



MEETING OF THE BOARD OF THE WHATCOM
COUNCIL OF GOVERNMENTS
Wednesday, October 14, 2020, 3:00-4:00 p.m.
Call-in: (571) 317-3116
Access Code: 829-828-373

AGENDA

PAGES

- | | | |
|-------|----|--|
| | A. | CALL TO ORDER AND ROLL CALL – Chairman Korthuis |
| | B. | AGENDA APPROVAL* |
| | C. | CONSENT AGENDA* |
| 3-4 | | 1. Minutes of the Meeting of May 13, 2020 |
| 5-7 | | 2. July-September 2020 Claims |
| | D. | BUDGET REPORT
Budget Report for the Period Ending September 30, 2020 – Ron Cubellis |
| | E. | OLD BUSINESS |
| | F. | NEW BUSINESS |
| 8-9 | | 1. Amending WCOG’s Personnel Manual – Bob Wilson* |
| 10-13 | | 2. Presentation of Draft 2021 WCOG Budget – Messrs. Cubellis and
Wilson |
| 14-16 | | 3. 2021 List of Regional Transportation Funding Requests – Mr. Wilson* |
| | | 4. Certificate of Appreciation – Chairman Korthuis |
| | | 5. Other new business (if any) |
| | G. | ADJOURN |

* Action item



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

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

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

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

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

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

WHATCOM COUNCIL OF GOVERNMENTS
BOARD MINUTES – DRAFT
MAY 13, 2020

IN ATTENDANCE (VIA GOTOMEETING):

MEMBERS VOTING: Bellingham: Seth Fleetwood (Secretary-Treasurer) and Pinky Vargas; Blaine: Bonnie Onyon; Lynden: Scott Korthuis (Chairman); Nooksack: Tom Jones; Whatcom County: Satpal Sidhu, Carol Frazey and Kathy Kershner (Vice Chairwoman); EX-OFFICIO: None

GUESTS Michael Lilliquist, Bellingham City Council; Jon Hutchings and Tyler Schroeder, Whatcom County

STAFF Bob Wilson, Ron Cubellis, Melissa Fanucci

A. CALL TO ORDER

Chairman Korthuis called the meeting to order at 3:02 p.m. with a quorum present, and he asked Mr. Wilson to perform a roll call.

B. AGENDA APPROVAL

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

MOTION PASSED

C. CONSENT AGENDA

MOTION: Mr. Sidhu moved, Ms. Frazey seconded, to approve the consent agenda, which included the minutes of the meeting of January 22, 2020, and the list of claims from January 1 through April 29, 2020, inclusive, in the amount of \$747,270.86, which was e-mailed to the representatives on May 8, 2020, 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 as of April 30, 2020.

E. OLD BUSINESS

None

F. NEW BUSINESS

Electronic Signatures and Records Policy

Mr. Cubellis explained the proposed policy and answered questions from the Board.

MOTION: Ms. Onyon moved, Ms. Vargas seconded, to approve Resolution No. 2020-02 to allow for the use of electronic signatures and records, as presented.

MOTION PASSED

G. ADJOURNMENT

There being no further business, the meeting adjourned at 3:14 p.m.

Scott Korthuis
Chairman

Robert H. Wilson, AICP
Executive Director

DRAFT

Whatcom Council of Governments
CLAIMS LISTING
 July through September 2020

Date	Num	Source Name	Memo	Paid Amount
Jul - Sep 20				
07/01/2020	ACH	AWC via Vimly	Benefits	8,304.77
07/01/2020	ACH	AWC-Additional Life	Employee Paid Life Ins.	22.50
07/01/2020	eft	ClubExpress	Communication Services	24.00
07/01/2020	RC 052920	Adobe Systems Inc.	Office Equipment & Software	347.80
07/01/2020	RC 053120	Doodle	Office Equipment & Software	69.00
07/01/2020	RC 060120	Clearly Communications	Communication Services	169.91
07/01/2020	RC 060120	SmugMug	Office Equipment & Software	52.05
07/01/2020	RC 060220	Google	Communication Services	78.12
07/01/2020	RC 060220	Intuit Payroll Service	Office Equipment & Software	19.57
07/01/2020	RC 060520	Comcast	Communication Services	319.15
07/01/2020	RC 060920	Heroku	Communication Services	185.11
07/01/2020	RC 061220	Sherwin-Williams	Supplies	55.65
07/01/2020	RC 061520	Sanitary Service Corporation	Utilities	70.59
07/01/2020	RC 061920	WP Engine	Office Equipment & Software	1,150.00
07/01/2020	RC 062020	Amazon	Supplies	78.35
07/01/2020	RC 062220	Nest Labs	Communication Services	108.70
07/01/2020	MF 060120	Mailgun Technologies	Communication Services	32.96
07/01/2020	MF 060220	Amazon Web Services	Communication Services	437.02
07/01/2020	MF 061620	T-Mobile	Communication Services	25.00
07/01/2020	MF 062220	Amazon	Supplies	57.40
07/01/2020	MF 062320	Amazon	Supplies	34.76
07/01/2020	JM 061320	Pendragon Software Corporation	Office Equipment & Software	40.00
07/01/2020	BW 060420	ADT Security Systems	Utilities	72.89
07/01/2020	BW 061720	Seattle Times	Communication Services	15.96
07/01/2020	MG 061820	Facebook Inc.	Communication Services	24.61
07/01/2020	LC 062020	Loca Mocha	Supplies	250.00
07/02/2020	Ach	HSA Bank	HSA Fees	1,950.00
07/02/2020	Ach	HSA Bank	HSA Fees	881.00
07/14/2020	3010	AES Inc.	Temp Agency	4,950.67
07/14/2020	3011	Avenue Bakery LLC	Incentives	45.00
07/14/2020	3012	Bruce's Janitor Service	Janitorial	625.00
07/14/2020	3013	BTC Leasing	Office Equipment/Software	449.18
07/14/2020	3014	Caliper Corporation	Professional Services	2,755.00
07/14/2020	3015	Cascade Natural Gas	Utilities	13.83
07/14/2020	3016	Champion Building LLC	Rental	5,877.98
07/14/2020	3017	IBI Group US	Professional Services	1,080.00
07/14/2020	3018	KeyBank	Account Fees	116.50
07/14/2020	3019	NP Information Systems Inc.	Office Equipment/Software	73.75
07/14/2020	3020	Parker Northwest Associates	Professional Services	3,793.00
07/14/2020	3021	Puget Sound Energy	Utilities	170.63
07/14/2020	3022	Ricoh USA Inc.	Office Equipment/Software	229.40
07/14/2020	3023	RSG Consultants	Professional Services	5,050.41
07/14/2020	3024	Signs Plus Inc.	Supplies	1,304.40
07/14/2020	3025	Sole Graphics LLC	Professional Services	2,750.00
07/14/2020	3026	US Bank	Purchase Card	3,694.60
07/14/2020	3027	WA State Auditor's Office	Professional Services	1,639.95
07/22/2020	E-pay	WA Dept of Employment Security	Payroll Taxes QB Tracking # 606204846	48.77
07/22/2020	E-pay	WA Dept of Employment Security	Payroll Taxes QB Tracking # 606204846	7,804.76
07/22/2020	ACH	WA Dept of L&I	Payroll Taxes	682.68
07/22/2020	ACH	WA Dept of Employment Security	Payroll Taxes	495.90
07/24/2020	3028	Caliper Corporation	Professional Services	12,912.50
07/28/2020	ACH	HSA Bank	HSA Fees	11.25
07/29/2020	3029	AFLAC	Employee Paid Coverage	129.56
07/29/2020	3030	United Way	Employee Contributions	344.00
07/29/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 1042336846	7,591.00
07/29/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 1042336846	832.37
07/29/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 1042336846	832.37
07/29/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 1042336846	0.00
07/29/2020	ACH	Mass Mutual	Retirement	490.00
07/29/2020	ACH	Mass Mutual	Retirement	606.44
07/29/2020	ACH	Mass Mutual	Retirement	517.11
07/30/2020		QuickBooks Payroll Service	Created by Payroll Service on 07/29/2020	38,277.51
08/01/2020	RC 062920	Adobe Systems Inc.	Office Equipment & Software	347.80
08/01/2020	RC 070120	Google	Office Equipment & Software	78.12
08/01/2020	RC 070120	Clearly Communications	Communication Services	172.97
08/01/2020	RC 070220	Intuit Payroll Service	Office Equipment & Software	17.39
08/01/2020	RC 070220	GoDaddy	Communication Services	98.75

Whatcom Council of Governments
CLAIMS LISTING
 July through September 2020

Date	Num	Source Name	Memo	Paid Amount
08/01/2020	RC 070520	Comcast	Communication Services	319.15
08/01/2020	RC 071320	Heroku	Communication Services	184.79
08/01/2020	RC 071520	Amazon	Supplies	26.08
08/01/2020	RC 071620	Amazon	Supplies	63.80
08/01/2020	RC 071520	Sanitary Service Corporation	Utilities	70.59
08/01/2020	RC 071720	Amazon	Supplies	54.56
08/01/2020	RC 071820	GoDaddy	Communication Services	23.01
08/01/2020	RC 072020	Amazon	Supplies	106.06
08/01/2020	RC 072220	Amazon	Supplies	92.71
08/01/2020	MF 062720	Amazon	Supplies	21.34
08/01/2020	MF 070320	Amazon Web Services	Communication Services	426.01
08/01/2020	MF 071620	T-Mobile	Communication Services	25.00
08/01/2020	JM 071220	Sherwin-Williams	Supplies	80.98
08/01/2020	JM 071320	Pendragon Software Corporation	Office Equipment & Software	40.00
08/01/2020	JM 071620	Amazon	Supplies	64.13
08/01/2020	BW 070420	ADT Security Systems	Utilities	72.89
08/01/2020	BW 071520	Seattle Times	Communication Services	15.96
08/01/2020	MG 071820	Facebook Inc.	Communication Services	10.00
08/01/2020	eft	ClubExpress	Communication Services	24.00
08/03/2020	ACH	HSA Bank	HSA Fees	1,950.00
08/03/2020	ACH	HSA Bank	HSA Fees	881.00
08/04/2020	ACH	WA Dept of Retirement Systems	PERS Contribution	4,260.22
08/04/2020	ACH	WA Dept of Retirement Systems	PERS Contribution	6,935.01
08/05/2020	ACH	AWC via Vimly	Benefits	22.50
08/05/2020	ACH	WA Dept of Retirement Systems	PERS Contribution	1,487.05
08/05/2020	ACH	WA Dept of Retirement Systems	PERS Contribution	2,737.03
08/06/2020	3031	AES Inc.	Temp Agency	4,869.42
08/06/2020	3032	Bellingham Herald (legal notices)	Public Hearing Notices	73.34
08/06/2020	3033	Bruce's Janitor Service	Janitorial	625.00
08/06/2020	3034	BTC Leasing	Office Equipment/Software	449.18
08/06/2020	3035	Caliper Corporation	Professional Services	4,992.50
08/06/2020	3036	Cascade Natural Gas	Utilities	13.83
08/06/2020	3037	Champion Building LLC	Rental	5,877.98
08/06/2020	3038	Enduris	Property & Liability Insurance	10,439.00
08/06/2020	3039	IBI Group OR	Professional Services	50,000.00
08/06/2020	3040	Parker Northwest Associates	Professional Services	3,793.00
08/06/2020	3041	Pitney Bowes	Postage	176.25
08/06/2020	3042	Puget Sound Energy	Utilities	162.06
08/06/2020	3043	Ricoh USA Inc.	Office Equipment/Software	202.66
08/06/2020	3044	RSG Consultants	Professional Services	6,213.09
08/06/2020	3045	The Bagelry	Incentives	1,143.00
08/06/2020	3046	US Bank	Purchase Card	2,412.09
08/19/2020	ACH	AWC via Vimly	Benefits	8,304.77
08/26/2020	ACH	HSA Bank	HSA Fees	11.25
08/27/2020		QuickBooks Payroll Service	Created by Payroll Service on 08/26/2020	38,481.43
08/27/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 1872654846	7,568.00
08/27/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 1872654846	850.88
08/27/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 1872654846	850.88
08/27/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 1872654846	0.00
08/27/2020	3047	AFLAC	Employee Paid Coverage	129.56
08/27/2020	3048	United Way	Employee Contributions	344.00
08/27/2020	aCH	Mass Mutual	Retirement	490.00
08/27/2020	aCH	Mass Mutual	Retirement	606.44
08/27/2020	aCH	Mass Mutual	Retirement	923.85
08/27/2020	ACH	WA Dept of Retirement Systems	PERS Contribution	4,362.68
08/27/2020	ACH	WA Dept of Retirement Systems	PERS Contribution	7,101.79
08/27/2020	ACH	WA Dept of Retirement Systems	PERS Contribution	2,072.30
08/27/2020	ACH	WA Dept of Retirement Systems	PERS Contribution	2,817.43
09/01/2020	eft	ClubExpress	Communication Services	24.00
09/01/2020	ACH	AWC via Vimly	Benefits	22.50
09/01/2020	ACH	HSA Bank	HSA Fees	1,950.00
09/01/2020	ACH	HSA Bank	HSA Fees	881.00
09/01/2020	ACH	AWC via Vimly	Benefits	8,304.77
09/01/2020	RC 072820	Fairhaven Runners	Healthcare	100.00
09/01/2020	RC 072920	Adobe Systems Inc.	Office Equipment & Software	347.80
09/01/2020	RC 080120	Clearly Communications	Communication Services	172.97
09/01/2020	RC 080220	Intuit Payroll Service	Office Equipment & Software	17.39
09/01/2020	RC 080220	Google	Communication Services	78.12

Whatcom Council of Governments
CLAIMS LISTING
 July through September 2020

Date	Num	Source Name	Memo	Paid Amount
09/01/2020	RC 080520	Comcast	Communication Services	319.15
09/01/2020	RC 081020	Heroku	Communication Services	184.85
09/01/2020	RC 081620	Amazon	Supplies	64.13
09/01/2020	RC 081720	Sanitary Service Corporation	Utilities	70.59
09/01/2020	RC 081920	Amazon	Supplies	48.35
09/01/2020	MF 080120	Mailgun Technologies	Communication Services	6.61
09/01/2020	MF 080320	Amazon Web Services	Communication Services	434.02
09/01/2020	MF 080620	GitHub.com	Communication Services	300.00
09/01/2020	MF 081620	T-Mobile	Communication Services	25.00
09/01/2020	MF 081420	Tableau Software Inc	Professional Development	480.00
09/01/2020	JM 081320	Pendragon Software Corporation	Office Equipment & Software	40.00
09/01/2020	BW 080420	ADT Security Systems	Utilities	72.89
09/01/2020	BW 081220	Seattle Times	Communication Services	15.96
09/08/2020	3049	AES Inc.	Temp Agency	3,950.77
09/08/2020	3050	Applied Digital Imaging	Printing	512.79
09/08/2020	3051	Bruce's Janitor Service	Janitorial	625.00
09/08/2020	3052	BTC Leasing	Office Equipment/Software	449.18
09/08/2020	3053	Caliper Corporation	Professional Services	1,212.50
09/08/2020	3054	Cascade Natural Gas	Utilities	13.83
09/08/2020	3055	Champion Building LLC	Rental	5,877.98
09/08/2020	3056	Melissa Fanucci	Expense Reimbursement	53.00
09/08/2020	3057	Parker Northwest Associates	Professional Services	3,793.00
09/08/2020	3058	Puget Sound Energy	Utilities	207.11
09/08/2020	3059	Ricoh USA Inc.	Office Equipment/Software	230.83
09/08/2020	3060	RSG Consultants	Professional Services	3,736.50
09/08/2020	3061	Sole Graphics LLC	Professional Services	2,750.00
09/08/2020	3062	US Bank	Purchase Card	2,718.97
09/08/2020	3063	Whatcom County	Project cost-share	3,783.48
09/28/2020	ACH	HSA Bank	HSA Fees	11.25
09/28/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 1150286042	7,923.00
09/28/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 1150286042	919.24
09/28/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 1150286042	919.24
09/28/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 1150286042	0.00
09/29/2020		QuickBooks Payroll Service	Created by Payroll Service on 09/28/2020	41,614.67
09/30/2020	3064	AFLAC	Employee Paid Coverage	129.56
09/30/2020	3065	United Way	Employee Contributions	344.00
09/30/2020	ACH	Mass Mutual	Retirement	490.00
09/30/2020	ACH	Mass Mutual	Retirement	606.44
09/30/2020	ACH	Mass Mutual	Retirement	1,118.00
09/30/2020	ACH	WA Dept of Retirement Systems	PERS Contribution	2,396.44
09/30/2020	ACH	WA Dept of Retirement Systems	PERS Contribution	3,092.50
09/30/2020	ACH	WA Dept of Retirement Systems	PERS Contribution	4,713.17
09/30/2020	ACH	WA Dept of Retirement Systems	PERS Contribution	7,737.94

Jul - Sep 20

424,029.44

The Council Board retroactively approves the payments made during July through September 2020, for the above listed claims in the total amount of \$424,029.44*

	Chairperson
Board Officer	Title

Whatcom Council of Governments
Board Budget Report
 January through September 2020
 (75% of the year)

	<u>Jan - Sep 20</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
333 · Federal Grants	\$ 737,015	\$ 1,237,329	60%
334 · State Grants	275,704	218,732	126%
337 · Local Grants	75,000	87,306	86%
361 · Interest Income	3,587	2,500	143%
367 · Contributions & Donations	80,020	60,000	133%
368 · Membership Dues	163,442	163,436	100%
369 · Other Income	1,129		
Total Income	<u>\$ 1,335,897</u>	<u>\$ 1,769,303</u>	<u>76%</u>
Expense			
505 · Communication Services	\$ 16,284	\$ 28,300	58%
510 · Consultants & Contract Services	361,518	358,521	101%
515 · Incentives	4,060	10,000	41%
520 · Insurance- Property & Liability	10,439	10,500	99%
530 · Office Equipment & Software	38,231	54,140	71%
535 · Pass-Through Funding	0	0	0%
545 · Printing	29,379	21,500	137%
550 · Professional Development	3,890	13,150	30%
555 · Rent	52,902	72,100	73%
560 · Repair & Maintenance	2,407	3,000	80%
565 · Payroll - Salaries & Wages	563,583	809,985	70%
566 · Payroll - Taxes & Benefits	245,696	335,731	73%
575 · Supplies	13,377	10,000	134%
580 · Travel	3,059	19,250	16%
585 · Utilities	9,950	13,000	77%
590 · Miscellaneous Expense	654		
Total Expense	<u>\$ 1,355,429</u>	<u>\$ 1,759,177</u>	<u>77%</u>
Revenue less Expense	<u>(\$19,532)</u>	<u>\$10,126</u>	

Balance Sheet as of:

	<u>1/1/2020</u>	<u>9/30/2020</u>	<u>Cash & Investments</u>
Cash on hand	\$ 17,947	\$ 93,464	Target \$466,885 Available \$320,201
Investment Account	319,989	226,737	
Accounts Receivable	192,243	183,455	
Total	<u>\$ 530,179</u>	<u>\$ 503,656</u>	
Accounts Payable	143,189	20,437	
Working Capital	<u>\$ 386,990</u>	<u>\$ 483,219</u>	



MEMORANDUM

To: The Council Board
From: Bob Wilson, Executive Director
Date: October 7, 2020
Subject: **Proposed Amendments to the WCOG Personnel Manual**

Three amendments to WCOG’s Personnel Manual are proposed for the Council Board’s consideration:

1. Under “General Policies,” Section 4.2, “Attendance,” new language is added prohibiting staff members from reporting to work at the office when they are experiencing symptoms of a communicable illness.
2. Under “Authorized Leave,” Section 5.1, “Vacation,” new language is added limiting the number of hours of accumulated vacation leave for which a staff member whose employment is ending will be paid to 240 (six weeks).
3. Under “Additional Benefits,” Section 6.6, “Retirement,” the second paragraph describing the Simplified Employee Pension Plan – which is no longer offered – is eliminated.

The proposed amendments are attached.

SUGGESTED MOTION: Move to amend the “Whatcom Council of Governments’ Personnel Manual,” as presented.

4.2 ATTENDANCE

Minimizing Staff Exposure to Illness

In the interest of the health of both the public and staff, employees may not report for work in the office if they are experiencing any of, but not limited to, the following symptoms:

- Fever
- Persistent cough
- Chills
- Body aches not attributable to strenuous exercise
- Abnormal fatigue.

Additionally, employees may not report to work if they have been exposed to a family member or acquaintance who has been diagnosed with a respiratory or other communicable illness, or who is currently exhibiting any of the aforementioned symptoms.

With the approval of their immediate supervisor, employees may work from home in such situations, if they feel well enough to do so; otherwise, they must use sick leave.

Discipline

Employees may receive attendance-related discipline for the following policy violations:

- Failing to be present at work on-time.
- Failing to properly report absences as described above.
- Failing to show up for work and provide notification (no show/no call).
- Failing to provide proper documentation of illness when required.
- Excessive and/or patterned absenteeism.
- Reporting to work in the office showing symptoms of a communicable illness or after knowingly having been exposed to someone who is currently ill.
- Any employee who is absent three consecutive days, without proper notification, will be considered to have voluntarily terminated his/her employment.

5.1 VACATION

Separation

Upon separation, an employee shall be paid for the unused portion of his/her accumulated vacation leave accrued to the last day worked, up to a maximum of 240 hours.

6.6 RETIREMENT

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

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



MEMORANDUM

To: The Council Board
From: Bob Wilson, Executive Director
Date: October 7, 2020
Subject: **Proposed 2021 Budget – First Draft**

Attached to this memo please find the first draft of the proposed 2021 Budget for your review prior to the Council Board meeting next week. I draw your attention to the following:

Dues. Recognizing the financial stress all our member jurisdictions and agencies are experiencing this year, *the 2021 Budget freezes dues at their current (2020) levels.* Dues are normally determined using both population and the average cost-of-living adjustment (COLA) of the member jurisdictions. Annual population change is drawn from Office of Financial Management estimates for Whatcom County and the seven cities. The Port’s dues increase is the average increase of the eight jurisdictions.

Salaries. No salary adjustments beyond annual step increases are budgeted for 2021. All staff members except me will receive step increases, but there will be no COLA next year. It should be noted that the 2021 Budget reflects the retirement of Susan Horst and the reduction to half-time of Kirsten Wert and Michelle Grandy, who until earlier this year worked 80 and 75 percent time, respectively. The amount of their step increases will be prorated accordingly. WCOG’s salary expense will decline in 2021 by 6.9 percent, to \$754, 306.

Employee Benefits. The COG’s 2021 expense for all employee benefits – health insurance, retirement, workers’ compensation, etc. – is expected to decrease next year by 8.1 percent, attributable primarily to Susan’s retirement.

Consultants. The 2020 consultant expense is anticipated to decline by about 47 percent, to \$191,173. 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.

Office Lease. The lease we negotiated in 2015 ended in June of this year. Prior to its expiration on June 30th, I informed our landlord that I could not commit WCOG to another long-term lease at that time, and I proposed freezing our rent at the 2019-20 level, which he accepted. Ron and I will be paying close attention to the local commercial real estate market in the first half of 2021 – and perhaps engage an appraiser – to determine whether our current rent is in line with market conditions ahead of the lease extension’s end in June.

Please don’t hesitate to call Ron (at 685-8382) or me if you have any questions. We look forward to discussing the draft 2021 Budget with you next week.

Whatcom Council of Governments
2021 Budget (draft #1 10-6-2020)

	2020	2021
<i>CONSOLIDATED</i>	Adopted 12-11-2019	Draft #1 10-6-2020
Beginning Net Cash and Investments	\$ 295,000	\$ 305,126
REVENUE		
Programs & Projects		
Local	\$ 87,306	\$ 88,146
State	218,732	136,310
Federal	1,237,329	1,089,828
Canadian	60,000	15,000
Miscellaneous (foundations, classes, rebates)	0	0
Total Programs & Projects	\$ 1,603,367	\$ 1,329,283
Dues		
Bellingham	\$ 55,147	\$ 55,147
Blaine	3,320	3,320
Everson	1,714	1,714
Ferndale	8,752	8,752
Lummi Nation	3,219	-
Lynden	8,856	8,856
Nooksack	982	982
Sumas	982	982
Whatcom County (unincorporated)	54,912	54,912
Port of Bellingham	24,572	24,572
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	\$ 160,217
Other Revenue		
Interest Income	2,500	4,000
Total Other Revenue	\$ 2,500	\$ 4,000
Total Revenue	\$ 1,769,303	\$ 1,493,500
EXPENSES		
Salaries & Benefits		
Salaries	\$ 809,985	\$ 754,306
Dental Insurance	12,202	11,842
Disability Insurance	3,426	3,191
Health Insurance	129,022	121,781
Life Insurance	1,017	906
Retirement Contribution	104,164	87,575
Social Security Equivalent	61,820	57,547
Unemployment Insurance Tax	19,086	20,875
Vision Insurance	2,134	1,923
Workers Compensation Insurance	2,860	2,699
Total Benefits	\$ 335,731	\$ 308,339
Total Salaries & Benefits	\$ 1,145,716	\$ 1,062,645

Whatcom Council of Governments
2021 Budget (draft #1 10-6-2020)

	2020	2021
	Adopted 12-11-2019	Draft #1 10-6-2020
<i>CONSOLIDATED</i>		
Other Expenses		
Communication Services	\$ 28,300	\$ 25,600
Consultants & Contracted Services	358,521	191,173
Incentives	10,000	10,000
Insurance - Property & Liability	10,500	10,500
Office Equipment & Software	54,140	37,960
Printing	21,500	15,700
Professional Development	13,150	11,500
Rent	72,100	71,100
Repair & Maintenance	3,000	3,000
Supplies	10,000	9,800
Travel	19,250	14,900
Utilities	13,000	13,000
Total Other Expenses	\$ 613,461	\$ 414,233
Total Expenses	\$ 1,759,177	\$ 1,476,878
Ending Net Cash and Investments	\$ 305,126	\$ 321,748

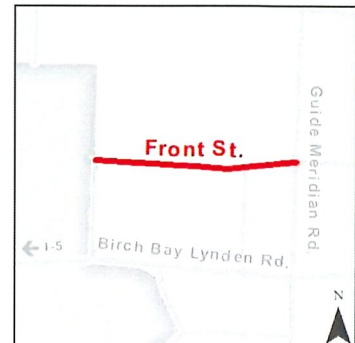
Capital Expenditures by Category

	<u>Quantity</u>	<u>Total Cost</u>
Office Equipment		
Copier Lease & Maintenance	1	\$ 3,600
Phone System lease	1	5,400
Postage Meter Lease	1	700
Workstation replacements	2	3,600
Tablet/Laptop replacements	2	2,400
Monitor replacements	0	-
Contingency		<u>2,000</u>
		\$ 17,700
Software		
Accounting & Payroll updates	2	\$ 1,600
Adobe licenses & updates	8	4,080
Cloud file storage	1	700
GIS licences & updates	2	7,400
Microsoft licenses & updates	9	1,080
TransCAD Transportation Modeling licenses & updates	2	3,400
Contingency		<u>2,000</u>
		\$ 20,260

LYNDEN'S REGIONAL TRANSPORTATION PRIORITIES

West Front Street Arterial Improvement (Duffner Drive to Tromp Road)

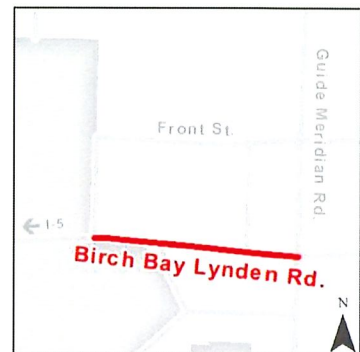
This economic development project will replace the existing 1,900 feet of sub-standard West Front Street with a City standard all-weather arterial street and storm drainage. This street provides direct access to about 100 acres of Lynden's growing commercial services regional (CSR) and industrial (IBZ) zoned land and ultimately access to another 140 acres of the City's western Urban Growth Area (UGA).



The project builds a 44-foot-wide all-weather surface with two 11-foot travel lanes, a 12-foot center turn lane and five-foot striped urban shoulders and sidewalks. It will provide a robust multimodal all-weather street in the growing west Lynden industrial area to serve: a proposed 124,000 square foot incubator business park (Front Street Station), Lynden Door, Oxbo International, Preferred Freezer, Scholten Equipment, and the US Postal Service north county sorting facility. **Request: \$1.72M** (excludes City Utility Fund match)

Birch Bay Lynden Road Arterial Preservation

Birch Bay-Lynden Road (Fed Route 8152), is a primary all-weather western access route into Lynden from (I-5) and connects to Guide Meridian Road (SR-539). Guide Meridian Road is a primary freight connection to the Lynden/Aldergrove international border crossing and the Sumas/Huntington crossing via SR-546 (Badger Road).

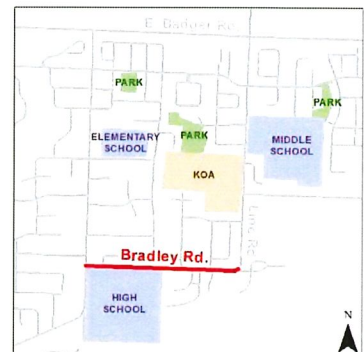


Most West Lynden Commercial and Industrial businesses currently use Birch Bay-Lynden Road as their primary all-weather route to I-5, including the growing Lynden Door manufacturing campus, Scholten Equipment, Preferred Freezer and Oxbo International.

The City has diligently maintained the street with crack sealing, chip sealing and asphalt patching to extend the life, but the heavily used wearing course is nearing the end of its useful life and requires a structural grind and overlay to restore integrity. **Request: \$750,000**

Bradley Road Safe Routes Pedestrian Improvements

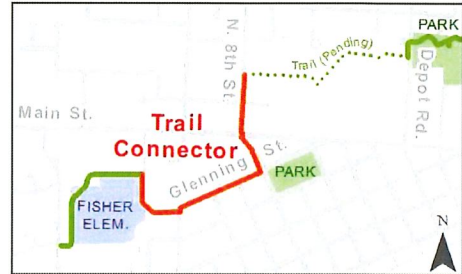
This section of the City arterial road system fronts the Lynden High School is 24 feet wide with a widened shoulder on the south side, offering limited protection for bikes and pedestrians. The City has completed pedestrian improvements on Line Road to the east, but this important arterial remains sub-standard. The City has completed 50% design level plans. This corridor carries most of Lynden's last ten years of residential growth. It is a Whatcom Transportation Authority (WTA) route, and thousands of recreational vehicles use this route to visit the nationally acclaimed Lynden KOA campground.



The project would construct the final 0.75 miles of bike lane and ADA-compliant sidewalks/pathway to enhance walkability and safely convey school children to and from the surrounding residential neighborhoods. The project will also incorporate necessary stormwater treatment facilities to protect water quality in Kamm Creek in the Nooksack Basin (WRIA 1). **Request: \$430,000**

Jim Kaemingk Sr. Trail Alternative Transportation (Lynden)

This project will connect the recently completed Fisher School Safe Route to School Trail section with the pending new section of trail which ends at 8th Street. This connection will be made by constructing about 0.75 miles 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.



The Jim Kaemingk Sr. Trail system is an east-west multi-modal transportation system in Lynden. The trail began in 1996 with the City receiving an Enhancement Grant for the section from Depot Road east to Bender Road. Since then the City has continued to expand the trail network and in 2019 a section around Fisher School from 17th Street to 14th Street was completed with Federal Safe Route to School funds. **Request: \$650,000.**

REGIONAL TRANSIT PRIORITIES (listed in order of priority)

- 1. Support for Transit Electrification (WTA)** – The cost of an electric bus and charging facilities is more than double that of a standard diesel fleet. With a fleet of 61 diesel buses costing up to \$35 million – the unfunded marginal cost to WTA of full electrification would be up to \$45 million over 10 years. There is significant pressure on Washington’s transit systems from the State to move to an electric bus fleet. This should be accompanied by a commitment from the Legislature to assume the costs associated with this important environmental initiative. Request: **Capital support in an amount to be determined by the Legislature**
- 2. Operating Support for Regional Transit Service (Whatcom Transportation Authority)** – Based on a model developed by the North Sound Transportation Alliance, the three northwest Washington transit systems – the Whatcom Transportation Authority (WTA), Skagit Transit and Island Transit – operate a coordinated set of services linking the five northwestern counties of Whatcom, Skagit, Island, San Juan and Snohomish. This includes express service provided by WTA linking Bellingham Station to Skagit Station in Mt. Vernon, with continuing service provided by Skagit Transit to Everett Station. Similarly, service operated by Island Transit and Skagit Transit allow residents of Island, Skagit and San Juan counties to access services in Bellingham through the connection at Skagit Station, which is served by Amtrak Cascades rail as well as bus transit.

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

3. Bellingham Station Expansion (WTA) –

WTA has developed design concepts to expand its station in downtown Bellingham, which was built in 1980 with ten bus gates. Bellingham Station is at capacity and must be expanded to build out the High-Frequency Transit Network (WTA’s GO Line services) and to support transit service to the rapidly developing Waterfront District. The station would be expanded by adding a passenger concourse and four bus gates in the Railroad Avenue right-of-way to the southwest of the existing station. The new gates would accommodate articulated coaches and provide charging for electric buses. This project is anticipated to be supported by WTA’s upcoming long-range transit plan. The agency is in the midst of a planning process that will result in a framework for future service and a list of strategies, including service expansion opportunities and capital requirements.



Request: **\$5-million**