights and role in the development of regional transportation plans, including how those plans will be funded.

About the Whatcom Council of Governments

Established in 1966 pursuant to Chapter 36.64.080 of the Revised Code of Washington, the Whatcom Council of Governments (WCOG) provides a forum that facilitates cooperation among its members, which include the County's seven cities, Whatcom County Government, the Port of Bellingham, the Lummi Nation and other regional entities. Like most other councils of governments throughout Washington and the United States, WCOG has neither taxing authority nor the ability to regulate land use.

In 1982, Governor John Spellman designated WCOG to serve as the region's Metropolitan Planning Organization (MPO), the federally recognized transportation policy board for the Bellingham Urbanized Area. With the passage of the Washington State Growth Management Act in 1990, WCOG was also designated as the Regional Transportation Planning Organization (RTPO) for all of Whatcom County. The MPO and RTPO are governed by a joint Transportation Policy Board which ensures that the region meets its obligations under the Growth Management Act as well as the transportation planning requirements of the U.S. Department of Transportation's Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).

Other important WCOG activities include the [International Mobility and Trade Corridor Program](#) (IMTC), which facilitates improved transportation and commerce in the Cascade Gateway region of Washington State and British Columbia; facilitating the [North Sound Transportation Alliance](#) (NSTA), a coalition of concerned citizens, elected officials and professional staff of transportation agencies from Washington's five northwestern-most counties; and staffing and operating the [Whatcom Smart Trips](#) program.

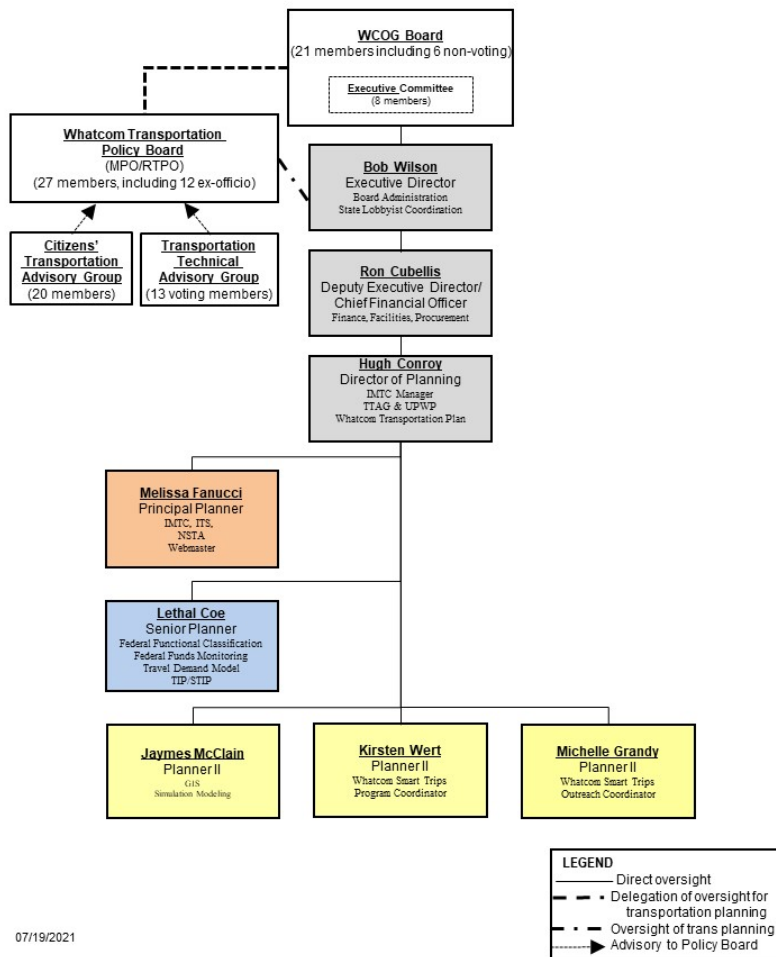
Federal regulations require WCOG to develop a long-range metropolitan transportation plan and a funding schedule for regional projects – known as the Transportation Improvement Program (TIP) – consistent with the long-range plan. Funding to develop the plan and TIP is provided to WCOG from its member jurisdictions and agencies, the State of Washington, and the FHWA and

FTA. Additionally, WCOG regularly applies for and receives competitive grant funding from federal and state agencies as well as funding from the Canadian federal government and the Province of British Columbia for IMTC projects.

WCOG Governance Structure

The [Council Board](#) is WCOG’s governing body and serves as its board of directors. It is composed of 15 voting members drawn from Whatcom County Government (three members, including the County Executive), the City of Bellingham (three members, including the Mayor), the County’s six other cities, the Port of Bellingham, the Lummi Nation and the Lake Whatcom Water and Sewer District. There are also associate (non-voting) members who participate in Council Board meetings and share the perspectives of the organizations and communities that they represent.

**Whatcom Council of Governments
2021 Organizational Structure**



07/19/2021

The region’s transportation planning process is directed by a standing committee of the Council Board known as the [Whatcom Transportation Policy Board](#) (“the Policy Board”). In addition to most of the Council Board’s voting members, the Nooksack Tribe, the Washington State Department of Transportation (WSDOT) and the Whatcom Transportation Authority (WTA) are also voting members of the Policy Board. To minimize unnecessary duplication of work and

oversight, the separate MPO and RTPPO planning processes have been merged into a unified process overseen by the Policy Board. In addition to governing the metropolitan and regional transportation planning processes, the Policy Board is charged with allocating the combination of federal, state and local funds to the numerous projects contained in the TIP. The Policy Board may also request WCOG staff to perform analyses or other research to assist them in understanding the complex issues they are called on to address.

The [Transportation Technical Advisory Group](#) (TTAG) meets monthly to analyze and discuss regional transportation planning issues – including requests for project funding – and makes recommendations to the Policy Board. TTAG is composed of professional transportation planning staff from WCOG’s member jurisdictions.

The [Citizens’ Transportation Advisory Group](#) (CTAG) is jointly administered by WCOG and WTA to facilitate ongoing citizen participation in support of the regional transportation planning process as well as transit services provided by WTA. Although all members of the public are welcome and encouraged to comment individually on the planning process at any time, including at Policy Board meetings, through surveys, etc., CTAG serves as a standing resource for public engagement. CTAG’s core responsibilities are to:

- Review and comment on plans and programs subject to the oversight or approval of the Policy Board
- Provide input on planned services and programs provided by WTA, and
- Offer ideas, identify needs, and otherwise contribute to the planning process.

Membership on CTAG shall be available to any person over the age of 16 residing and/or working in Whatcom County. WCOG and WTA value diversity in the regional transportation planning process. To encourage participation that furthers equity and inclusion; facilitates input from the entire WCOG region and WTA service area, and; includes the perspectives of multiple transportation-system user groups, WCOG and WTA specifically try to ensure that CTAG includes:

- Native Americans (Lummi Nation and Nooksack Tribe)
- Black people, people of color, and other racial and ethnic minorities
- People with disabilities
- Senior citizens
- People with incomes below Whatcom County’s median
- Members of the LGBTQ+ community
- People who ride the bus, bike or walk, including those who do so as their primary means of travel
- People who do not own a car, and
- Residents from Whatcom County’s small cities and rural communities.

Persons interested in CTAG membership must submit a signed membership agreement to the Executive Director of WCOG that:

- Establishes the applicant’s eligibility for membership based on their current home or work address
- Provides the applicant’s assurance that they will 1) actively participate in CTAG in furtherance of the goal of improving the regional transportation planning process, and 2) do so in a way that respects and supports all CTAG members’ ability to participate and be heard

- Confirms the applicant’s understanding that meetings may be recorded for the purpose of note taking and improved documentation of member feedback for consideration by decision makers.

The Executive Director, in consultation with WTA, shall have the authority to 1) determine if an applicant meets the requirements for membership, and 2) terminate the membership of anyone who is disruptive or otherwise fails to respectfully treat their fellow CTAG members, WCOG or WTA staff, or other attendees.

Vision and Goals

The purpose of the metropolitan and regional transportation planning process is to provide a platform for a collective definition of regional goals and cooperative decision-making on transportation investments. Local governments, state and federal agencies, public and private transportation providers, the business community, advocacy organizations and individual members of the public come together to identify the goals to be achieved through the region’s transportation network within the 20-year life of the region’s long-range transportation plan. Typical goals include enhanced mobility, greenhouse gas reduction, environmental stewardship, economic development, equity and more. The goals of the plan are achieved through a set of coordinated programs, policies and investments in the regional network.

[Whatcom Mobility 2040](#) draws on the transportation goals adopted in the comprehensive plans of WCOG’s member jurisdictions – Whatcom County, the seven cities, the Lummi Nation and the Nooksack Tribe – in establishing the goals for the Whatcom region. The transportation elements of all the jurisdictions’ comprehensive plans were carefully reviewed, and the goals emphasized in each of them were compiled in a matrix to identify those shared by a majority of the jurisdictions.

Goals (numbers in parentheses indicate how many jurisdictions included that goal in their local comprehensive plans)

- Safety (10)
- Climate & environmental quality (8)
- Preservation (6)
- Mobility (all modes & emphases on trip capacity) (8)
- A multimodal transportation system (8)
- Access (6)
- Freight transportation (6)

These seven regional goals, which overlap and relate to the planning factors prescribed in federal and state law, are the bases for prioritizing project funding requests and developing performance measures and targets.

Safety

All ten of the Whatcom region’s jurisdictions included safety as one of their transportation goals. The safety of all users of the region’s transportation system – pedestrians, bicyclists, automobile drivers and passengers, and truckers – must be maximized to the greatest degree practicable in the establishment of regional transportation policies and investment decisions.

Climate (greenhouse gas reduction) & environmental quality

Whatcom region local governments, tribal governments, and Washington State government have initiated actions to reduce carbon emissions and prepare for the effects of climate disruption. Reducing greenhouse gas emissions and more broadly advancing environmental mitigation and

restoration (e.g., energy conservation, habitat preservation, and air and water quality) are outcomes of paramount importance in the region.

Preservation

The high priority of the preservation goal indicates the Whatcom region's intent to ensure that its existing transportation systems are kept in a state of good repair before pursuing system expansions. This goal includes the principle of sustainability: the importance of choosing investments in facilities and programs that our region has the fiscal capacity to pay for, operate, and maintain into the future.

Mobility

Mobility refers to the summation of qualitative measures of travel and goods movement including travel time, travel-time predictability and reliability, and comfort. The goal of mobility and our region's strategies to optimize it pertain to all modes (i.e., walking, transit, biking, driving, freight & service trucks, etc.). Mobility depends on adequate transportation system capacity. To advance this mobility goal (and its other goals), the Whatcom region measures capacity primarily as the number of trips that the transportation network can accommodate. Secondly, traditional, mode specific measures of road-capacity for vehicles are appropriate for certain analyses.

A multi-modal transportation system

To efficiently and equitably serve the movement of people and goods that our region needs in the years ahead, our transportation network must provide for multiple modes of transportation (e.g., walking, buses, trucks, cars, bikes, paratransit, rail, etc.) and good connections between them. While "mobility" addresses the quality of transportation provided by all modes, this goal affirms a commitment to the continued development and integration of the options themselves.

Access

The region's transportation system is intended to serve all people and acknowledge and reduce barriers related to age (seniors and youth), income, and disability.

Freight transportation

Given Whatcom County's adjacency to the Canadian border, along with the presence of one of the nation's premier trade corridors within its boundaries (Interstate 5) and BNSF freight rail, goods movement has a significant impact on the region's transportation system.

Planning Partners

WCOG actively coordinates its planning efforts and public participation activities with its member jurisdictions and agencies as well as other organizations responsible for planning and resource development activities within or adjacent to the region, notably the Province of British Columbia, the Canadian federal government, Skagit County and various federal and state agencies, including the National Park Service, the U.S Forest Service and the Washington State departments of Commerce and Ecology. Coordination is primarily achieved through regular meetings of the Policy Board, TTAG and CTAG. Coordination also occurs through the operation of three of WCOG's principal programs: IMTC, NSTA and Whatcom Smart Trips. Additionally, less formal, but important outreach occurs through the participation of WCOG staff at meetings, forums and workshops held throughout the region.

Purpose and Scope of the Public Participation Plan

Robust public engagement is essential for ensuring that the transportation planning process reflects the goals of the people who use and pay for the system. To facilitate meaningful engagement, public participation activities should be coordinated and coincide with milestones in the plan-development process and must be designed to elicit relevant information and opinions needed to make a lasting contribution to the quality of life in Whatcom County. To facilitate this, WCOG:

1. Provides access to plans, programs and supporting materials and data at various stages during their development, and
2. Offers opportunities for members of the public to comment as plans and programs proceed toward completion.

WCOG is responsible for actively engaging all affected parties in an open, cooperative and collaborative process that provides stakeholders significant opportunities to influence transportation policy-making. The gathered feedback allows the Policy Board to give due consideration to the social, economic and environmental consequences of their actions, and assures the public that transportation programs support adopted local plans as well as community values.

WCOG is committed to providing a forum for such cooperative decision-making and emphasizes transparent and inclusionary outreach activities. The purpose of the Public Participation Plan is to facilitate a consistently applied approach to citizen engagement that includes various tools and established public review periods for plans and programs. Public Participation Plan guidance is used to encourage citizens, affected organizations and other interested parties to participate in the development of transportation plans and programs, and to provide input during all phases of the transportation decision-making process (planning, design, financing, etc.).

Regulatory Framework and Guiding Principles

WCOG complies with all federal and state requirements for public participation as well as its own policies, all of which assisted in the formulation of the guiding principles underlying the development and implementation of this Public Participation Plan.

- Adequate notice and comment periods
 - Conduct public participation opportunities at key decision points
 - Provide timely and adequate notice of public participation activities
 - Allow for sufficient time for public review and comment
- Open and inclusionary access
 - Offer full public access to information about transportation issues and processes
 - Employ visualization techniques, such as maps, pictures and graphics to convey information
 - Make public information available in electronically accessible formats and resources
 - Hold public meetings at convenient and accessible locations and times
- Explicit consideration
 - Demonstrate explicit consideration and response to public input received
 - Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households

- Proactive public participation process
 - Coordinate with statewide transportation planning public involvement and consultation processes
 - Periodically review the effectiveness of public participation procedures and strategies.

The resulting strategies, tools and public comment periods were designed to meet the applicable federal and state requirements for metropolitan and regional transportation planning, which are described in Appendix B.

Environmental Justice and Limited English Proficiency Considerations

The U.S. Department of Transportation mandates that non-discrimination principles be incorporated into the transportation planning and decision-making process. WCOG is responsible for ensuring that a transportation project which receives federal funding does not have a disproportionately adverse effect on minority or low-income populations.

As a recipient of federal transportation funds, WCOG makes reasonable efforts to provide meaningful access to transportation planning information for individuals with limited English proficiency (LEP), those for whom English is not their primary language and who have a limited ability to read, speak, write or otherwise communicate in English.

In December 2019, WCOG adopted its *Language Assistance Plan for People with Limited English Proficiency* as part of its *Combined Title VI and Limited English Proficiency Plan* (Appendix C). Based on an examination of Whatcom County demographic data conducted as part of the recommended “Four-Factor Analysis,” there are more than 4,000 Spanish-or Spanish Creole speakers who speak and comprehend English “less than very well.” WCOG’s LEP Plan established several “language assistance measures,” including publishing meeting notices in Spanish and providing translation or interpretation services upon request.

Public Participation Objectives, Strategies and Tools

The fundamental objective of the Public Participation Plan is to ensure that the concerns and issues of everyone with a stake in transportation are identified and addressed in the regional planning and decision-making process. The strategies underlying all public participation activities are as follows:

- **Capture a wide audience** through various public participation strategies and tools
- **Provide information** to the public about transportation planning and improvement projects
- **Increase awareness** and become the go-to source for regional transportation information
- **Build community support** through early and ongoing public participation.

In order to facilitate public participation in the Whatcom region, WCOG uses a variety of engagement strategies and tools, which are described in the following sections.

Council Board, Whatcom Transportation Policy Board and Executive Committee Meetings

Meetings of WCOG’s Council Board, Policy Board and Executive Committee are open to the public and fully comply with Washington State’s Open Public Meetings Act. To facilitate participation by individual citizens and representatives from community organizations in Whatcom County, WCOG ensures that:

- There is a public comment period on the agenda for every Council Board, Policy Board and Executive Committee meeting
- All meetings are conducted using a “hybrid” meeting format, whereby members of the public as well as board and committee members may participate in person or online
- Notices of the time and place of meetings, as well as instructions for virtual participation, are provided on WCOG’s [website](#)
- Meetings are held in WCOG’s fully-accessible Gordon W. Rogers Conference Room, or in other accessible locations
- , and
- Meeting minutes are made available upon their approval by the convening body.

It is important to note that public comments received through other public participation activities are distributed to board members at or before meetings to ensure that they will be considered prior to action.

Occasionally, WCOG convenes public information meetings, including workshops and open houses, in addition to regular board and committee meetings. These meetings are held to introduce the public to a specific project or program, as well as to directly interact with citizens. These meetings provide WCOG with opportunities to gather both quantitative and qualitative input and connect with citizens and organizations interested in becoming involved in the transportation planning process. WCOG strives to hold public meetings, workshops and open houses at convenient times and in accessible locations:

- Meeting locations are convenient and accessible to the public, including persons with disabilities
- When requested in advance, WCOG will provide an American Sign Language interpreter for hearing-impaired attendees, and assign a staff member to escort sight-impaired attendees for the purpose of reading and describing meeting materials and displays.
- The proximity to transit facilities, day of the week, and time of day are considered as meetings are scheduled to accommodate those who need or want to access the public meetings by public transportation, and
- Several methods for gathering public input are provided during each public meeting, including but not limited to audio or video recorders; various visualization techniques, such as infographics, PowerPoint presentations, or maps; comment boxes; or interpreters for those with limited English proficiency and/or sight impairment.

Additional feedback may be obtained through member interviews, targeted stakeholder meetings and resource agency consultation.

wcog.org

As part of its ongoing effort to keep the citizens of the region informed, WCOG built and maintains its website, wcog.org. The site provides extensive information on WCOG, including:

- A calendar of board, committee and advisory group meetings
- Agenda packets for upcoming meetings
- A listing of current board and committee members
- Updates on current planning activities, including opportunities to participate in surveys
- Descriptions of approved plans and active programs, along with staff contact information
- An archive of previous plans and studies, meeting packets, and approved meeting minutes
- The Google Translate tool for people who do not read English or those with limited proficiency

- A map delineating those areas within Whatcom County with higher-than-average minority populations and/or low-income levels, and for which Environmental Justice action may be required
- A dedicated CTAG page that also serves as a portal for engagement in the transportation decision-making process.

The site complies with [Section 508 of the Rehabilitation Act of 1973](#) and is regularly updated with content on public participation opportunities, current plans and programs, and information on particular projects from across the region. Also, site-specific Internet traffic data are gathered through web analytics, including the number of visitors, downloads for specific documents, pages visited, and other metrics, and these usage data are reviewed and evaluated to improve the site.

WCOG Interactive Map

The Interactive Map tool is available on WCOG’s website. Using WCOG’s geographic information system, members of the public can view, sort, analyze and interpret data that inform local and regional transportation planning decisions.

Hard-copy Documents

In addition to making documents accessible to the public on its website, WCOG maintains paper copies of many of them in its office at 314 East Champion Street in downtown Bellingham. These include the Interlocal Agreement, bylaws, the TIP, the Unified Planning Work Program, contracts, and original signed copies of meeting minutes. Members of the public may make arrangements to view documents by emailing WCOG’s Public Information Officer at publicdisclosure@wco.org.

Visualization Techniques

WCOG frequently uses maps, charts, illustrations and photographs in its documents and presentations to provide visual aids to illustrate key topics and regional objectives or trends. Interactive web content, animations and videos are also deployed.

Translation of Public Notices, Meeting Materials, and Summary Documents

To accommodate those members of the public who possess limited English proficiency, meeting notices, agenda packets, summary documents for select plans and programs, etc., can be translated into Spanish upon request. Additionally, WCOG makes a reasonable effort to accommodate the needs of speakers of other languages when assistance is requested.

Surveys

WCOG utilizes both online and on-site surveys to elicit feedback from citizens. Online platforms make it particularly easy to analyze results and aid in the visualization of collected responses and overall trends. On-site surveys are normally conducted using paper forms but may also be facilitated through the use of mobile devices. A good example is a [Household Travel Survey](#) (HST) which WCOG conducts periodically to collect data to refine the transportation planning process. A successful HST relies on voluntary participation from community members throughout the region.

Public Notice and Call for Public Commentary

Prior to the adoption or amendment of major planning documents, such as the long-range transportation plan, the regional TIP, the Public Participation Plan and others, a call for public comments is issued. This call invites and encourages the public to review and comment on the draft document. All comments received from the public, including community organizations – whether positive or negative – are handled in the following manner:

- All comments must be submitted in writing and received within the published public comment period
- Comments concerning specific projects or proposals are forwarded to the sponsoring agency or jurisdiction
- A copy of the comments are provided to the Council Board, the Policy Board or TTAG, as appropriate, for their evaluation and consideration prior to official action of the board with jurisdiction
- A written response is provided to the individual or organization concerning recommendations or decisions arising from the board meeting or the sponsoring entity, as appropriate, and
- Copies of all comments received will be included in the final document.

A notice of the public review period is published in *The Bellingham Herald* and on wcog.org. Additional public notice may also be provided through press releases, email notifications and other means, as appropriate. As noted earlier, public comments are also accepted during WCOG board meetings.

Press Releases and Media Outreach

In order to reach a larger audience, WCOG prepares press releases with information on the regional transportation planning process, products and public participation opportunities for distribution through local print, radio, television and online media outlets.

Distribution Lists

WCOG maintains several distribution lists consisting of individuals and non-governmental organizations interested in receiving information and being involved in one or more programs related to the regional transportation planning process.

Outreach to Tribal Members

The Lummi Nation is a voting member of WCOG's Council Board, and both they and the Nooksack Tribe are voting members of the Whatcom Transportation Policy Board. WCOG encourages and welcomes the full involvement of the tribes and the participation of tribal members in all its activities, including the development of the long-range transportation plan and the regional TIP.

Regional Meetings, Community Events and Popular Venues

WCOG staff actively seek out opportunities to elicit public comment and inform the community about ongoing planning activities and programs. This may be accomplished by attending and making presentations at meetings of community organizations, engaging with members of the community at regional venues, such as the Bellingham Farmers' Market or the Northwest Washington Fair, or enlisting the aid of membership organizations like the Bellingham Regional Chamber of Commerce or Bellingham Whatcom County Tourism to reach their members. Furthermore, WCOG strives to connect with traditionally underrepresented populations within the region, including minority, low-income, and limited English proficiency populations by working through key stakeholders and community groups that engage and serve these populations to receive feedback on upcoming transportation planning and investment decisions.

Public Participation Activities by Plan or Program

This chapter focuses on the previously described strategies and tools, and details public comment periods as they apply to each of WCOG’s planning documents and programs. The matrix below summarizes the potential public participation activities for each of the listed plans and reports.

Overview of Strategies, Tools, and Public Comment Periods	Policy Board Meetings	Public Meetings	Member Interviews, Stakeholder Meetings, Agency Consultation	Website	Surveys	Public Notice	Call for Public Comments (Length)	Press Releases and Media Outreach	Mailing Lists	Regional Meetings, Community Events, Venues
Long-range Transportation Plan Development	✓	3 rounds	✓	✓	✓	✓	4 weeks	✓	✓	✓
Long-range Transportation Plan Amendment	✓	✓		✓		✓	2 weeks			
Transportation Improvement Program	✓			✓		✓	2 weeks			
Public Participation Plan	✓	✓		✓		✓	45 days	✓	✓	✓
Human Services Transportation Plan	✓	✓	✓	✓	✓	✓	2 weeks	✓	✓	
Unified Planning Work Program	✓			✓						
Annual Performance and Expenditure Report	✓			✓						
Title VI and Limited English Proficiency Plan	✓	✓	✓	✓		✓	2 weeks	✓	✓	✓
Title VI Annual Accomplishment Report	✓			✓						
Surface Transportation Block Grant Project Selection	✓			✓						

Note: Public participation activities for non-recurring and special studies will be determined as part of the initial scoping.

Long-Range Transportation Plan

Adopted in June 2017, the Whatcom region's long-range transportation plan (LRTP), known as *Whatcom Mobility 2040*, describes the current state of the regional transportation network, identifies region-wide issues and existing needs, provides projections of future travel demand, establishes goals and lays out a program of actions and investments to achieve them. The LRTP's principal function is to provide the policy framework for prioritizing and selecting transportation projects and programs for funding and implementation. It is a *multimodal* plan intended to improve access and mobility throughout the region for *all* modes of transportation: transit, walking, biking, rolling (such as wheelchairs and scooters), trucks and private automobiles. It also provides the link between the local jurisdictions' transportation plans, the region's [Human Services Transportation Plan](#) and the [Washington State Transportation Plan](#).

There are specific federal and state requirements related to metropolitan and regional transportation plans. Preparation of a metropolitan transportation plan is a federal requirement for the Bellingham Urbanized Area. The Washington State Growth Management Act establishes the requirements for a regional transportation plan, which addresses all of Whatcom County, not just the Bellingham Urbanized Area.

Because the Whatcom region must meet both federal and state transportation planning requirements, which overlap in many respects, *Whatcom Mobility 2040* addresses both in a combined LRTP that:

- Examines the transportation needs of the entire Whatcom region through the year 2040
- Focuses on identifying priorities, policies and a strategic framework to define and select investments and programs with the greatest regional benefit
- Builds on strategies identified by state and local agencies to address short-, mid-, and long-term needs
- Is *fiscally constrained*, meaning that its assumptions and recommendations are based on reasonable federal, state and local funding projections
- Considers potential impacts to vulnerable populations and the natural and built environment, and
- Is a *multi-modal* plan that focuses on the mobility needs of *all* the region's travelers, not just those who drive.

Whatcom Mobility 2040 provides clear policy and project recommendations and guides all other transportation planning and programming activities performed by WCOG. In accordance with federal requirements, the LRTP will be updated and presented to the Policy Board for its adoption in June 2022.

Transportation Improvement Program

Federal and state regulations also require WCOG to develop a TIP for the Whatcom region. Federal requirements call for a four-year, financially constrained list of projects, whereas Washington State regulations stipulate a six-year list of projects. Rather than producing two separate documents, the combined Whatcom region TIP is a six-year programming document, which demonstrates financial constraint for federal funds throughout the first four years of the integrated financial plan.

The TIP also serves as a schedule of accountability to FHWA and FTA, which annually review and certify the TIP to ensure the continuation of federal financial assistance for transportation improvements in the Whatcom region. WCOG's regional TIP works in concert with the State Transportation Improvement Program (STIP) to implement projects. Placement in the STIP is required for most transportation projects that receive federal funding. TIP projects are separated into three distinct groups:

- Projects with secured funding anticipated and are located within the Metropolitan Planning Area
- Projects with secured funding but are located outside the Metropolitan Planning Area, and
- Unfunded projects (without dedicated funding source) for the entire WCOG region.

Projects in the TIP must be consistent with policy and project recommendations contained in the adopted LRTP. The TIP functions as a project programming document and financial plan that identifies all federally funded and prioritized projects, as well as other transportation improvements of regional significance, regardless of their

funding source. It is updated annually and amended throughout the year as new projects are added, completed projects are removed, or existing projects move into a new phase or experience a change in funding.

General steps in the development of the TIP include:

- Local city and county governments and WTA prepare and submit their local six- year programs to WSDOT and WCOG; these programs also contain regionally significant projects that do not use federal funding
- WCOG reviews all projects to ensure the following:
 - All projects scheduled for federal funding are included in the TIP
 - Projects are fiscally constrained by year and funding source
 - All regionally significant projects are included, regardless of funding source
 - The TIP projects are consistent with the current LRTP
- The public and interested parties are afforded early and reasonable opportunity for involvement, and
- All projects in the TIP are consistent with Title VI of the Civil Rights Act.

Once approved, the regional TIP is included in the STIP, which is coordinated and maintained by WSDOT. Following USDOT approval of the STIPs, local jurisdictions may begin obligating federal funds for their projects.

Public Participation Plan

Previously adopted by WCOG in October of 2009 and updated in November 2014, WCOG again updated its Public Participation Plan in the summer and fall of 2021. The updated plan incorporates information gathered as part of the development of both *Whatcom Mobility 2040* and the 2045 LRTP, which will be adopted by the Policy Board in June 2022. The draft Public Participation Plan underwent a 45-day public comment period from July 26 through September 8, 2021. All comments received on the draft, whether positive or negative, were provided to the Council Board, and when appropriate a response was provided to the individual or organization that submitted it, including any recommendations or decisions made by the Council Board resulting from the comment. All comments received on the draft, and any responses provided to those who submitted comments, are included in Appendix A of this Public Participation Plan.

The Public Participation Plan is reviewed annually to gauge the effectiveness of its strategies and tools and may be amended when deemed necessary.

Human Services Transportation Plan

In 2006, WSDOT directed WCOG and the state's other RTPOs to convene stakeholder groups composed of local human services agencies, schools, transportation providers and others to develop consolidated human services transportation plans to address the mobility needs of people who do not drive due to age, income or disability reasons. The current Whatcom Human Services Transportation Plan was adopted in October 2018; it will be updated in 2022.

The Whatcom region's human services transportation planning process has since been reviewed and refined by CTAG and TTAG; the planning process engages stakeholders to identify gaps in service and updates a ranked list of project proposals within Whatcom County. Project proposals included on the list are thus eligible for consideration for state and federal public transportation grant funding administered through WSDOT's Consolidated Grant Program.

Unified Planning Work Program

The Unified Planning Work Program (UPWP) describes the planning activities and products that WCOG is working on during the current state fiscal year, and it also summarizes the work and accomplishments of the previous year. Updated annually, the UPWP defines each planning task, associated budget, the responsible lead agency, and the anticipated completion date for all related activities.

Annual Performance and Expenditure Report

The Annual Performance and Expenditure Report describes the progress made towards fulfilling the activities outlined in the previous year’s UPWP. The report also details associated expenses and discusses any departure from the originally proposed task budgets. UPWP-specific public participation protocols to this report.

Combined Title VI and Limited English Proficiency Plan and Annual Report

Adopted in December 2019, WCOG’s *Combined Title VI and Limited English Proficiency Plan* outlines WCOG’s specific roles and responsibilities necessary to ensure consistent implementation of its non-discrimination policy in all its programs and activities, whether those programs and activities receive federal funding or not. It also includes a *Language Assistance Plan for People with Limited English Proficiency* to ensure compliance with the applicable provisions of the Civil Rights Act of 1964, as amended.

The Annual Title VI Report provides an overview of all relevant accomplishments for the various programs and activities WCOG administers.

Surface Transportation Block Grant Project Selection

Although WCOG staff facilitates the regional project selection processes, it is the member jurisdictions themselves, via TTAG, that determine which projects will be considered for selection by the Policy Board. This process applies to the award of funding through the federal Surface Transportation Block Grant and Transportation Alternatives programs.

For the Washington State Public Transportation Consolidated Grant program, regional priorities for the Human Services Transportation Plan projects are also determined through a regional project selection process; subsequently, the projects are submitted to WSDOT to inform the statewide competitive process.

Ongoing Evaluation and Improvement of Public Participation Efforts

Regular monitoring and qualitative as well as quantitative assessment of public involvement strategies and tools help identify effective public participation activities and allow them to be modified when necessary, leading to more and better public engagement.

Assessment of Activities

As shown in the previous chapter, WCOG uses a variety of public participation strategies and tools. A priority is placed on adapting these activities to new technologies and the region’s changing organizational and demographic landscapes. Therefore, WCOG continuously seeks out improvements to its public participation and transportation planning process. The following table provides an overview of potential metrics used in the ongoing evaluation of public participation and engagement activities.

Public Participation Strategy or Tool	Evaluation Metric	Information Used for Improvement
Board Meetings	<ul style="list-style-type: none">• Number of attendees• Number of comments• Number of key topics of comments• Title VI information of attendees	<ul style="list-style-type: none">• Effectiveness of meeting notification• Level of interest in certain topics

Public Participation Strategy or Tool	Evaluation Metric	Information Used for Improvement
Public Meetings	<ul style="list-style-type: none"> • Number of attendees • Number of comments • Number of key topics of comments • Day/time meetings are held • Title VI information of attendees • How attendees indicate that they heard about a meeting or event • Evaluation information provided by attendees 	<ul style="list-style-type: none"> • Effectiveness of meeting notification • Effectiveness of notification distribution method • Effectiveness of meeting location and time • Level of interest in certain topics • Provide essential information for plans and programs • Identification of potential gaps in reaching certain populations
Stakeholder Meetings and Outside Agency Consultation	<ul style="list-style-type: none"> • Number of interviews/meetings/ consultations held • Type of stakeholder/organization • Number of attendees • Contact information for agencies and their members • Number of contacts to other organizations and level of interest 	<ul style="list-style-type: none"> • Effectiveness of engagement • Level of interest in certain topics • Provide essential information for plans and programs • Maintain local contacts and institutional knowledge
Website	<ul style="list-style-type: none"> • Number of site visits <ul style="list-style-type: none"> ▪ Monthly ▪ During public comment periods • Number of visits to specific pages • Number of document downloads 	<ul style="list-style-type: none"> • Effectiveness of presentation of web content • Level of interest in certain topics
Surveys	<ul style="list-style-type: none"> • Number of respondents • Percent of surveys completed and/or number of questions completed 	<ul style="list-style-type: none"> • Level of interest in certain topics • Provide essential information for plans and programs • Indicate public awareness, interest in the planning process, and validity of survey responses
Call for Public Comments	<ul style="list-style-type: none"> • Timing of notification efforts • Geographic distribution of notifications • Number of comments received • Number of key topics of comments • Substance of comments received 	<ul style="list-style-type: none"> • Effectiveness of call for public comment notice • Effectiveness of notification distribution method • Level of interest in certain topics • Provide essential information for plans and programs

Review of the Public Participation Plan

WCOG’s commitment to meaningful public participation is the basis for involving the public in the metropolitan and regional transportation planning process. To that end, this Public Participation Plan will be evaluated annually to ensure that it remains relevant and effective. Part of these annual reviews will involve surveying emerging technologies that could be brought to bear to enhance public engagement. In any case, the Public Participation Plan can be amended by the Council Board whenever it is deemed necessary.

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Appendix A: Comments Received During Public Review Period

The draft Public Participation Plan was made available for public review and comment from July 26 through September 8, 2021. Comments received in writing appear verbatim; comments received verbally were transcribed. WCOG’s response to each comment is included.

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Appendix B: Regulatory Framework

Fixing America's Surface Transportation (FAST) Act of 2015

The [Fixing America's Surface Transportation Act](#) – commonly referred to as the FAST Act – was signed into law on December 4, 2015. It was intended to be a five-year surface transportation authorization bill to replace the previous transportation bill, *Moving Ahead for Progress in the 21st Century* (MAP-21); however, the FAST Act was extended to September 30, 2021, through a continuing resolution. The FAST Act provides funding for surface transportation improvements and guides the growth and development of vital transportation infrastructure. FAST largely maintains the program structure and funding shares established by MAP-21, which provided for the creation of a streamlined, performance-based and multimodal program for the U.S. surface transportation system.

23 USC 134 Metropolitan Transportation Planning

[Section 134 of Chapter 1 of Title 23 of the United States Code](#) (USC) requires metropolitan transportation planning that encourages and promotes the safe and efficient management, operation, and development of surface transportation systems to serve the mobility needs of people and freight and to foster economic growth and development within and between States and urbanized areas. The sections that directly apply to public participation are contained in paragraphs on consultation [23 USC 134 (g)], the development of the transportation plan [(i)], and the transportation improvement program [(j)].

23 CFR 450.316

[Section 450.316 of Volume 1 of Title 23 of the Code of Federal Regulations](#) (CFR) provides specific guidance on the development and content of federally required public participation plans.

23 CFR 450.322 and 450.324

In paragraphs (g), (i), and (j) of [Section 450.322](#), and paragraph (b) of [Section 450.324](#) of Volume 1 of 23 CFR there is specific guidance on consultation and public participation as it relates to the development and content of metropolitan transportation plans and transportation improvement program, respectively.

Title VI of the Civil Rights Act of 1964, 23 USC 140, 23 CFR 200, and 49 CFR 21

WCOG assures that no person shall, on the grounds of race, color, national origin, or sex, as provided by [Title VI of the Civil Rights Act of 1964](#), and the [Civil Rights Restoration Act of 1987](#) (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any agency-sponsored program or activity. WCOG further provides assurance that there will be no discrimination in any of its programs or activities, whether those programs and activities are federally funded or not.

Executive Order 13166 - Improving Access to Services for Persons with Limited English Proficiency

Issued in 2000, [Executive Order 13166](#) improves the access to services for those with limited English proficiency. The basis for this nondiscrimination order prohibition Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on national origin. Providing meaningful access to information, programs, services and activities for certain LEP individuals is required of recipients receiving federal funds.

Executive Order 12898 - Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations

In accordance with [Executive Order 12898](#), issued in 1994, a recipient of federal funds from the U.S. Department of Transportation must incorporate Environmental Justice into its programs, policies and activities. Environmental Justice principles protect minority and low-income populations from disproportionately adverse effects of programs, policies and activities funded by the USDOT. These principles help assure that potential negative impacts to minority and low-income populations are identified and addressed before decisions are made that will utilize federal transportation funds.

Growth Management Act, RCW 36.70A and 47.80

Washington's [Growth Management Act](#) (GMA), signed into law in 1990, established state goals, deadlines for compliance, and direction on how to prepare local comprehensive plans and development regulations, as well as requirements for early and continuous public participation. The [Regional Transportation Planning Organization](#) Chapter of GMA authorized the creation of regional transportation planning organizations, including WCOG, which are required to prepare regional transportation plans consistent with countywide planning policies and local comprehensive plans.

Open Public Meetings Act, RCW 42.30

Passed in 1971, the Washington State [Open Public Meetings Act](#) (OPMA) ensures that meetings of governing boards are open and accessible to the public so that citizens may view the decision-making process. All members of governing bodies must complete training on the OPMA within 90 days of taking office, and then take a refresher course at least every four years thereafter while in office.

Public Records Act, RCW 42.56

The Washington State [Public Records Act](#) requires that all records maintained by state and local agencies are made available to members of the public, allowing for only very narrow statutory exemptions.

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Appendix C: Combined Title VI and Limited English Proficiency Plan

[Combined Title VI and Limited English Proficiency Plan](#)

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Appendix D: Consultation Sources

- Whatcom County
- Cities of Bellingham, Blaine, Everson, Lynden, Nooksack and Sumas
- Port of Bellingham
- Lummi Nation
- Nooksack Tribe of Indians
- Whatcom Transportation Authority
- Citizens' Transportation Advisory Group
- Transportation Technical Advisory Group
- Washington State Department of Transportation
- Federal Highway Administration
- Federal Transit Administration
- U.S. Fish and Wildlife Service
- U.S. Forest Service
- U.S. Army Corps of Engineers
- U.S. Environmental Protection Agency
- Washington State Department of Ecology
- Washington State Department of Commerce
- Public Utility District No. 1
- Lake Whatcom Water & Sewer District
- Birch Bay Water & Sewer District
- Other Regional Organizations:
 - Bellingham Regional Chamber of Commerce
 - Whatcom Business Alliance
 - Whatcom Community Foundation
 - The Opportunity Council
 - Northwest Regional Council
 - Bellingham Whatcom County Tourism
 - Western Washington University
 - Bellingham Technical College
 - Whatcom Community College
 - Northwest Indian College
 - Public school districts and private schools
 - Easterseals Washington

Appendix E: Media Contacts

Newspapers

- The Bellingham Herald
- The Lynden Tribune
- The Ferndale Record
- The Northern Light
- El Periódico (Spanish)

Radio

- KZAX-FM 94.9
- KGMI-AM 790
- KGMI-FM 96.5
- KISM-FM 92.9
- KPUG-AM 1170
- KBAI-FM 98.9
- KBAI-AM 930
- KMRE-FM 102.3
- KPPI-AM 1550 (Punjabi)
- KUGS-FM 89.3
- KWPZ-FM 106.5

Television

- Bellingham Community Television

Websites

- Whatcom Talk (whatcomtalk.com)



MEMORANDUM

To: The Council Board
From: Bob Wilson, Executive Director
Date: September 22, 2021
Subject: **Proposed Amendments to Policy Board Bylaws**

At your meeting on October 13th, the Council Board will consider proposed amendments to the *Bylaws and Procedures of the Whatcom Metropolitan Area Transportation Planning Process*, also known as the Policy Board Bylaws. Specifically, the proposed amendments address the Citizens' Transportation Advisory Group. As has been discussed at meetings earlier this year, it is the staff's recommendation that CTAG's operating procedures and membership be removed from the Policy Board Bylaws and placed within the WCOG *Public Participation Plan*, adoption of which will also be on the agenda of the upcoming meeting. I call your attention to the following:

In the attached document, proposed deletions are indicated with ~~striketrough~~ text, and additions are highlighted.

Proposed amendments are found on pages 1, 2, 4, and 8-11. Notable changes include:

Section 3.0 – A subsection referencing the Public Participation Plan is added.

Section 5.2 – The chairperson of CTAG has been removed from the list of non-voting members of the Policy Board.

Section 7.0 – The existing prohibition of elected officials from serving on CTAG is removed, since CTAG would no longer have the authority to take positions requiring a vote, thereby rendering moot the concern over an elected official tilting CTAG's position in favor of their home jurisdiction.

Section 7.1 – Refers to the Public Participation Plan as the source for information on CTAG's responsibilities, membership and operating procedures. Accordingly, all the subsequent sections of the Policy Board Bylaws are deleted.

SUGGESTED MOTION: Move to adopt the amendments to the Bylaws and Procedures of the Whatcom Metropolitan Area Transportation Planning Process, as presented.

BYLAWS AND PROCEDURES OF THE WHATCOM METROPOLITAN PLANNING AREA TRANSPORTATION PLANNING PROCESS

Adopted July 10, 2013
Amended January 21, 2015
Amended January 18, 2017
Amended May 8, 2019
Amended October 13, 2021



Whatcom Council of Governments
314 East Champion Street
Bellingham, WA 98225
(360) 676-6974
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PREAMBLE

The following constitutes the bylaws, procedures and responsibilities which shall serve to establish, organize and guide the proper functioning of the Whatcom Metropolitan Planning Area Transportation Planning Process. The intent is to provide for a combined metropolitan planning organization and regional transportation planning organization which will be responsible for fulfilling the applicable requirements of the Federal Aid Highway Act of 1962, as amended; the Urban Mass Transportation Act of 1964, as amended; the Washington State Growth Management Act of 1990, as amended; the Intermodal Surface Transportation Efficiency Act of 1991, and; subsequent state and federal laws setting forth requirements for transportation planning for all modes of travel. This planning task will be accomplished within a cooperative framework properly related to comprehensive planning on a continual basis. This cooperative, comprehensive and continuing approach is commonly known as the “3-C Planning Process.” Furthermore, this organization shall carry out any other transportation planning and programming functions as set forth in any agreements entered into between the Whatcom Council of Governments and the Washington State Department of Transportation, the United States Department of Transportation, other pertinent agencies, or in such manner as events shall dictate.

Section 1.0: Process Name and Organization Name

- A.** The name for the ongoing transportation planning process shall be the Whatcom Metropolitan Planning Area Transportation Planning Process (“the Planning Process”).
- B.** The name of the organization conducting the Planning Process is the Whatcom Council of Governments.

Section 2.0: Organizational Structure

- A.** The Whatcom Transportation Policy Board (“the Policy Board”), a committee of the Whatcom Council of Governments, shall oversee and guide the Planning Process. The Policy Board shall be assisted in conducting the Planning Process by two (2) standing advisory groups, those being the Transportation Technical Advisory Group and the Citizens’ Transportation Advisory Group (together, “the advisory groups”). Additional advisory groups may be established by the Policy Board as deemed necessary and appropriate.

Section 3.0: General Policies

- A.** These general policies shall apply to the Policy Board and the advisory groups in the conduct of the Planning Process.

B. All reports, programs and plans requiring the approval of, or adoption by the Policy Board shall be made available to the public for its review and comment pursuant to the adopted WCOG Public Participation Plan, as amended.

CB. All Such reports, programs and plans shall also be made available to be reviewed by the Transportation Technical Advisory Group and the Citizens' Transportation Advisory Group. The Transportation Technical Advisory Group and Citizens' Transportation Advisory Group shall be afforded with sufficient time to comment on drafts prior to action by the Policy Board. Reports, programs and plans become official documents following adoption by resolution of the Policy Board.

DC. The Policy Board and the advisory groups shall proceed with their respective responsibilities and duties with proper consideration at all times for all modes of transportation and associated facilities.

ED. All studies undertaken in the Planning Process shall be coordinated with individual modal planning programs and with comprehensive planning efforts in the Metropolitan Planning Area.

FE. Transportation planning activities shall be used to promote efficient urban development. Reasonable forecasts of land use and economic conditions shall guide these activities.

GF. All published data and/or reports shall be made available to the general public and other agencies in a digital format. Fulfillment of requests for paper copies of documents shall be subject to duplication costs.

Section 4.0: Amendment of Bylaws

B. Any section contained herein may be amended at any meeting of the Whatcom Council of Governments provided such proposed amendment is delivered to the voting members of the Board of the Whatcom Council of Governments at least fifteen (15) days prior to the meeting at which the amendment is to be considered. Such notice shall set out the exact form of the proposed amendment(s). A proposed amendment shall be adopted if it receives the affirmative vote of a majority of at least a quorum of the voting members present.

B. These rules may be revised, updated or amended as circumstances dictate.

WHATCOM TRANSPORTATION POLICY BOARD BYLAWS

Section 5.0: Purpose

B. The Policy Board is the federally-recognized metropolitan planning organization for the Whatcom Metropolitan Planning Area and the state-designated regional transportation planning organization for Whatcom County. As such it serves as the decision-making body for the Whatcom Metropolitan Planning Area Transportation Planning Process.

Section 5.1: Responsibilities

- B.** To provide policy guidance for, and oversight of, the Planning Process.
- B.** To review and approve all plans and programs developed as part of the Planning Process, including the combined metropolitan and regional transportation plan (“Whatcom Transportation Plan”).
- C.** To take official action on recommendations from the subcommittees and other matters pertaining to furthering the Planning Process.
- D.** To adopt transportation strategies, goals and objectives to guide the Planning Process.
- E.** To adopt and maintain a Transportation Improvement Program in accordance with Washington State and Federal guidelines.
- F.** To establish the boundary of the Metropolitan Planning Area in consultation with the Governor of Washington.
- G.** To modify the membership of the Policy Board and the advisory groups as deemed necessary.
- H.** To ensure that citizen participation is achieved in the Planning Process.
- B.** Other responsibilities as required by State or Federal law.

Section 5.2: Membership

B. Voting Members

1. County Executive, Whatcom County
2. Council Member, Whatcom County Council
3. Mayor, City of Bellingham
4. Council Member, Bellingham City Council
5. Mayor or Council Member, City of Blaine
6. Mayor or Council Member, City of Everson
7. Mayor or Council Member, City of Ferndale
8. Mayor or Council Member, City of Lynden
9. Mayor or Council Member, City of Nooksack
10. Mayor or Council Member, City of Sumas
11. Chairperson or Official appointed by the Lummi Indian Business Council
12. Chairperson or Official appointed by the Nooksack Tribal Council
13. Commissioner, Port of Bellingham

14. Board Member, Whatcom Transportation Authority
15. Washington State Secretary of Transportation, or his/her designee.

B. Non-Voting Members

1. State Senators representing any portion of Whatcom County
2. State Representatives representing any portion of Whatcom County
3. Executive Director, Whatcom Council of Governments
4. President or his/her designee, Bellingham Technical College
5. President or his/her designee, Western Washington University
6. President or his/her designee, Whatcom Community College
7. Representative, Transportation Technical Advisory Group
- ~~8. Chairperson, Citizens' Transportation Advisory Group~~
- ~~9.~~ 8. Commissioner, Public Utility District No. 1 of Whatcom County
- ~~10.~~ 9. Other non-voting members as deemed appropriate by the Board of the Whatcom Council of Governments.

C. Voting and non-voting members of the Policy Board shall serve terms of not less than one (1) calendar year unless the appointing entity is replacing its voting member, in which case the appointing entity may designate a replacement to serve the remainder of the former voting member's term, even if there is less than one (1) year remaining on it.

D. The appointing entity shall notify the Secretary of the Policy Board, in writing, of the persons appointed to serve as that entity's voting and non-voting members of the Policy Board. Said notification shall be made in January of each calendar year.

E. No voting member shall simultaneously represent more than one (1) member entity on the Policy Board.

F. Each appointing entity may also appoint one (1) alternate voting member to the Policy Board to represent that entity in the absence of the regular voting member. With the exception of the alternates for the Washington State Secretary of Transportation, the Lummi Indian Business Council and the Nooksack Tribal Council, alternate voting members shall be elected officials from the same appointing entity as the regular voting member. The chief elected or administrative official of the appointing entity shall notify the Secretary of the Policy Board, in writing, not less than one (1) hour before the scheduled call to order of the Policy Board meeting in question to inform him/her that the alternate member will attend in place of the regular voting member. Electronic mail may be used for said notification.

Section 5.3: Officers

A. The officers of the Policy Board except the Secretary shall be appointed by the Board of the Whatcom Council of Governments and shall be elected public officials.

B. The First Vice-Chairperson shall act as chair in the Chairperson's absence or in case of the Chairperson's vacating his/her elected office.

C. The Second Vice-Chairperson shall act as chair in the absence of the Chairperson and First Vice-Chairperson.

D. The Executive Director of the Whatcom Council of Governments shall serve as Secretary of the Policy Board. He/she shall ensure that legally-sufficient public notice is provided for all meetings of the Policy Board and that minutes of the proceedings are taken and maintained in accordance with all applicable laws of the State of Washington and the United States of America. The Secretary shall not be entitled to vote on any matter before the Policy Board, nor may he/she act as chair at any meeting of the Policy Board.

E. In the absence of the Chairperson, First Vice-Chairperson and Second Vice-Chairperson at a regularly-scheduled or special meeting, the voting members present shall designate by consensus a voting member to act as chair for the duration of that meeting.

Section 5.4: Meetings

A. The rules of order contained herein shall govern deliberations and meetings of the Policy Board. Any point of order applicable to the deliberations of the Policy Board and not contained herein shall be governed by Roberts Rules of Order.

B. The Policy Board shall meet at least two (2) times per calendar year, on a schedule determined and adopted no later than December of the prior calendar year.

C. Special meetings may be called when deemed necessary by the Chairperson or by a majority of the voting members of the Policy Board. When providing notification for a special meeting, at least five (5) days' written notice shall be provided describing the time, location and subject of the meeting. The five (5) days' notice may be waived if the Chairperson and one other voting member concurs, but shall be in accordance with the provisions of the Revised Code of Washington (RCW) 42.30.080, as amended.

D. A quorum shall consist of seven (7) voting members present, including duly-appointed alternates. No action shall be taken by the Policy Board without a quorum. If a quorum is not present at a regular or special meeting, the Chairperson or acting chairperson may call for the meeting to be postponed, which shall occur if there is consensus to do so among the voting members present.

E. Voting shall be by voice vote. When requested by any voting member, voting shall be by roll call. In the event of a tie vote, the motion before the Policy Board shall fail.

F. All meetings of the Policy Board shall be open to the general public per the RCW 42.30 et seq.

G. At the discretion of the Chairperson, in consultation with the Secretary, a regularly scheduled meeting may be canceled. Notification of the cancellation shall be made at least five (5) days prior to the date of the scheduled meeting. The five (5) days' notice may be waived if two (2) additional voting members concur.

H. The Chairperson or acting chairperson shall not be deprived of any of the rights and privileges of a voting member by reason of his/her acting as the presiding officer.

Section 5.5: Business

A. Meeting agendas shall contain, but not be limited to, the following items of business, in an order determined by the Secretary.

1. Call to order by Chairperson
2. Public comment
3. Approval of the agenda
4. Approval of minutes of previous meeting
5. Old business
6. New business
7. Good of the order
8. Adjournment.

TRANSPORTATION TECHNICAL ADVISORY GROUP BYLAWS

Section 6.0: Purpose

A. The purpose of the Transportation Technical Advisory Group is to provide the Policy Board with technical support and to inform it about the linkage between planning and implementation.

Section 6.1: Responsibilities

A. To recommend technical methods, procedures and standards to the Policy Board to further the Planning Process.

B. To help coordinate the work of operating departments and agencies participating in the Planning Process.

C. To advise the Policy Board on best practices in transportation planning.

D. To provide comments and make recommendations on draft reports, including but not limited to the Whatcom Transportation Plan, the Unified Planning Work Program, the Transportation Improvement Program, and other plans and reports.

Section 6.2: Membership

A. The following entities shall be represented on the Transportation Technical Advisory Group:

1. City of Bellingham
2. City of Blaine
3. City of Everson
4. City of Ferndale
5. Lummi Nation
6. City of Lynden
7. City of Nooksack
8. Nooksack Indian Tribe
9. Port of Bellingham
10. City of Sumas
11. Washington State Department of Transportation
12. Whatcom County
13. Whatcom Transportation Authority.

B. The chief elected or administrative official of each of the eight (8) local governments, the two (2) tribal governments and the three (3) other entities represented on the Policy Board shall designate in writing to the Secretary of the Policy Board one (1) person to serve as that entity's voting representative in meetings of the Transportation Technical Advisory Group. One (1) or more alternates may also be designated. In such case where the designated voting representative is absent and more than one (1) designated alternate is in attendance at a meeting, the alternate named first in the aforementioned written communication from the member entity shall be recognized as the sole voting representative for that entity at that meeting.

Section 6.3: Meetings

A. The rules of order contained herein shall govern deliberations of the Transportation Technical Advisory Group.

B. Meetings of the Transportation Technical Advisory Group shall be held on a schedule determined by the Secretary of the Policy Board in consultation with the membership.

C. The Secretary of the Policy Board may call a special meeting of the Transportation Technical Advisory Group if he/she determines that such a meeting is necessary.

D. A quorum shall consist of five (5) voting representatives of the Transportation Technical Advisory Group, including duly-appointed alternates.

E. The Secretary of the Policy Board or his/her designee shall record in the summary of that meeting the voting representatives or their alternates present and voting.

F. At the discretion of the Secretary of the Policy Board, a regularly-scheduled meeting of the Transportation Technical Advisory Group may be canceled. Notification of the cancellation shall be made no less than one (1) day prior to the originally-scheduled meeting date.

CITIZENS' TRANSPORTATION ADVISORY GROUP BYLAWS

Section 7.0: Purpose

The Citizens' Transportation Advisory Group (CTAG) is jointly administered by WCOG and the Whatcom Transportation Authority (WTA) to facilitate ongoing citizen participation in support of the Whatcom Metropolitan Planning Area Transportation Planning Process, including serving as a forum for community input regarding the provision of regional and transit service provided by WTA, the Whatcom Transportation Authority. Elected officials representing any portion of Whatcom County, or their staff members, as well as employees of any entity with membership in the Policy Board, may not serve on the Citizens' Transportation Advisory Group. CTAG is established to complement WCOG's overall public participation goals and associated statutory obligations by serving as a standing resource for public engagement, and in no way supplants the rights of all members of the public to comment directly on the Planning Process, notably, at meetings of the Policy Board, as well as through other means described in the adopted WCOG Public Participation Plan.

Section 7.1: Responsibilities, Membership and Procedures

The WCOG Public Participation Plan describes the responsibilities of CTAG, its membership, and its operating procedures.

The Citizens' Transportation Advisory Group shall have the following responsibilities:

A. To review and comment on plans and programs subject to the oversight or approval of the Policy Board.

B. To provide input on plans and programs of the Whatcom Transportation Authority.

C. To offer ideas, identify needs and otherwise contribute to the Planning Process.

D. Other duties as assigned by the Policy Board.

Section 7.2: Membership

A. Members of the Citizens' Transportation Advisory Group shall be appointed by the Policy Board, as follows:

1. Three (3) members from unincorporated areas of Whatcom County, appointed by Whatcom County
2. Three (3) members from the City of Bellingham
3. One (1) member from each of Whatcom County's six (6) other incorporated cities
4. One (1) member each from the Lummi Nation and Nooksack Tribe
5. One (1) member from the staff of a college or university located in Whatcom County, recommended by the President of the respective institution and appointed by the Policy Board
6. One (1) member from the student body of a college or university located in Whatcom County and who lives in Whatcom County during the academic year, recommended by the student government organization of the respective institution and appointed by the Policy Board
7. One (1) member with a disability that impedes his/her ability to operate a motor vehicle and who resides in Whatcom County, appointed by the Policy Board
8. One (1) member who is no less than seventy (70) years of age and who resides in Whatcom County, appointed by the Policy Board
9. One (1) member from the student body of a high school located in Whatcom County who is at least seventeen (17) years of age, recommended by the Principal of the respective school and appointed by the Policy Board
10. Additional members appointed by the Policy Board.

The Whatcom Transportation Authority may directly appoint up to eight (8) additional members, subject to the provisions in Section 7.0 of these Bylaws.

B. All voting members shall reside within the respective jurisdictions that appointed them.

C. The duration of the terms of the members shall be at the pleasure of the appointing official or entity, but shall not be less than one (1) year unless the appointment is to replace that entity's voting member, in which case the appointing official or entity may designate a replacement to serve the remainder of the former voting member's term, even if there is less than one (1) year remaining on it.

D. Professional staff of the member entities of the Policy Board may attend meetings of the Citizens' Transportation Advisory Group as technical advisors.

Section 7.3: Officers

A. A Chairperson and Vice-Chairperson shall be elected by a majority of the Citizens' Transportation Advisory Group's voting members at the first regularly-scheduled meeting of each year at which there is a quorum.

B. The Executive Director of the Whatcom Council of Governments or his/her designee shall serve as Secretary of the Citizens' Transportation Advisory Group.

Section 7.4: Meetings

A. The Citizens' Transportation Advisory Group shall meet at least once every calendar year. Meetings of the Citizens' Transportation Advisory Group shall be scheduled following consultation between the Chairperson and Secretary of the Citizens' Transportation Advisory Group, or the latter's designee.

B. Meetings shall follow a printed agenda.

C. A quorum shall consist of five (5) voting members.

D. At the discretion of the Secretary of the Citizens' Transportation Advisory Group, a regularly scheduled meeting may be canceled. Notification of the cancellation shall be made no less than two (2) hours prior to the announced start time of the scheduled meeting.

Section 7.5: Special Events

A. In consultation with the Secretary, the Citizens' Transportation Advisory Group may hold special events to engage the public in the Planning Process.

B. The Citizens' Transportation Advisory Group may seek outside funding to implement a special event. The Secretary of the Citizens' Transportation Advisory Group shall determine if funds received are appropriate for use by the committee in conducting the special event. If it is determined that said funds are not appropriate, they shall be returned to the donor.



MEMORANDUM

To: The Council Board
From: Bob Wilson, Executive Director
Date: October 6, 2021
Subject: **Proposed 2022 Budget – First Draft**

Attached to this memo please find the first draft of the proposed 2022 Budget for your review prior to the Council Board meeting next week. I draw your attention to the following:

Dues. Out of concern for the financial stress our member jurisdictions and agencies were expected to experience this year due to the pandemic, staff presented a 2021 Budget that froze dues at their 2020 levels. Dues are determined using both population and the average cost-of-living adjustment (COLA) of the member jurisdictions, as is our longtime practice. Annual population change is drawn from Office of Financial Management estimates for Whatcom County, the seven cities and the Lummi Nation. For the purposes of this draft budget, the 2.82 percent COLA that the staff received in 2020 (since they are receiving no COLA this year) is used as an estimate for 2022, in accordance with the Council Board’s budget guidance of September 17, 2008. The Port’s dues increase is the average increase of the nine jurisdictions. When the members’ 2022 COLAs are determined in the fall they will be averaged and incorporated into the final draft of the budget that will be presented to the Council Board for its adoption in December.

Salaries. Three members of the staff will each receive a three percent step increase, while the other five will receive one percent longevity increases, all in addition to the approved COLA. WCOG’s salary expense will increase in 2022 by 4.4 percent, to \$787,266.

Employee Benefits. The COG’s 2022 expense for all employee benefits – health insurance, retirement, workers’ compensation, etc. – is expected to increase by just \$999, or less than one percent of the amount budgeted in 2021.

Consultants. The 2022 consultant expense is anticipated to decrease by about 41 percent, to \$112,204, as several projects wrap up. It is important to note, however, that that amount could increase in the event WCOG engages in currently unanticipated projects. Consultant expenses are fully reimbursed under the grant programs through which WCOG funds planning activities and studies.

Ron and I look forward to discussing the draft 2022 Budget with you next week.

Whatcom Council of Governments
2022 Budget (Draft #1 10-05-2021)

	2021	2022
	Adopted 12/09/2020	Draft #1 10/05/2021
CONSOLIDATED		
Beginning Net Cash and Investments	\$ 305,126	\$ 414,125
REVENUE		
Programs & Projects		
Local	\$ 88,146	\$ 116,461
State	136,310	165,260
Federal	1,059,010	864,317
Canadian	34,948	35,000
Miscellaneous (foundations, classes, rebates)	0	0
Total Programs & Projects	\$ 1,318,413	\$ 1,181,037
Dues		
Bellingham	\$ 55,147	\$ 57,000
Blaine	3,320	3,585
Everson	1,714	1,843
Ferndale	8,752	9,605
Lummi Nation	3,219	3,344
Lynden	8,856	9,504
Nooksack	982	1,069
Sumas	982	1,107
Whatcom County (unincorporated)	54,912	56,794
Port of Bellingham	24,572	25,635
Lake Whatcom Water & Sewer	230	230
Birch Bay Water & Sewer	150	150
Opportunity Council	150	150
Public Utilities District #1	150	150
Sudden Valley Association	150	150
Western Washington University	150	150
Total Dues	\$ 163,436	\$ 170,466
Other Revenue		
Interest Income	4,000	3,000
Total Other Revenue	\$ 4,000	\$ 3,000
Total Revenue	\$ 1,485,849	\$ 1,354,503
EXPENSES		
Salaries & Benefits		
Salaries	\$ 754,306	\$ 787,266
Dental Insurance	11,842	12,068
Disability Insurance	3,191	3,330
Health Insurance	121,780	126,738
Life Insurance	906	720
Retirement Contribution	87,575	80,695
Social Security Equivalent	57,547	60,068
Unemployment Insurance Tax	20,875	21,013
Vision Insurance	1,923	1,923
Workers Compensation Insurance	2,672	2,755
Total Benefits	\$ 308,311	\$ 309,310
Total Salaries & Benefits	\$ 1,062,617	\$ 1,096,576

Whatcom Council of Governments
2022 Budget (Draft #1 10-05-2021)

	2021	2022
	Adopted 12/09/2020	Draft #1 10/05/2021
CONSOLIDATED		
Other Expenses		
Communication Services	\$ 25,600	\$ 37,200
Consultants & Contracted Services	191,173	112,204
Incentives	10,000	10,000
Insurance - Property & Liability	10,500	10,500
Office Equipment & Software	37,960	30,650
Pass Through to Partners	0	30,000
Printing	15,700	15,700
Professional Development	11,500	11,500
Rent	71,100	71,100
Repair & Maintenance	3,000	3,000
Supplies	9,800	9,800
Travel	14,900	14,900
Utilities	13,000	13,000
Total Other Expenses	\$ 414,233	\$ 369,554
Total Expenses	\$ 1,476,850	\$ 1,466,130
Ending Net Cash and Investments	\$ 314,125	\$ 302,499

Capital Expenditures by Category

	<u>Quantity</u>	<u>Total Cost</u>
Office Equipment		
Copier Lease & Maintenance	1	\$ 3,600
Postage Meter Lease	1	700
Workstation replacements	2	3,600
Tablet/Laptop replacements	1	2,400
Monitor replacements	0	-
Contingency		<u>2,000</u>
		\$ 12,300
Software		
Accounting & Payroll updates	2	\$ 1,600
Adobe licenses & updates	8	4,080
Cloud file storage	1	700
GIS licences & updates	2	5,000
Microsoft licenses & updates	9	1,170
TransCAD Transportation Modeling licenses & updates	2	3,800
Contingency		<u>2,000</u>
		\$ 18,350



whatcom council of governments

Proposed Transportation Priorities of Whatcom County 2022

For the consideration of the Council Board
October 13, 2021



MEMORANDUM

To: The Council Board
From: Bob Wilson, Executive Director
Date: October 6, 2021
Subject: **Proposed 2022 Transportation Funding Requests**

At your meeting on October 13th, the Council Board will consider and adopt its 2022 *Transportation Funding Priorities for Whatcom County*. To date, I have received new or modified funding requests from three members: Whatcom County, WTA and Ferndale. Those requests appear on the following three pages. After those are the remaining requests from this year, which I have assumed the respective jurisdictions want to put forward for the upcoming session in January. If that's not the case, they can be removed at the Council Board meeting.

SUGGESTED MOTION: Move to adopt the 2022 Transportation Funding Priorities for Whatcom County.

MODIFIED WHATCOM COUNTY REQUEST – 2022

State Route 547 Pedestrian and Bicycle Safety Trail, Phase 1 (Whatcom County) – State Route 547 is located in rural Whatcom County and ties together the communities of Kendall, Balfour, Paradise Lakes and Peaceful Valley. This route is a vehicle-focused corridor with



The late Jordan Sant

narrow shoulders, high vehicle speeds and no sidewalks or lighting. Since 1997, one person walking and three people bicycling on SR 547 have been struck and killed vehicles, including a 14-year-old boy in 2016 (pictured at left). In response to these tragedies, concerned residents established the Kendall-Columbia Valley Connectivity Plan Association (KCVCPA), with participation by the Washington State Department of Transportation, the Mt. Baker School District and WCOG.

The KCVCPA has been meeting since 2013 to plan and advocate for a pedestrian and bike trail to enable people, especially kids, to safely access nearby resources such as the North Fork Community Library, the East Whatcom Regional Resource Center, commercial services, places of worship, bus stops and Kendall Elementary School. In 2019, with funding from the State Legislature, WCOG completed a 30 percent design of a 3.35-mile trail, which would be built in phases. In addition to serving the community, the trail could potentially provide recreational users access to parks and secondary trails. Ultimately, it could also serve as a link in the proposed Bay to Baker Regional Trail.

In the 2020 Legislative Session, approximately \$300,000 was appropriated to WSDOT to partly fund construction of the first segment (Segment C), which is adjacent to the East Whatcom Regional Resource Center, running north. To benefit from economies of scale and provide increased safety to people living south of the Resource Center, Whatcom County requests an appropriation of \$1.3-million to construct Segment D along with Segment C, which would constitute Phase 1 of the three-phase project. It should be noted that, in recognition of the concerns of the community and the importance of this project, Whatcom County has agreed to fund up to 30 percent of the total cost of the full trail in partnership with WSDOT, which would oversee final design, right-of-way acquisition and construction of this state-owned facility. Request: **\$1.3-million**

WTA REQUESTS - 2022

Support for Zero Emission Transit Buses (Whatcom Transportation Authority) – The cost of an electric bus and charger is double that of a standard diesel bus. With a fleet of 61 buses – at approximately \$550,000 per unit – the unfunded marginal cost to electrify the fleet would be up to \$40 million over 10 years. Converting from diesel to zero emission buses is by far the most significant action WTA can take to reduce its harmful emissions. Request: **Capital support in an amount to be determined by the Legislature**

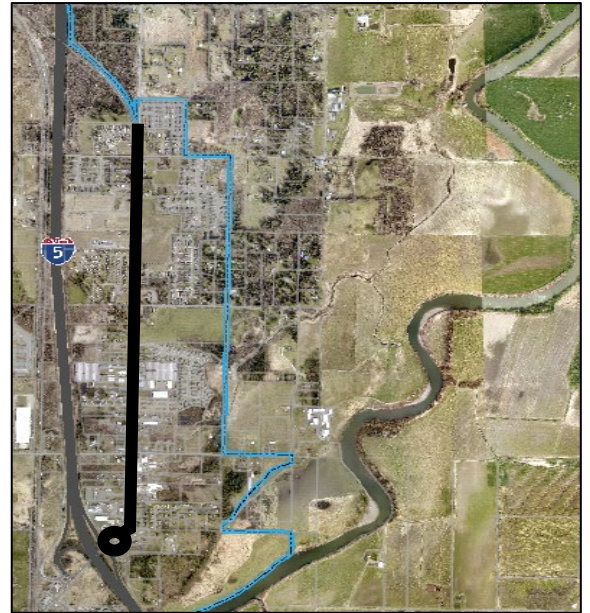
Planning and Design to Expand Downtown’s Bellingham Station (WTA) – WTA’s primary transit hub was built in 1980 and has reached capacity at several key time points. Planning and design would address the needs expected to be named in WTA’s long-range transit plan--to be concluded in late 2021. These include additional capacity to serve the new Waterfront District, additional capacity to allow for new high-frequency routes, and on-route chargers to support electric buses. Request: **\$75,000**

Bus Stop Improvements (WTA) – WTA currently has over 450 bus stops that are not fully accessible for people with disabilities. The City of Bellingham has committed to contribute Transportation Benefit District funds for the next several years to help improve access at these stops. To accelerate this, WTA is pursuing additional funding to complete this key equity initiative. Request: **\$75,000**

NEW FERNDALE REQUEST - 2022

Portal Way Entry Roundabout and Corridor Improvements (Ferndale) – Provide missing multi-modal access along one of Whatcom County’s fastest-growing multifamily/ mixed-use areas by reconstructing and widening critical transportation infrastructure along approximately 3,500 feet of the approximately 7,500 feet of the Portal Way corridor. Improvements will include two 11-foot travel lanes, a 12-foot center turn-lane, bicycle lanes, and sidewalks. Improvements to an existing compact roundabout at the northbound Portal Way exit (Exit 263) to include a slip lane or other improvements are also anticipated.

Portal Way is the primary north-south surface street in Ferndale and is the only arterial street serving one of the fastest-growing mixed-use areas in Whatcom County, including several residential neighborhoods, commercial and medical uses, and job-producing industries. Growth in the area is expected to triple the number of employees and double the number of households by 2036. Approximately 750 residential units have been constructed within the last two years or are proposed to be constructed within the next three years. Approximately 500,000 square feet of commercial/industrial space has been constructed within the last five years or is proposed to be constructed within the next three years.



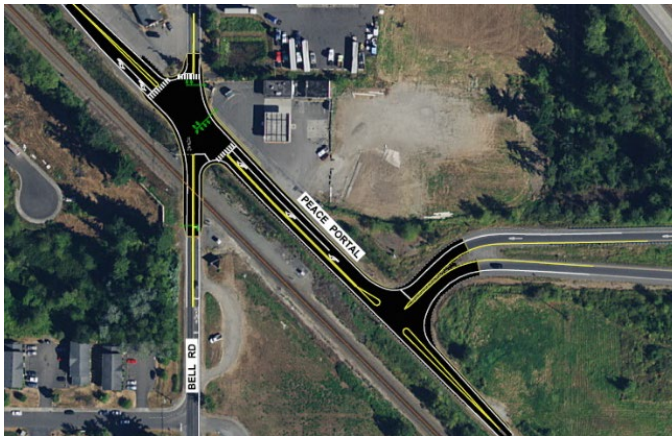
The existing corridor has lacked improvement since the inception of Interstate 5 and does not include non-motorized transportation options. Increased development along the corridor will continue to exacerbate conflicts between motorized and non-motorized transportation. Piecemeal reconstruction of the corridor by private development will not yield a coordinated transportation corridor. Request: **\$11 million**

2021 LEGISLATIVE SESSION REQUESTS

Lummi Island Ferry System Modernization and Preservation (Whatcom County)– The *M/V Whatcom Chief* (built in 1962) and its terminal facilities exceeded their design lives long ago. The system often experiences unplanned service disruptions and faces growing maintenance costs and major facility replacements, first and foremost a complete and unavoidable repower by 2028 to comply with EPA Tier 3 emissions requirements for marine diesel engines. This repower requires substantial and expensive reconfigurations below-decks and puts at risk the vessel’s “grandfathered” status, especially it also does not present-day safety, ADA or service standards. Replacement of the vessel will avoid the cost and associated months of service disruption.

The Whatcom County Council conducted a systematic, publicly-informed design process for a hybrid diesel-electric replacement that meets all current standards and will meet the needs of residents, emergency services, taxpayers, crew members and the environment for decades to come. This project must be advanced immediately, since construction of the vessel requires two years, followed by another two years to upgrade the terminal. Unfortunately, the County’s recent application for a federal BUILD Transportation Discretionary Grant for ferry modernization was denied. (Click here for additional information on this project.) Request: **\$30-million**

Bell Road & Peace Portal Drive Intersection (Blaine) – Bell Road (State Route 548) connects the communities of Birch Bay and Semiahmoo to downtown Blaine and Interstate-5. There



are serious local traffic delays on this roadway caused by the Vehicle and Cargo Inspection System (VACIS) operated by the Department of Homeland Security to scan inbound rail freight. The City of Blaine had previously secured Legislative funding to pursue a grade separation on Bell Road. However, further evaluation has uncovered significant engineering challenges, local access issues and unexpectedly high construction costs.

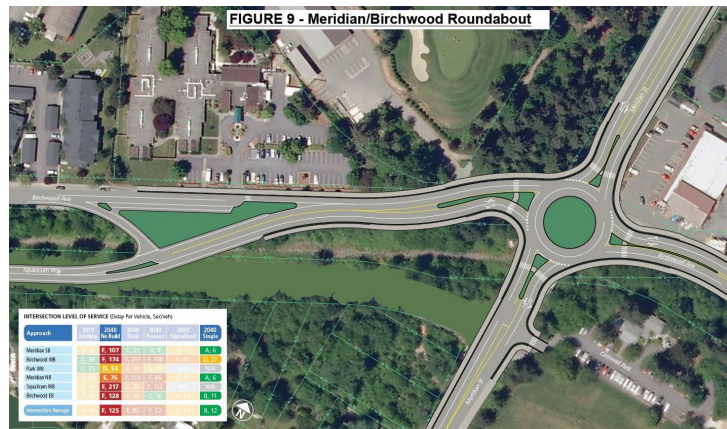
Based on this, the City is seeking funding for an at-grade, signalized intersection with channelization improvements (bypass lanes) to improve traffic flow and reduce delays caused by the cargo trains.

The project would install additional turn-lanes, which will allow for vehicles directly impacted by the train to safely queue up while enabling vehicles not impacted to utilize the intersection, resulting in improved emergency response and fewer school bus delays to the Blaine School campus. A train pre-emption system would also be established to alert motorists of impending train-related delays to enable them to take an alternative route when feasible.

The City of Blaine requests that the Legislature authorize a total of \$2,294,000 for the project, including a project scope change to utilize the existing \$1,100,000 currently allocated to the grade separation project, plus an additional appropriation of \$1,194,000 (the City applied to the Transportation Improvement Board for those additional funds but was unsuccessful). Request: **\$2,294,000**

Meridian Street/Birchwood Avenue Roundabout – The existing signalized intersections at Meridian/Birchwood and Meridian/Squalicum Parkway serve a critical freight route and multimodal transportation link between the industrial Bellingham waterfront and the U.S.-Canada border via Interstate 5 and State Route 539. When the Orchard Street-Birchwood extension is completed in 2021, traffic volume, as well as the volume of bicyclists and pedestrians, will increase, further congesting these corridors’

closely-spaced intersections. Bellingham’s *Pedestrian and Bicycle Master Plan* calls for sidewalks and bicycle facilities, while the *Park and Recreation Plan* calls for a multiuse trail on the vacated railroad bed. Additionally, the Whatcom Transportation Authority has indicated that Meridian Street-SR 539 is a candidate corridor for future high-frequency GO Line transit service.



This project must be completed in two distinct but interrelated phases. Phase 1 would merge the Squalicum Parkway truck-freight route with Birchwood Avenue on the west side of Meridian while decommissioning the Meridian/Squalicum traffic signal. Phase 2 would reconstruct the Meridian/Birchwood intersection as a multimodal roundabout. Request: **\$12-million**

West Front Street Arterial Improvement (Lynden) – This economic development project would replace the existing 1,900 feet of substandard West Front Street with a 44-foot-wide all-weather surface with two 11-foot-wide travel lanes, a 12-foot center turn-lane and five-foot striped urban shoulders and sidewalks. Improved storm drainage would also result. West Front Street provides direct access to about 100 acres of Lynden’s “Commercial Services Regional” and “Industrial” zoned land and will ultimately provide access to another 140 acres of the City’s western Urban Growth Area. Businesses that would be served by this improvement include Lynden Door, Oxbo International, Preferred Freezer, Scholten Equipment and the U.S. Postal Service’s North County Sorting Facility. It would also provide access to the proposed 124,000 square foot incubator business park known as “Front Street Station.” Request: **\$1.72-million**

Birch Bay-Lynden Road Arterial Preservation (Lynden) – Birch Bay-Lynden Road is a primary all-weather road that provides access to Lynden from I-5 and State Route 539 (Guide Meridian Road), the latter being the primary freight connection to the Lynden-Aldergrove

border crossing as well as to the Sumas-Huntingdon port-of-entry via SR 546. Most west Lynden commercial and industrial businesses – including Lynden Door, Scholten Equipment, Preferred Freezer and Oxbo International – use Birch Bay-Lynden Road as their primary access to I-5. Despite the City’s diligence in maintaining the roadway (chip sealing, asphalt patching, etc.), this critical corridor is reaching the end of its useful life and requires a structural grind and overlay to restore it to a state of good repair. Request: **\$750,000**

Bradley Road Safe Routes Pedestrian Improvements (Lynden) – Bradley Road, on which Lynden High School is located, is 24-foot wide with a widened shoulder on the south side, offering limited protection for bicyclists and pedestrians. The City has completed pedestrian improvements on Line Road to the east, but Bradley Road – which carries most of the traffic generated by the last ten years of residential growth – remains substandard. It is served by WTA Route 26, and is also used by thousands of recreational vehicles to visit the nationally-acclaimed Lynden KOA campground. The City has completed 50-percent design-level plans for this project, which would construct the final three-quarters of a mile of bike lane and ADA-compliant sidewalks/pathway to facilitate safe walking and biking for school children. It would also incorporate necessary stormwater treatment facilities to protect water quality in Kamm Creek within the Nooksack Basin. Request: **\$430,000**

Jim Kaemingk, Sr. Trail Alternative Transportation (Lynden) – The Jim Kaemingk, Sr. Trail System is an east-west, multimodal active-transportation system developed and maintained by the City of Lynden. The trail began in 1996, when the City received an Enhancement Grant for the first section, from Depot Road east to Bender Road. Since then the City has continued to expand the trail network. The last section to be completed – the area around Fisher School, from 17th Street to 14th Street – was completed in 2019 using federal Safe Routes to School funding.

This project will connect the recently completed Fisher Safe Routes to School Trail section with pending new section of trail that ends at 8th Street by constructing approximately 0.75 of widened (eight to ten-foot) sidewalk and trail monumentation from B.C. Avenue east on Glenning Street to North 8th Street, and then north to Drayton Street. This will connect the recently acquired five-acre Glenning Street Park and use the existing North 8th Street pedestrian bridge over Fishtrap Creek. Request: **\$650,000**

Pavement Rehabilitation (Whatcom County) – This project would replace aged road surfaces on sections of four main arterials with heavy volumes of commercial and commuter traffic: Birch Bay-Lynden Road, Birch Bay Drive, Lake Louise Boulevard and Northwest Avenue. Work will include upgrading bicycle routes, multi-use lanes and ADA facilities. Pavement rehabilitation projects require no land acquisition, environmental mitigation or engineering design. (Click [here](#) for examples of similar work.) Request: **\$6.5-million**

Birch Bay-Lynden Road/Blaine Road Roundabout (Whatcom County) – This project involves the construction of a roundabout to ensure that this intersection, which is projected to experience a significant increase in traffic volume, will operate at an acceptable level of service. The design incorporates safe-pedestrian paths that meet ADA requirements,

provide bike lanes, upgrade lighting and improve site drainage as required by the Department of Ecology. (Click [here](#) for current information on this project.) Request: **\$3.5-million**

Northwest Drive/Smith Road Roundabout (Whatcom County) – This project involves the construction of a roundabout to ensure that this intersection, which is projected to experience a significant increase in traffic volume, will operate at an acceptable level of service. The design incorporates safe-pedestrian paths that meet ADA requirements, provide bike lanes, upgrade lighting and improve site drainage as required by the Department of Ecology. (Click [here](#) for current information on this project.)

Mosquito Lake Road/Hutchinson Creek Tributary Fish Passage (Whatcom County) – The existing 30-inch diameter concrete culvert at this location was damaged in early 2018, with a temporary repair made later that year. This culvert has been designated as a high-priority fish passage improvement. Request: **\$800,000**



Above left: Photo shows scale of fish barrier at the outlet of the culvert. Above right: Photo shows prior damage when the downstream end of the culvert failed and temporary repairs were made to prevent loss of the roadway.

Slater Road and Bridge (Lummi Nation) – Slater Road is a regionally-significant arterial that provides access to the Cherry Point industrial area, the Lummi Nation reservation (including the Silver Reef casino), and also serves as the designated tsunami evacuation route for thousands of residents of western Whatcom County. This project would raise the elevation of Slater Road by 12 feet above its current elevation to minimize the impact of seasonal flooding in the lower Nooksack River basin to keep this critical regional arterial open. Request: **\$19-million**

Marine Drive Improvements, Phase Two (Whatcom County) – Marine Drive is an important regional corridor for commuters and recreational bicyclists. The roadway parallels the bluff on the north shore of Bellingham Bay



from Bellingham and crosses the Nooksack River delta on its way to the Lummi Nation. This project between Locust Avenue and Alderwood Drive is the second of a three-phase project to improve bicycle and pedestrian safety from the Bellingham city limits across the BNSF railway. (Additional information can be found [here](#).) Request: **\$2.5-million**

The lack of bike lanes and sidewalks – as well as inadequate or non-existent shoulders – makes bicycling and walking hazardous in many locations along Marine Drive.