



MEETING OF THE BOARD OF THE
WHATCOM COUNCIL OF GOVERNMENTS
Wednesday, October 9, 2019, 4:00-5:00 p.m.
Gordon W. Rogers Conference Room
314 East Champion Street, Bellingham

REVISED AGENDA

PAGES

- A. CALL TO ORDER
- B. PUBLIC COMMENT
Citizens may speak informally to the Board on agenda items or other matters relating to the business of the Whatcom Council of Governments.
Each speaker is allowed a maximum of three minutes.
- C. AGENDA APPROVAL*
- D. APPROVAL OF MINUTES*
Meeting of May 8, 2019
- E. APPROVAL OF CLAIMS*
May–September 2019 – Ron Cubellis
- F. BUDGET REPORT
Budget Report for the Period Ending September 30, 2019 – Mr. Cubellis (to be distributed at the meeting)
- G. OLD BUSINESS
- H. NEW BUSINESS
1. Proposed 2020 WCOG Budget – Bob Wilson and Mr. Cubellis
2. Unfunded Transportation Needs of Whatcom County, 2020 – Mr. Wilson*
3. Other New Business (if any)
- I. EXECUTIVE DIRECTOR’S REPORT – Mr. Wilson
- J. CORRESPONDENCE
- K. BOARD OPEN FORUM
- L. ADJOURN

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4-13

14-18

19-24

* Action item

Persons with disabilities needing special accommodation for this meeting, please contact the WCOG office at (360) 676-6974, at least six (6) days prior to this meeting to receive assistance. Para asistencia en español, por favor 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 Restauración de Derechos Civiles de 1987, el Decreto Ejecutivo 12898 sobre Justicia Ambiental, el Decreto Ejecutivo 13166 sobre el 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 dentro de un plazo 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 8, 2018

IN ATTENDANCE:

MEMBERS VOTING: Jon Mutchler (Chairman), Ferndale; Scott Korthuis (Vice Chairman), Lynden; Jack Louws (Secretary-Treasurer), Carol Frazey and Satpal Sidhu, Whatcom County; Kelli Linville, April Barker and Terry Bornemann, Bellingham; Bonnie Onyon, Blaine; John Carter, Lake Whatcom W&SD; Tom Jones, Nooksack; Kyle Christensen, Sumas; NON-VOTING: Larry Brown, Sudden Valley Association; Pete Stark, WTA

GUESTS Terry Terry, CTAG; Justin Clary, Lake Whatcom W&SD; Eric Trower, Sudden Valley Association

STAFF Bob Wilson, Ron Cubellis, Hugh Conroy

A. CALL TO ORDER

Chairman Mutchler called the meeting to order at 3:00 p.m. with a quorum present.

B. PUBLIC COMMENT

No public comment was received.

C. AGENDA APPROVAL

APPROVED BY UNANIMOUS CONSENT

D. MINUTES OF MEETING OF JANUARY 16, 2019

APPROVED BY UNANIMOUS CONSENT

E. APPROVAL OF CLAIMS

Mr. Louws moved, Mr. Sidhu seconded, to approve the list of claims from March 1 through April 30, 2019, inclusive, in the amount of \$363,419.10, which was contained in the meeting packet sent to the representatives on May 1, 2019, and which was audited and certified by the Executive Director, acting as the Auditing Officer as required by RCW 42.24.090.

MOTION PASSED

F. BUDGET REPORT

Mr. Cubellis presented the budget report as of April 30, 2019.

G. OLD BUSINESS

None

H. NEW BUSINESS

1. Public Utility District No. 1 Request for Ex-Officio Membership on the Whatcom Transportation Policy Board

MOTION: Ms. Linville moved, Mr. Christensen seconded, to approve the request of Public Utility District No. 1 for ex-officio membership on the Whatcom Transportation Policy Board.

MOTION PASSED

2. Amendment to the Bylaws and Procedures of the Whatcom Metropolitan Planning Area Transportation Planning Process

MOTION: Mr. Louws moved, Mr. Bornemann seconded, to amend the Bylaws and Procedures of the Whatcom Metropolitan Planning Area Transportation Planning Process, as presented.

MOTION PASSED

3. Amendment to WCOG's Americans with Disabilities Act (ADA) Policy

Mr. Cubellis explained the need to update WCOG's ADA Policy.

MOTION: Mr. Korthuis moved, Mr. Jones seconded, to amend the Whatcom Council of Governments' ADA Policy, as presented.

MOTION PASSED

4. Amendment to WCOG's Complaint Policy

Mr. Cubellis explained the need to amend the Complaint Policy and answered questions posed by the representatives.

MOTION: Mr. Korthuis moved, Ms. Onyon seconded, to amend the Whatcom Council of Governments' Complaint Policy, as presented.

MOTION PASSED

5. Amendment to WCOG's Title VI Plan

Mr. Wilson explained that during a recent meeting with WSDOT's Public Transportation Division, staff was made aware that WCOG had not submitted an annual Title VI (of the Civil Rights Act of 1964) compliance report to WSDOT since September of 2017, which

was prepared by Mary Anderson – who served as WCOG’s Title VI Coordinator – immediately before she left to take a position at WTA. It was also brought to our attention that WCOG’s Title VI Plan had not been updated since 2013. To correct these oversights, Mr. Wilson agreed to submit an annual compliance report to WSDOT in July for the period August 2017 through June 2019; to make certain revisions to the current Title VI Plan, and; to undertake a thorough update of the Title VI Plan by December 2019.

MOTION: Mr. Louws moved, Mr. Korthuis seconded, to amend the Whatcom Council of Governments’ Title VI Plan, as presented, acknowledging that the Plan will undergo a thorough review and update no later than December 31, 2019.

MOTION PASSED

I. EXECUTIVE DIRECTOR’S REPORT

In the interest of time, Mr. Wilson declined the opportunity to provide a report.

J. CORRESPONDENCE

Mr. Wilson directed the representatives’ attention to a thank you card from WTA in recognition of the work performed by WCOG’s Mobility Programs’ staff on the Seventh Grade Bus Program.

K. BOARD OPEN FORUM

No comments were offered.

L. ADJOURNMENT

There being no further business, the meeting adjourned at 3:32 p.m.

Jack Louws
Secretary-Treasurer

Robert H. Wilson, AICP
Executive Director

Whatcom Council of Governments

CLAIMS LISTING

May through September 2019

Date	Num	Source Name	Memo	Paid Amount
05/01/2019	eft	HSA Bank	HSA Contributions	2,100.00
05/01/2019	eft	HSA Bank	HSA Contributions	1,197.00
05/01/2019	RC 032819	GoDaddy	Communication Services	115.06
05/01/2019	RC 033119	Amazon	Supplies	71.40
05/01/2019	RC 040119	Clearly Communications	Communication Services	172.69
05/01/2019	RC 040119	Google	Communication Services	49.73
05/01/2019	RC 040219	Intuit Payroll Service	Office Equipment & Software	39.13
05/01/2019	RC 040519	Comcast	Communication Services	312.01
05/01/2019	RC 040919	Heroku	Communication Services	170.07
05/01/2019	RC 041119	ACCO Brands	Supplies	38.25
05/01/2019	RC 041519	Sanitary Service Corporation	Utilities	60.53
05/01/2019	RC 041819	GroupSpaces Ltd	Communication Services	19.99
05/01/2019	MF 040319	Amazon Web Services	Communication Services	208.17
05/01/2019	MF 040319	Hazelmere Golf & Tennis	Supplies	192.18
05/01/2019	MF 040719	Survey Monkey	Office Equipment & Software	40.22
05/01/2019	MF 040719	Rogers Media	Communication Services	40.27
05/01/2019	MF 040918	Hazelmere Golf & Tennis	Supplies	233.67
05/01/2019	MF 041819	Park Central Hotel	Travel	1,624.40
05/01/2019	JM 041219	Amazon	Supplies	11.95
05/01/2019	JM 041319	Pendragon Software Corporation	Office Equipment & Software	40.00
05/01/2019	JM 041119	Greene's Corner	Supplies	89.92
05/01/2019	BW 040419	ADT Security Systems	Utilities	61.66
05/01/2019	BW 041019	Hotel RL by Red Lion	Travel	2.12
05/01/2019	BW 041319	Yellow Cab	Travel	63.80
05/01/2019	BW 041719	Marriott	Travel	1,065.87
05/01/2019	MG 040119	Sticker Mule	Supplies	71.00
05/01/2019	MG 040319	Home Depot	Supplies	19.53
05/01/2019	MG 040919	Amazon	Supplies	19.56
05/01/2019	MG 041019	Signs Plus Inc.	Supplies	79.21
05/01/2019	MG 041119	Amazon	Supplies	10.52
05/01/2019	MG 041119	City of Bellingham (vendor)	Miscellaneous Expenses	53.00
05/01/2019	MG 041419	Amazon	Supplies	25.97
05/01/2019	MG 041119	Copy Source	Printing	10.87
05/01/2019	MG 041819	Facebook Inc.	Communication Services	83.10
05/01/2019	MG 041819	Facebook Inc.	Communication Services	6.67
05/01/2019	BW 032819	Hotels.com	Travel	130.75
05/01/2019	BW 041119	Hotels.com	Travel	116.86
05/09/2019	2689	AES Inc.	Temp Agency	1,358.22
05/09/2019	2690	Applied Digital Imaging	Printing	101.18
05/09/2019	2691	Avenue Bakery LLC	Incentives	52.50
05/09/2019	2692	Bob Wilson	Expense Reimbursement	857.84
05/09/2019	2693	Bruce's Janitor Service	Janitorial	625.00
05/09/2019	2694	BTC Leasing	Office Equipment/Software	449.18

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Date	Num	Source Name	Memo	Paid Amount
05/09/2019	2695	Caliper Corporation	Software	2,400.00
05/09/2019	2696	Capitol City Press	Printing	571.60
05/09/2019	2697	Cascade Natural Gas	Utilities	104.83
05/09/2019	2698	Champion Building LLC	Rental	5,786.25
05/09/2019	2699	ESRI	GIS Software	7,717.70
05/09/2019	2700	Good Eye Design	Professional Services	1,581.20
05/09/2019	2701	Hugh Conroy	Expense Reimbursement	55.75
05/09/2019	2702	IBI Group US	Professional Services	2,160.00
05/09/2019	2703	Melissa Fanucci	Expense Reimbursement	470.33
05/09/2019	2704	Nathan Carnes	Professional Services	1,125.00
05/09/2019	2705	Parker Northwest Associates	Professional Services	3,690.00
05/09/2019	2706	Pitney Bowes	Postage	177.10
05/09/2019	2707	Puget Sound Energy	Utilities	204.51
05/09/2019	2708	Ricoh USA Inc.	Office Equipment/Software	298.37
05/09/2019	2709	Sole Graphics LLC	Professional Services	245.00
05/09/2019	2710	The Bellingham Herald (subscription)	VOID 6-19-2019 per Bellingham Herald: Subscription	0.00
05/09/2019	2711	US Bank	Purchase Card	5,350.13
05/09/2019	2712	Western Washington University	Partner Pass-Through	9,818.96
05/09/2019	2713	Whatcom County Executive's Office	WST Incentives	78.87
05/09/2019	2714	Wilson Engineering LLC	Professional Services	7,086.83
05/17/2019	Transfer	WCOG Petty Cash	Petty Cash Refill	1,250.00
05/20/2019	1084	R. Craig Crozier	Incentives	250.00
05/29/2019	eft	HSA Bank	HSA Fees	18.00
05/29/2019		QuickBooks Payroll Service	Created by Payroll Service on 05/24/2019	44,594.59
05/31/2019	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -689138070	8,479.00
05/31/2019	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -689138070	990.82
05/31/2019	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -689138070	990.82
05/31/2019	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -689138070	0.00
05/31/2019	eft	WA Dept of Retirement Systems	PERS Contribution	2,821.91
05/31/2019	eft	WA Dept of Retirement Systems	PERS Contribution	3,074.17
05/31/2019	eft	WA Dept of Retirement Systems	PERS Contribution	4,767.88
05/31/2019	eft	WA Dept of Retirement Systems	PERS Contribution	8,255.32
05/31/2019	eft	AWC	Benefits	8,862.51
05/31/2019	eft	Mass Mutual	Retirement	990.00
05/31/2019	eft	Mass Mutual	Retirement	915.16
05/31/2019	eft	Mass Mutual	Retirement	1,157.16
05/31/2019	2715	AFLAC	Employee Paid Coverage	77.82
05/31/2019	2716	AWC-Additional Life	Employee Paid Life Ins.	22.50
05/31/2019	2717	United Way	Employee Contributions	354.00
06/01/2019	eft	HSA Bank	HSA Fees	2,100.00
06/01/2019	eft	HSA Bank	HSA Fees	1,197.00
06/01/2019	LC 050119	Starbucks	Supplies	58.53
06/01/2019	LC 050119	The Bagelry	Supplies	36.53

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Date	Num	Source Name	Memo	Paid Amount
06/01/2019	HC 042619	The Bagelry	Supplies	58.90
06/01/2019	HC 042619	The Bagelry	Supplies	2.00
06/01/2019	HC 051619	The Bagelry	Supplies	39.01
06/01/2019	HC 052119	Community Food Co-op	Supplies	28.00
06/01/2019	HC 052419	Bellair	Travel	80.00
06/01/2019	HC 052419	United Airlines	Travel	319.60
06/01/2019	HC 052219	Air Canada	Travel	623.47
06/01/2019	RC 042519	Cubicle Keys	Supplies	13.85
06/01/2019	RC 042619	Adobe Systems Inc.	Office Equipment & Software	228.24
06/01/2019	RC 043019	Office Depot	Supplies	114.50
06/01/2019	RC 043019	Office Depot	Supplies	92.37
06/01/2019	RC 050119	Clearly Communications	Communication Services	172.69
06/01/2019	RC 050119	Amazon	Supplies	65.81
06/01/2019	RC 050219	Google	Communication Services	53.30
06/01/2019	RC 050219	Intuit Payroll Service	Office Equipment & Software	39.13
06/01/2019	RC 050519	Comcast	Communication Services	312.01
06/01/2019	RC 050919	Heroku	Communication Services	170.06
06/01/2019	RC 050919	Washington Society of CPAs	Professional Development	170.00
06/01/2019	RC 051419	Amazon	Supplies	356.42
06/01/2019	RC 051519	Sanitary Service Corporation	Utilities	60.53
06/01/2019	RC 051819	Microsoft	Office Equipment & Software	16.31
06/01/2019	RC 051819	GroupSpaces Ltd	Communication Services	19.99
06/01/2019	RC 052519	Microsoft	Indirect Cost Group	80.78
06/01/2019	MF 042419	Office Depot	Supplies	108.50
06/01/2019	MF 042419	Office Depot	Supplies	61.41
06/01/2019	MF 042519	Office Depot	Supplies	40.20
06/01/2019	MF 042619	Starbucks	Supplies	55.27
06/01/2019	MF 050319	Amazon Web Services	Communication Services	210.29
06/01/2019	MF 050319	Hazelmere Golf & Tennis	Supplies	76.18
06/01/2019	MF 050719	Rogers Media	Communication Services	14.43
06/01/2019	MF 050719	Rogers Media	Communication Services	25.66
06/01/2019	MF 051919	Amazon	Supplies	10.32
06/01/2019	MF 051719	Insightly Inc.	Communication Services	2,436.00
06/01/2019	MF 051619	Starbucks	Supplies	39.02
06/01/2019	MF 052319	Air Canada	Travel	79.80
06/01/2019	MF 052319	Air Canada	Travel	624.61
06/01/2019	JM 051019	Planetizen	Professional Development	245.00
06/01/2019	JM 051319	Pendragon Software Corporation	Office Equipment & Software	40.00
06/01/2019	KW 043019	Stickers For Days	Supplies	380.45
06/01/2019	KW 052019	Starvin Sam's	Travel	11.99
06/01/2019	BW 042419	Hotel RL by Red Lion	Travel	2.12
06/01/2019	BW 042719	Comfort Suites	Travel	151.41
06/01/2019	BW 050219	Hotels.com	Travel	420.88

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Date	Num	Source Name	Memo	Paid Amount
06/01/2019	BW 050419	ADT Security Systems	Utilities	66.36
06/01/2019	BW 050819	Fred Meyer	Supplies	12.02
06/01/2019	BW 050819	Starbucks	Supplies	19.51
06/01/2019	MG 050319	Cafe Velo	Repair & Maintenance	380.45
06/01/2019	MG 051119	Hardware Sales	Supplies	14.12
06/01/2019	MG 051619	Dakota Art Store	Communication Services	10.38
06/01/2019	MG 051819	Facebook Inc.	Communication Services	115.42
06/01/2019	MG 051819	Facebook Inc.	Communication Services	53.33
06/01/2019	MG 052019	Baker Septic Tank	Miscellaneous Expenses	440.00
06/01/2019	MG 052019	NW Safety Signs, Inc.	Supplies	292.29
06/11/2019	2718	Action Entertainment	VOID: Sound Equipment Supplier	0.00
06/11/2019	2719	AES Inc.	Temp Agency	3,543.68
06/11/2019	2720	Applied Digital Imaging	Printing	14.35
06/11/2019	2721	Bruce's Janitor Service	Janitorial	625.00
06/11/2019	2722	BTC Leasing	Office Equipment/Software	449.18
06/11/2019	2723	Cascade Natural Gas	Utilities	29.66
06/11/2019	2724	Fountain Motor	Vehicle rental	108.57
06/11/2019	2725	Good Eye Design	Professional Services	477.68
06/11/2019	2726	Jaymes McClain	Expense Reimbursement	130.26
06/11/2019	2727	Lethal Coe III	Expense Reimbursement	296.78
06/11/2019	2728	Puget Sound Energy	Utilities	214.08
06/11/2019	2729	Ricoh USA Inc.	Office Equipment/Software	297.78
06/11/2019	2730	RSG Consultants	Professional Services	7,911.40
06/11/2019	2731	Sanitary Service Corporation	Utilities	95.58
06/11/2019	2732	The Bagelry	Incentives	1,200.00
06/11/2019	2733	Traffic Data Gathering	Traffic Counts	12,642.00
06/11/2019	2734	US Bank	Purchase Card	9,649.45
06/11/2019	2735	WA State Auditor's Office	Professional Services	5,805.80
06/11/2019	2736	Whatcom Transportation Authority (vendor)	Pass-through Grant Funds	7,605.55
06/11/2019	2737	Wilson Engineering LLC	Professional Services	1,174.50
06/11/2019	2738	Champion Building LLC	Rental	5,877.98
06/11/2019	2739	Parker Northwest Associates	Professional Services	3,690.00
06/11/2019	2740	Action Entertainment	Sound Equipment Supplier	650.00
06/11/2019	eft	WCOG Petty Cash	Petty Cash Refill	250.00
06/14/2019	1085	Melissa Fanucci	Travel	195.00
06/19/2019	2741	Bellingham Herald (legal notices)	Public Hearing Notices	81.06
06/19/2019	1086	Bakke, Dan	Incentives	250.00
06/26/2019	eft	HSA Bank	HSA Fees	18.00
06/26/2019	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -1140446970	7,900.00
06/26/2019	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -1140446970	929.08
06/26/2019	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -1140446970	929.08
06/26/2019	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -1140446970	0.00
06/26/2019	EFT	Mass Mutual	Retirement	990.00

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May through September 2019

Date	Num	Source Name	Memo	Paid Amount
06/26/2019	EFT	Mass Mutual	Retirement	877.44
06/26/2019	EFT	Mass Mutual	Retirement	1,157.16
06/26/2019	eft	AWC	Benefits	8,862.51
06/27/2019		QuickBooks Payroll Service	Created by Payroll Service on 06/25/2019	41,533.06
06/27/2019	06-#2	WA Dept of Retirement Systems	PERS Contribution	2,821.91
06/27/2019	06-#2	WA Dept of Retirement Systems	PERS Contribution	2,863.30
06/27/2019	06-#1	WA Dept of Retirement Systems	PERS Contribution	4,470.78
06/27/2019	06-#3	WA Dept of Retirement Systems	PERS Contribution	7,740.90
06/28/2019	2742	AFLAC	Employee Paid Coverage	77.82
06/28/2019	2743	AWC-Additional Life	Employee Paid Life Ins.	22.50
06/28/2019	2744	United Way	Employee Contributions	354.00
07/01/2019	LC 043019	WSDOT G2G	Travel	7.25
07/01/2019	HC 062019	Enterprise Rental	Travel	260.17
07/01/2019	HC 062019	DoubleTree Hotel	Travel	445.20
07/01/2019	RC 052719	Adobe Systems Inc.	Office Equipment & Software	228.24
07/01/2019	RC 052719	Dropbox Inc.	Office Equipment & Software	150.01
07/01/2019	RC 060119	Clearly Communications	Communication Services	172.69
07/01/2019	RC 060119	Google	Communication Services	65.10
07/01/2019	RC 060219	Intuit Payroll Service	Office Equipment & Software	39.13
07/01/2019	RC 060119	SmugMug	Communication Services	52.05
07/01/2019	RC 053119	Doodle	Communication Services	69.00
07/01/2019	RC 060419	Amazon	Supplies	223.80
07/01/2019	RC 060519	Comcast	Communication Services	312.11
07/01/2019	RC 060519	Ferndale Record	Supplies	60.00
07/01/2019	RC 061019	Heroku	Communication Services	170.11
07/01/2019	RC 061119	GoDaddy	Communication Services	159.98
07/01/2019	RC 061119	GoDaddy	Communication Services	19.75
07/01/2019	RC 061419	CPA Crossings	Professional Development	99.00
07/01/2019	RC 061719	Sanitary Service Corporation	Utilities	60.53
07/01/2019	RC 061819	GroupSpaces Ltd	Communication Services	19.99
07/01/2019	RC 062219	Nest Labs	Office Equipment & Software	108.70
07/01/2019	MF 052919	Bellingham Whatcom County Tourism	Miscellaneous Expenses	20.00
07/01/2019	MF 060119	Mailgun Technologies	Communication Services	3.55
07/01/2019	MF 060319	Amazon Web Services	Communication Services	213.30
07/01/2019	MF 060619	Rogers Media	Communication Services	40.23
07/01/2019	MF 061119	Amazon	Supplies	17.38
07/01/2019	MF 061419	Survey Monkey	Communication Services	29.41
07/01/2019	MF 061419	Survey Monkey	Communication Services	23.86
07/01/2019	MF 061919	WP Engine	Communication Services	1,150.00
07/01/2019	MF 062019	Vancouver Airport Authority	Travel	62.36
07/01/2019	MF 062019	DoubleTree Hotel	Travel	445.20
07/01/2019	JM 060719	American Planning Association	Professional Development	62.50
07/01/2019	JM 061319	Pendragon Software Corporation	Office Equipment & Software	40.00

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Date	Num	Source Name	Memo	Paid Amount
07/01/2019	BW 060419	ADT Security Systems	Utilities	66.36
07/01/2019	BW 061219	Bellingham Whatcom County Tourism	Miscellaneous Expenses	20.00
07/01/2019	MG 061119	Target	Supplies	4.29
07/01/2019	MG 061819	Facebook Inc.	Communication Services	109.58
07/01/2019	MG 062019	Amazon	Supplies	32.56
07/01/2019	MG 062019	Amazon	Supplies	23.45
07/02/2019	EFT	HSA Bank	HSA Fees	2,100.00
07/02/2019	EFT	HSA Bank	HSA Fees	1,197.00
07/09/2019	2745	AES Inc.	Temp Agency	1,793.36
07/09/2019	2746	Bellingham Herald (legal notices)	Public Hearing Notices	69.48
07/09/2019	2747	Bruce's Janitor Service	Janitorial	625.00
07/09/2019	2748	BTC Leasing	Office Equipment/Software	449.18
07/09/2019	2749	Cascade Natural Gas	Utilities	16.20
07/09/2019	2750	Champion Building LLC	Rental	9,533.91
07/09/2019	2751	Hugh Conroy	Expense Reimbursement	195.00
07/09/2019	2752	IBI Group US	Professional Services	1,080.00
07/09/2019	2753	KeyBank	Account Fees	116.50
07/09/2019	2754	Kirsten Wert	Expense Reimbursement	105.90
07/09/2019	2755	Lethal Coe III	Expense Reimbursement	962.59
07/09/2019	2756	Melissa Fanucci	Expense Reimbursement	94.54
07/09/2019	2757	Michelle Grandy	Expense Reimbursement	129.68
07/09/2019	2758	Parker Northwest Associates	Professional Services	3,690.00
07/09/2019	2760	Puget Sound Energy	Utilities	217.01
07/09/2019	2761	Ricoh USA Inc.	Office Equipment/Software	402.54
07/09/2019	2762	Ride Run and Dig Inc.	Storage & Transport Svcs	2,300.00
07/09/2019	2763	Sole Graphics LLC	Professional Services	805.00
07/09/2019	2764	US Bank	Purchase Card	5,086.84
07/09/2019	2765	WA State Auditor's Office	Professional Services	2,782.78
07/09/2019	2766	Wilson Engineering LLC	Professional Services	3,456.60
07/09/2019	2759	Purchase Power	Postage	981.25
07/10/2019	Transfer	WCOG Petty Cash	Petty Cash Refill	445.00
07/16/2019	eft	WA Dept of L&I	Payroll Taxes	735.71
07/16/2019	1087	Bader, Jeremy	Incentives	250.00
07/17/2019	eft (1of2)	WA Dept of Employment Security	Payroll Taxes	490.65
07/17/2019	eft (2of2)	WA Dept of Employment Security	Payroll Taxes	487.35
07/18/2019	1088	Burns, Shaun	Incentives	1,000.00
07/19/2019	eft	WA Dept of Employment Security	Payroll Taxes	47.75
07/19/2019	eft	WA Dept of Employment Security	Payroll Taxes	5,811.69
07/26/2019	eft	HSA Bank	HSA Fees	15.75
07/29/2019	2767	AFLAC	Employee Paid Coverage	77.82
07/29/2019	2768	AWC-Additional Life	Employee Paid Life Ins.	22.50
07/29/2019	2769	United Way	Employee Contributions	354.00
07/29/2019	eft	Mass Mutual	Retirement	990.00

Whatcom Council of Governments

CLAIMS LISTING

May through September 2019

Date	Num	Source Name	Memo	Paid Amount
07/29/2019	eft	Mass Mutual	Retirement	931.57
07/29/2019	eft	Mass Mutual	Retirement	1,157.16
07/30/2019		QuickBooks Payroll Service	Created by Payroll Service on 07/26/2019	44,022.00
07/30/2019	07-#1	WA Dept of Retirement Systems	PERS Contribution	5,046.84
07/30/2019	07-#3	WA Dept of Retirement Systems	PERS Contribution	8,215.49
07/30/2019	07-#2	WA Dept of Retirement Systems	PERS Contribution	2,821.91
07/30/2019	07-#2	WA Dept of Retirement Systems	PERS Contribution	3,029.26
07/31/2019	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 373949030	8,321.00
07/31/2019	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 373949030	983.75
07/31/2019	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 373949030	983.75
07/31/2019	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 373949030	0.00
08/01/2019	eft	HSA Bank	HSA Fees	2,100.00
08/01/2019	eft	HSA Bank	HSA Fees	1,197.00
08/01/2019	HC 072219	United Airlines	Travel	30.00
08/01/2019	HC 072319	Regional Transportation District	Travel	10.50
08/01/2019	RC 062619	Microsoft	Office Equipment & Software	16.31
08/01/2019	RC 062619	Microsoft	Office Equipment & Software	144.48
08/01/2019	RC 062519	Washington Finance Officers Association	Professional Development	350.00
08/01/2019	RC 062719	CPA Crossings	Professional Development	79.00
08/01/2019	RC 062719	Adobe Systems Inc.	Office Equipment & Software	228.24
08/01/2019	RC 062719	Costco	Supplies	48.89
08/01/2019	RC 062819	Amazon	Supplies	32.60
08/01/2019	RC 062819	Community Food Co-op	Supplies	11.72
08/01/2019	RC 070119	Clearly Communications	Communication Services	176.08
08/01/2019	RC 070119	Google	Communication Services	65.10
08/01/2019	RC 070219	Intuit Payroll Service	Office Equipment & Software	39.13
08/01/2019	RC 070519	Comcast	Communication Services	312.11
08/01/2019	RC 071019	The Bellingham Herald (subscription)	Supplies	332.80
08/01/2019	RC 071019	Heroku	Communication Services	170.06
08/01/2019	RC 071419	Amazon	Supplies	7.60
08/01/2019	RC 071419	Amazon	Supplies	8.14
08/01/2019	RC 071419	Amazon	Supplies	15.98
08/01/2019	RC 071519	Sanitary Service Corporation	Utilities	60.53
08/01/2019	RC 071719	GoDaddy	Communication Services	13.23
08/01/2019	RC 071819	GroupSpaces Ltd	Communication Services	19.99
08/01/2019	MF 070319	Headway Times	Communication Services	89.00
08/01/2019	MF 070319	Amazon Web Services	Communication Services	208.10
08/01/2019	MF 070819	Rogers Media	Communication Services	41.19
08/01/2019	MF 071419	Survey Monkey	Office Equipment & Software	53.27
08/01/2019	MF 071819	Starbucks	Supplies	39.02
08/01/2019	JM 071319	Pendragon Software Corporation	Office Equipment & Software	40.00
08/01/2019	JM 071819	The Bagely	Supplies	19.01
08/01/2019	KW 071219	Rudy's Pizzeria	Supplies	67.00

Whatcom Council of Governments

CLAIMS LISTING

May through September 2019

Date	Num	Source Name	Memo	Paid Amount
08/01/2019	BW 070419	ADT Security Systems	Utilities	66.36
08/01/2019	BW 071019	Fred Meyer	Supplies	8.00
08/01/2019	MG 071819	Facebook Inc.	Communication Services	94.47
08/01/2019	MG 071919	Cafe Velo	Repair & Maintenance	59.78
08/02/2019	eft	AWC	Benefits	8,862.51
08/08/2019	2770	AES Inc.	Temp Agency	1,546.20
08/08/2019	2771	Applied Digital Imaging	Printing	43.83
08/08/2019	2772	Bruce's Janitor Service	Janitorial	625.00
08/08/2019	2773	BTC Leasing	Office Equipment/Software	449.18
08/08/2019	2774	Cascade Natural Gas	Utilities	13.83
08/08/2019	2775	Champion Building LLC	Rental	5,877.98
08/08/2019	2776	Enduris	Property & Liability Insurance	9,574.00
08/08/2019	2777	Hugh Conroy	Expense Reimbursement	181.00
08/08/2019	2778	IBI Group US	Professional Services	1,080.00
08/08/2019	2779	Parker Northwest Associates	Professional Services	3,690.00
08/08/2019	2780	Pitney Bowes	Postage	177.10
08/08/2019	2781	Puget Sound Energy	Utilities	235.19
08/08/2019	2782	Ricoh USA Inc.	Office Equipment/Software	240.63
08/08/2019	2783	US Bank	Purchase Card	2,957.69
08/08/2019	2784	Wilson Engineering LLC	Professional Services	14,187.00
08/08/2019	Transfer	WCOG Petty Cash	Petty Cash Refill	1,250.00
08/12/2019	1089	Lott, Bretton	Incentives	250.00
08/27/2019	eft	HSA Bank	HSA Fees	15.75
08/29/2019		QuickBooks Payroll Service	Created by Payroll Service on 08/27/2019	43,257.00
08/29/2019	eft	Mass Mutual	Retirement	990.00
08/29/2019	eft	Mass Mutual	Retirement	897.12
08/29/2019	eft	Mass Mutual	Retirement	1,157.16
08/29/2019	eft	WA Dept of Retirement Systems	PERS Contribution	4,964.61
08/29/2019	eft	WA Dept of Retirement Systems	PERS Contribution	8,081.63
08/29/2019	eft	WA Dept of Retirement Systems	PERS Contribution	2,821.91
08/29/2019	eft	WA Dept of Retirement Systems	PERS Contribution	2,999.16
08/29/2019	E-pay	Internal Revenue Service	VOID: Payroll Taxes QB Tracking # 1732911030	0.00
08/29/2019	E-pay	Internal Revenue Service	VOID: Payroll Taxes QB Tracking # 1732911030	0.00
08/29/2019	E-pay	Internal Revenue Service	VOID: Payroll Taxes QB Tracking # 1732911030	0.00
08/29/2019	E-pay	Internal Revenue Service	VOID: Payroll Taxes QB Tracking # 1732911030	0.00
08/29/2019	eft	AWC	Benefits	8,862.51
08/29/2019	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 1733956030	8,146.00
08/29/2019	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 1733956030	967.74
08/29/2019	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 1733956030	967.74
08/29/2019	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 1733956030	0.00
08/30/2019	2785	AFLAC	Employee Paid Coverage	77.82
08/30/2019	2786	AWC-Additional Life	Employee Paid Life Ins.	22.50
08/30/2019	2787	United Way	Employee Contributions	354.00

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CLAIMS LISTING

May through September 2019

Date	Num	Source Name	Memo	Paid Amount
09/01/2019	HC 072619	Kimpton Hotel	Travel	697.53
09/01/2019	HC 072619	RTD - Denver	Travel	10.50
09/01/2019	HC 072619	United Airlines	Travel	30.00
09/01/2019	HC 073119	Cascadia Innovation Corridor Conference	Professional Development	321.14
09/01/2019	HC 080519	Bellair	Travel	84.00
09/01/2019	HC 080519	Delta Airlines	Travel	96.60
09/01/2019	RC 072519	Microsoft	Office Equipment & Software	16.31
09/01/2019	RC 072619	Amazon	Supplies	43.47
09/01/2019	RC 072719	Adobe Systems Inc.	Office Equipment & Software	322.79
09/01/2019	RC 073119	Costco	Supplies	42.70
09/01/2019	RC 073119	Amazon	Repair & Maintenance	54.99
09/01/2019	RC 080119	Clearly Communications	Communication Services	176.81
09/01/2019	RC 080119	Google	Communication Services	65.10
09/01/2019	RC 080219	Community Food Co-op	Supplies	11.72
09/01/2019	RC 080219	Intuit Payroll Service	Office Equipment & Software	39.13
09/01/2019	RC 080519	Comcast	Communication Services	312.11
09/01/2019	RC 080719	Amazon	Supplies	69.40
09/01/2019	RC 080819	Amazon	Supplies	97.82
09/01/2019	RC 081019	Dell Inc.	Repair & Maintenance	1,183.46
09/01/2019	RC 081219	Heroku	Communication Services	170.07
09/01/2019	RC 081519	Sanitary Service Corporation	Utilities	60.53
09/01/2019	RC 081819	GroupSpaces Ltd	Communication Services	19.99
09/01/2019	RC 082619	Microsoft	Office Equipment & Software	16.31
09/01/2019	MF 080319	Amazon Web Services	Communication Services	266.42
09/01/2019	MF 080619	GitHub.com	Communication Services	300.00
09/01/2019	MF 080619	Rogers Media	Communication Services	40.83
09/01/2019	MF 081219	Amazon	Supplies	11.82
09/01/2019	MF 081219	Amazon	Supplies	30.59
09/01/2019	MF 081419	Survey Monkey	Office Equipment & Software	53.27
09/01/2019	MF 081519	Starbucks	Supplies	19.51
09/01/2019	JM 072819	Amazon	Office Equipment & Software	139.12
09/01/2019	JM 080819	National Highway Institute	Professional Development	75.00
09/01/2019	JM 081319	Pendragon Software Corporation	Office Equipment & Software	40.00
09/01/2019	KW 072619	Rudy's Pizzeria	Supplies	56.00
09/01/2019	KW 080919	Rudy's Pizzeria	Supplies	81.50
09/01/2019	BW 080419	ADT Security Systems	Utilities	66.36
09/01/2019	MG 080119	Whatcom County	Travel	90.07
09/01/2019	MG 081819	Facebook Inc.	Communication Services	179.83
09/03/2019	eft	HSA Bank	HSA Contributions	2,100.00
09/03/2019	eft	HSA Bank	HSA Contributions	1,197.00
09/09/2019	1090	Frazin, Jordan	Incentives	250.00
09/10/2019	2788	AES Inc.	Temp Agency	1,125.29
09/10/2019	2789	Applied Digital Imaging	Printing	102.45

Whatcom Council of Governments

CLAIMS LISTING

May through September 2019

<u>Date</u>	<u>Num</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
09/10/2019	2790	Bay City Supply	Supplies	36.70
09/10/2019	2791	Bruce's Janitor Service	Janitorial	625.00
09/10/2019	2792	BTC Leasing	Office Equipment/Software	449.18
09/10/2019	2793	Cascade Natural Gas	Utilities	13.83
09/10/2019	2794	Champion Building LLC	Rental	5,877.98
09/10/2019	2795	Hugh Conroy	Expense Reimbursement	75.00
09/10/2019	2796	IBI Group US	Professional Services	1,080.00
09/10/2019	2797	Mallard Ice Cream	Incentives	732.55
09/10/2019	2798	Parker Northwest Associates	Professional Services	3,690.00
09/10/2019	2799	Puget Sound Energy	Utilities	260.13
09/10/2019	2800	Ricoh USA Inc.	Office Equipment/Software	251.53
09/10/2019	2801	Sole Graphics LLC	Professional Services	70.00
09/10/2019	2802	US Bank	Purchase Card	4,971.33
09/10/2019	2803	Wilson Engineering LLC	Professional Services	3,765.00
09/10/2019	eft	WCOG Petty Cash	Petty Cash Refill	250.00
09/26/2019	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -1504296266	8,107.00
09/26/2019	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -1504296266	962.54
09/26/2019	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -1504296266	962.54
09/26/2019	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -1504296266	0.00
09/26/2019	2805	AWC-Additional Life	Employee Paid Life Ins.	22.50
09/26/2019	2806	United Way	Employee Contributions	354.00
09/26/2019	2804	KeyBank	voided check.	0.00
09/26/2019	eft	Mass Mutual	Retirement	990.00
09/26/2019	eft	Mass Mutual	Retirement	895.48
09/26/2019	eft	Mass Mutual	Retirement	1,157.16
09/26/2019	eft	HSA Bank	HSA Fees	15.75
09/26/2019	eft	AWC	Benefits	8,862.51
09/27/2019		QuickBooks Payroll Service	Created by Payroll Service on 09/26/2019	42,990.80
09/27/2019	2807	AFLAC	Employee Paid Coverage	77.82
09/30/2019	eft	WA Dept of Retirement Systems	PERS Contribution	2,821.91
09/30/2019	eft	WA Dept of Retirement Systems	PERS Contribution	2,979.85
09/30/2019	eft	WA Dept of Retirement Systems	PERS Contribution	4,937.91
09/30/2019	eft	WA Dept of Retirement Systems	PERS Contribution	8,038.17
May - Sep 19				<u><u>694,732.81</u></u>

The Council Board retroactively approves the payments made during May through September 2019 for the above listed claims in the total amount of: \$694,732.81*

Board Officer	Title	Date
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MEMORANDUM

To: The Council Board
From: Bob Wilson, Executive Director
Date: October 2, 2019
Subject: **Proposed 2020 Budget – First Draft**

Attached to this memo please find the first draft of the proposed 2020 Budget for your review prior to the Council Board meeting next week. I draw your attention to the following:

Dues. Dues are determined using both population and the average cost-of-living adjustment (COLA) of the member jurisdictions. Annual population change is drawn from Office of Financial Management estimates for Whatcom County, the seven cities and the Lummi Nation. For the purposes of this draft budget, the 2.63 percent COLA that the staff is receiving this year is used as an estimate for 2020 (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’ 2020 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 in December.

Salaries. Program Specialist I Michelle Grandy will be promoted to Program Specialist II effective January 1, 2020. Also, Planner II Jaymes McClain will receive an adjustment within his salary band to bring his salary into line with similar positions around the state. No other salary adjustments beyond the COLA and annual step increases are called for in 2020. All staff members except me will receive step increases, and everyone will receive the COLA. It should be noted, however, that Susan Horst, Kirsten Wert and Michelle are permanent part-time staff (56.5, 80 and 75 percent time, respectively), and the amount of their increases – as well as that associated with Michelle’s promotion – will be prorated accordingly.

Michelle’s promotion, Jaymes’ salary adjustment, the COLA and step increases represent an aggregate increase in 2020 salaries of \$47,002, or 6.2 percent.

Employee Benefits. The COG’s 2020 expense for all employee benefits – health insurance, retirement, workers’ compensation, etc. – is expected to increase next year by 5.6 percent. While the anticipated increase in our health insurance premium is less than one percent, it is the increases in WCOG’s retirement contribution and our unemployment insurance tax that constitute the bulk of the overall benefit expense for 2020.

Consultants. The 2020 consultant expense is anticipated to decline by about \$226,000, to \$391,437, as several current projects wrap up this year.

Please don’t hesitate to call Ron or me if you have any questions. We look forward to discussing the draft 2020 Budget with you next week.

Whatcom Council of Governments
2020 Budget (draft #1 10-2-2019)

	2019	2020
CONSOLIDATED	Adopted 12-05-2018	Draft #1 10-2-2019
Beginning Net Cash and Investments	\$ 245,000	\$ 295,000
REVENUE		
Programs & Projects		
Local	\$ 86,705	\$ 87,306
State	425,456	263,263
Federal	1,371,011	1,234,957
Canadian	10,000	60,000
Miscellaneous (foundations, classes, rebates)	24,845	0
Total Programs & Projects	\$ 1,918,017	\$ 1,645,526
Dues		
Bellingham	\$ 54,074	\$ 55,057
Blaine	3,247	3,315
Everson	1,668	1,711
Ferndale	8,334	8,737
Lummi Nation	3,137	3,214
Lynden	8,652	8,841
Nooksack	917	981
Sumas	971	980
Whatcom County (unincorporated)	53,634	54,823
Port of Bellingham	23,992	24,531
Lake Whatcom Water & Sewer	230	230
Birch Bay Water & Sewer	150	150
Opportunity Council	150	150
Public Utilities District #1	-	150
Sudden Valley Association	150	150
Western Washington University	150	150
Total Dues	\$ 159,456	\$ 163,170
Other Revenue		
Interest Income	2,500	2,500
Total Other Revenue	\$ 2,500	\$ 2,500
Total Revenue	\$ 2,079,973	\$ 1,811,196
EXPENSES		
Salaries & Benefits		
Salaries	\$ 756,443	\$ 803,445
Dental Insurance	12,202	12,202
Disability Insurance	3,200	3,399
Health Insurance	129,022	130,793
Life Insurance	1,006	1,017
Retirement Contribution	96,068	103,323
Social Security Equivalent	57,724	61,320
Unemployment Insurance Tax	12,425	17,482
Vision Insurance	2,134	2,134
Workers Compensation Insurance	2,983	2,860
Total Benefits	\$ 316,764	\$ 334,530
Total Salaries & Benefits	\$ 1,073,207	\$ 1,137,975

Whatcom Council of Governments
2020 Budget (draft #1 10-2-2019)

	2019	2020
CONSOLIDATED	Adopted 12-05-2018	Draft #1 10-2-2019
Other Expenses		
Communication Services	\$ 28,600	\$ 28,500
Consultants & Contracted Services	617,473	391,437
Incentives	12,000	10,000
Insurance - Property & Liability	10,500	10,500
Office Equipment & Software	36,120	54,140
Pass Through to Partners	62,845	0
Printing	19,500	21,500
Professional Development	19,750	13,150
Rent	74,000	72,100
Repair & Maintenance	3,000	3,000
Supplies	12,600	10,000
Travel	14,890	19,250
Utilities	13,000	13,000
Total Other Expenses	\$ 924,278	\$ 646,577
Total Expenses	\$ 1,997,485	\$ 1,784,552
Ending Net Cash and Investments	\$ 327,488	\$ 321,644

Whatcom Council of Governments

2020 Budget (draft #1 10-2-2019)

<i>BY PROGRAM/PROJECT</i>	COG Administration	Human Services Transportation Planning	IMTC Core Program Funding	IMTC Border Data Warehouse 3.0	Mobility Management & Travel Training	MPO/RTPO Transportation Planning	SR 547 - Kendall Trail	Smart Trips Program
Type of Work	Administration	Planning	Implementation	Implementation	Implementation	Planning	Prelim. Engineering	Implementation
Major Funding Sources	Local	FTA	FHWA	FHWA/Canada	FTA/WTA	FHWA/FTA/WSDOT/WTA	WSDOT	WSDOT/WTA/COB
REVENUE								
Program Revenue Available	\$ 2,500	\$ 7,450	\$ 181,000	\$ 100,000	\$ 105,000	\$ 818,770	\$ 70,000	\$ 216,000
Dues / Dues used as match	69,531	-	12,642	21,402	-	37,902	-	21,694
Cash Match provided by Partners	-	-	10,000	50,000	-	12,306	-	75,000
Prior Yr. Fringe Benefits Recovered	58	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Indirect Costs Recovered	369,080	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Total Revenue	\$ 441,169	\$ 7,450	\$ 203,642	\$ 171,402	\$ 105,000	\$ 868,978	\$ 70,000	\$ 312,694
EXPENSES								
Salary	\$ 110,658	\$ 3,223	\$ 81,783	\$ 10,125	\$ 40,178	\$ 328,306	\$ -	\$ 108,690
Benefits	73,740	2,148	54,499	6,748	26,769	218,746	-	72,420
Indirect (overhead) Costs	n/a	2,079	52,460	6,529	25,303	211,626	-	71,084
Total Salary, Benefits & Indirect	\$ 184,398	\$ 7,450	\$ 188,742	\$ 23,402	\$ 92,250	\$ 758,678	\$ -	\$ 252,194
Other Expenses								
Communication Services	19,000	-	2,400	-	500	600	-	6,000
Consultants & Contracted Services	63,437	-	3,000	133,000	3,000	87,000	70,000	32,000
Incentives	-	-	-	-	-	-	-	10,000
Insurance - Property & Liability	10,500	-	-	-	-	-	-	-
Office Equipment & Software	39,140	-	-	15,000	-	-	-	-
Pass Through to Partners	-	-	-	-	-	-	-	-
Printing	-	-	3,000	-	8,500	1,000	-	9,000
Professional Development	3,450	-	-	-	-	9,700	-	-
Rent	72,100	-	-	-	-	-	-	-
Repair & Maintenance	3,000	-	-	-	-	-	-	-
Supplies	4,500	-	2,500	-	-	1,000	-	2,000
Travel	2,000	-	4,000	-	750	11,000	-	1,500
Utilities	13,000	-	-	-	-	-	-	-
Total Other Expenses	\$ 230,127	\$ -	\$ 14,900	\$ 148,000	\$ 12,750	\$ 110,300	\$ 70,000	\$ 60,500
Total Expenses	\$ 414,525	\$ 7,450	\$ 203,642	\$ 171,402	\$ 105,000	\$ 868,978	\$ 70,000	\$ 312,694
Total Revenue	\$ 441,169	\$ 7,450	\$ 203,642	\$ 171,402	\$ 105,000	\$ 868,978	\$ 70,000	\$ 312,694
Total Expenses	414,525	7,450	203,642	171,402	105,000	868,978	70,000	312,694
Net Cash Flow	\$ 26,644	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ -	\$ -

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	0	-
Laptop/Tablet replacements	1	900
Modeling computer replacement	1	5,500
Monitor replacements	0	-
Contingency		2,000
		<u>\$ 18,100</u>
Software		
Accounting & Payroll updates	2	\$ 1,600
Adobe licenses & updates	9	5,040
Cloud-based file storage solution	1	1,200
GIS licences & updates	2	7,400
Microsoft licenses & updates	10	1,200
Tableau Analytics Server	1	15,000
TransCAD Transportation Modeling licenses & updates	2	2,600
Contingency		2,000
		<u>\$ 36,040</u>



Proposed Transportation Funding Requests 2020

For the consideration of the
Board of the Whatcom Council of Governments
October 9, 2019



MEMORANDUM

October 2, 2019

TO: The Council Board

FROM: Bob Wilson, Executive Director

RE: **Proposed Regional Transportation Funding Priorities for 2020**

The following transportation funding requests have been submitted by WCOG’s member jurisdictions for inclusion in the list of *Unfunded Transportation Needs of Whatcom County, 2020*, for which Tom Parker and I will advocate in the short 2020 State Legislative Session. Be aware that, unless the requesting jurisdiction requested their removal, projects included in the 2019 list are also included here for your consideration for the 2020 list.

REGIONAL ROAD PRIORITIES

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

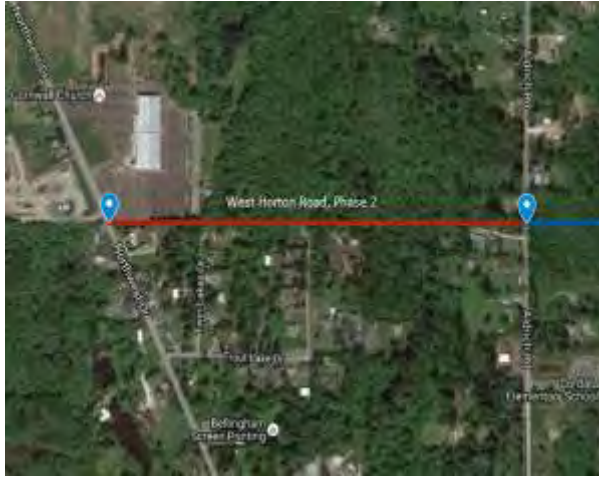


Traffic backed up on State Route 548 due to VACIS inspection.

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

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

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



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

Request: \$16-million.

3. Northwest Drive/Smith Road Roundabout (Whatcom County) – This project calls for 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 in the future. This project will incorporate safe-pedestrian paths that meet the requirements of the Americans with Disabilities Act, provide bike lanes, upgrade the lighting, and improve site drainage as required by the Department of Ecology. **Request: \$5-million**

4. Birch Bay-Lynden Road/Blaine Road Roundabout (Whatcom County) – This project calls for 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 in the future. This project will incorporate safe-pedestrian paths that meet the requirements of the Americans with Disabilities Act, provide bike lanes, upgrade the lighting, and improve site drainage as required by the Department of Ecology. **Request: \$5-million**

5. 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 identified as a barrier to fish passage, and the County currently deems it to be the fish passageway most imminently vulnerable to a catastrophic failure. **Request: \$1.5-million**

6. Marine Drive Improvements (Blaine and the Port of Bellingham) – Marine Drive is a regional treasure, with expansive views of Semiahmoo Bay and Drayton Harbor. It also serves as a section of the breakwater for Blaine Harbor, which contains an important commercial and recreational marina. In 2016, Reid Middleton, under contract with the Port of Bellingham and the City of Blaine, did an alternatives analysis for completing the last phase of Marine Drive (approximately 1,400-feet long). The project limits are from the



western edge of Gate 3 in Blaine Harbor to the Fisherman’s Pier at the end of the road. Marine Drive within the project limits is a narrow roadway constructed on fill. The shoreline slopes of the roadway are protected by rip-rap, concrete rubble, and timber bulkhead structures in varying conditions of decline. There is erosion, settlement and loss of roadway in this area. The western end of the roadway, adjacent to Fisherman’s Pier and the timber bulkhead where the road narrows, is in particularly poor condition. Since 2015, the road has been closed to vehicle traffic in this area and is open only to pedestrians and pier maintenance vehicles. As one of the only piers that allow for vehicle access in the state, this project will enhance access for recreation for both City residents and visitors. After an extensive public process, a preferred alternative was selected that would reopen the road and provide improved access for bikes, pedestrians and disabled persons. The Port of Bellingham, whose bulkhead supports the south side of the road, and the City of Blaine are partners in this project. **Request: \$3-million**

7. Bradley and Line Roads Corridor Arterial

Improvements (Lynden) – This section of the City arterial road system is a critical link between Lynden High School and Lynden Middle School. Line Road is 24-feet wide with no bike or pedestrian facilities, and Bradley Road has a widened shoulder on one side, offering limited protection to pedestrians. The City reconstructed a \$1-million initial section of Line Road fronting the Middle School in conjunction with the school’s opening, but project costs and complexities have prevented the completion of the full corridor. The City has completed 50 percent



Line Road with no bike or pedestrian facilities (looking north toward new Middle School)



design-level plans for this corridor completion project. This corridor is also a new WTA route, and thousands of recreational vehicles use it to visit the nationally-acclaimed KOA campground on Line Road. The East Lynden residential community primarily served by this corridor is growing by about 100 homes a year.

This project would construct the final ¾ miles of this all-weather arterial roadway, including bike lanes and ADA-compliant sidewalks to enhance walkability and safely convey school children to and from the surrounding residential neighborhoods. It would also replace an old and undersized culvert under Line Road near the campground that drains into Kamm Creek. Finally, the project will also incorporate stormwater treatment facilities to protect water quality in Kamm Creek and the Nooksack Basin (WRIA 1).

Request: \$3-million.

8. Duffner Ditch Culvert Replacement (Lynden) – This project would replace the existing twin 48-inch concrete culverts with an 18-foot by 6-foot by 130-foot box culvert. It is currently at the 60% design level and is fully permitted, as it is included in WSDOT’s plan for the widening of State Route 539 (Guide Meridian) funded by the Connecting Washington program. All necessary right-of-way for the project has been obtained. This culvert is on WSDOT’s “Fish Passage Barrier” list and requires corrective action per the Federal Court Injunction. Replacement of these culverts in advance of the larger Guide widening project would allow the Guide project to be completed with fewer impacts to International, State, Regional, and Local Commerce and reduce the risk of flooding in this area.

Request: \$3.4-million

REGIONAL TRANSIT PRIORITIES (listed in order of priority)

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

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

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**

2. Bellingham Station Expansion (WTA) –

WTA has developed design concepts to expand its station in downtown Bellingham, which was built in 1980 with ten bus gates. Bellingham Station is at capacity and must be expanded to build out the High-Frequency Transit Network (WTA’s GO Line services) and to support transit service to the rapidly-developing Waterfront District. The station would be expanded by adding a passenger concourse and four bus gates in



the Railroad Avenue right-of-way to the southwest of the existing station. The new gates would accommodate articulated coaches and provide charging for electric buses.

Request: \$4-million

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

Request: Capital support in an amount to be determined by the Legislature

SUGGESTED MOTION: Move to adopt the list of Unfunded Transportation Needs of Whatcom County, 2020.

Whatcom Council of Governments
Board Budget Report
 January through September 2019
 (75% of the year)

	<u>Jan - Sep 19</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
333 · Federal Grants	785,840	1,371,011	57%
334 · State Grants	186,394	425,456	44%
337 · Local Grants	95,913	86,705	111%
361 · Interest Income	4,556	2,500	182%
367 · Contributions & Donations	65,495	34,845	188%
368 · Membership Dues	159,606	159,456	100%
369 · Other Income	1,569		
389 · Other Nonrevenues	16,802		
Total Income	<u>1,316,175</u>	<u>2,079,973</u>	<u>63%</u>
Expense			
505 · Communication Services	18,201	28,600	64%
510 · Consultants & Contract Services	302,348	617,473	49%
515 · Incentives	7,649	12,000	64%
520 · Insurance- Property & Liability	9,574	10,500	91%
530 · Office Equipment & Software	28,451	36,120	79%
535 · Pass-Through Funding	36,573	62,845	58%
545 · Printing	9,710	19,500	50%
550 · Professional Development	8,288	19,750	42%
555 · Rent	56,099	74,000	76%
560 · Repair & Maintenance	1,931	3,000	64%
565 · Payroll - Salaries & Wages	505,152	756,443	67%
566 · Payroll - Taxes & Benefits	258,891	316,764	82%
575 · Supplies	7,638	12,600	61%
580 · Travel	16,675	14,890	112%
585 · Utilities	10,169	13,000	78%
590 · Miscellaneous Expense	18,316		
Total Expense	<u>1,295,665</u>	<u>1,997,485</u>	<u>65%</u>
Revenue less Expense	<u><u>20,510</u></u>	<u><u>82,488</u></u>	

Balance Sheet as of:

	<u>1/1/2019</u>	<u>9/30/2019</u>	<u>Cash Target</u>
Cash on hand	\$ 266,134	\$ 88,277	\$329,292
Investment Account	72,815	291,317	\$379,594
Accounts Receivable	142,859	224,756	
Total	<u>\$ 481,808</u>	<u>\$ 604,350</u>	
Accounts Payable	94,835	44,456	
Working Capital	<u>\$ 386,973</u>	<u>\$ 559,894</u>	

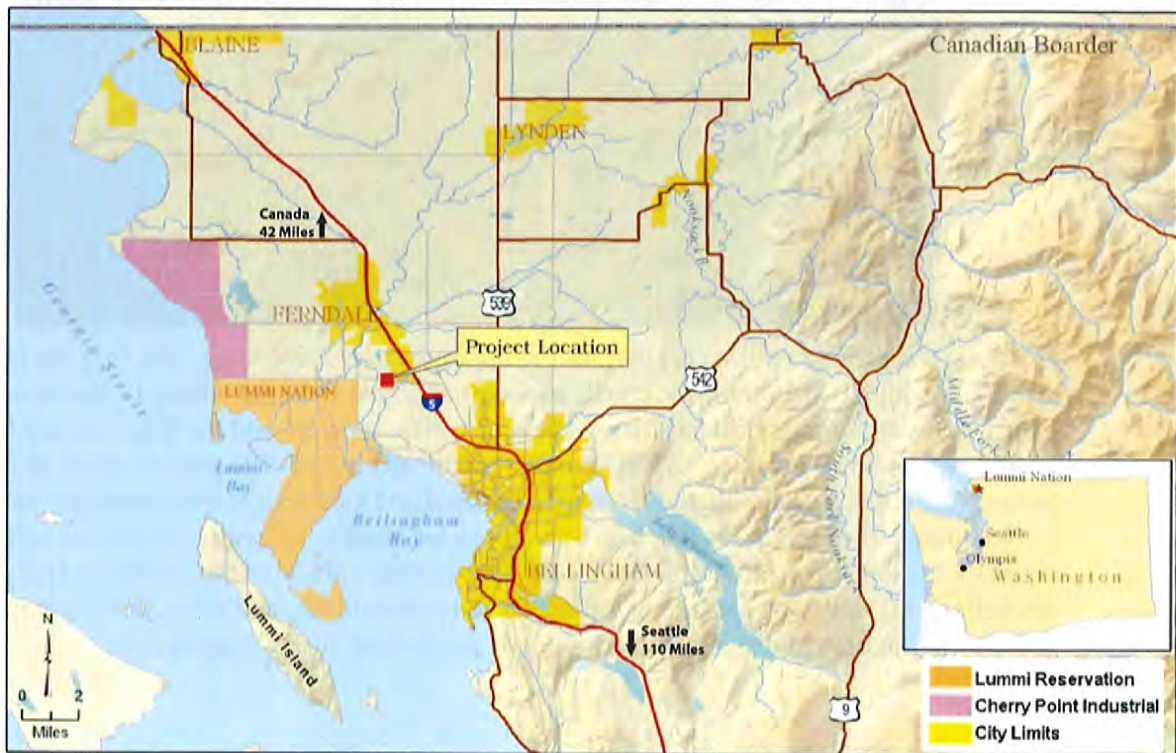
Slater Road and Bridge Project

PROJECT DESCRIPTION and SUMMARY

Type of Project: This Road and Bridge project investment will have significant safety, transportation, and economic impacts in Northwest Washington: including, Whatcom County, the City of Ferndale, the City of Bellingham, the Cherry Point Heavy Impact Industrial Zone, and on the Lummi Indian Reservation. This is an eligible roadway and bridge project under Title 23, United States Code. The Slater Road project will elevate 1,900 linear feet of roadway above flood stage and replace the undersized culverts carrying Tennant Creek flows under the roadway with a new bridge span.

Location of Project: Slater Road is located in Whatcom County, Washington and borders the northern boundary of the Lummi Indian Reservation (Reservation) west of Ferndale Road. Slater Road directly serves Whatcom County rural residential and agricultural areas, the City of Ferndale, the Reservation, the Cherry Point Heavy Impact Industrial Zone, and the County-operated Lummi Island Ferry Terminal (located on the Reservation). The City of Bellingham is served indirectly via residential and commercial traffic to and from the city. The project area is within Washington's 2nd Congressional District.

Funds Requested: \$19,000,000.00



Project Overview:

The project consists of flood-proofing approximately 1,900 linear feet of Slater Road in rural Whatcom County by raising the roadbed by twelve (12) feet above its current elevation (see road profile below). The specific section of Slater Road proposed for elevation crosses Washington

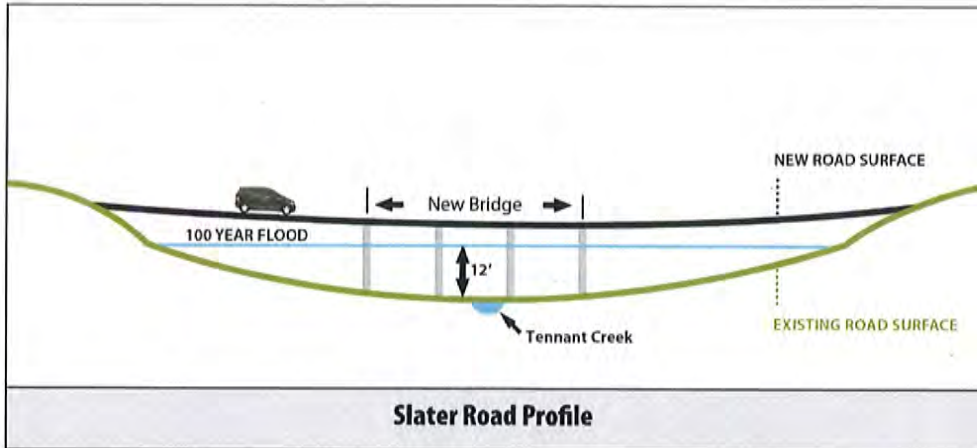
State Department of Fish and Wildlife property but is within a Whatcom County road right-of-way.

Slater Road traverses the Lower Nooksack River floodplain, and crosses the river's main channel and Tennant Creek in the immediate vicinity of the proposed project. This portion of the Lower Nooksack River floodplain consists primarily of a large wetland complex with several tributary streams. The adjacent wetlands and floodplain drain into Tennant Creek via overland flow, subsurface flow, and drainage ditches, generally extend north and south from Slater Road, and are connected by two 10-foot diameter culverts under Slater Road. The floodplain around the project location is generally bowl shaped, with the low point (Tennant Creek) at an elevation of approximately 10 feet above mean sea level (MSL).

The Veteran's Day 1990 flood (pictured below) was typical of a severe Lower Nooksack River flood. This 50-year flood event closed five roads in the area, including Slater Road.



By raising Slater Road twelve (12) feet for the approximately 1,900 linear feet that are most prone to flooding, often annually, crucial all-weather access to key residential, commercial, and industrial centers and critical facilities in the area will be secured, and the flood-caused bypass traffic congestion through the City of Ferndale will be eliminated. The project would also enhance Slater Road's ability to handle the increasing regional and local freight and passenger vehicle traffic through the local area. The investment in Slater Road is necessary to improve safety; maintain the long-term structural integrity of the roadway; preserve the economic and environmental vitality of the Lummi Nation, the City of Ferndale, and Whatcom County; and provide for the predictable movement of goods and people during flood events.

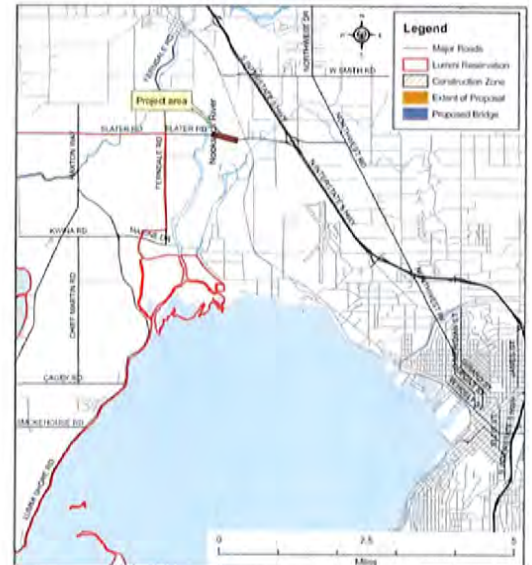


Project Location:

The section of Slater Road proposed for reconstruction and elevation lies between the Slater Road Bridge over the Lower Nooksack River and north-south BNSF railroad tracks. The easterly limit of the project is approximately one mile west of I-5 Exit 260.

Transportation Challenges:

Slater Road is the primary roadway for access to the Lummi Indian Reservation, Lummi Island (via the Ferry Terminal located on the Reservation), and the Cherry Point Heavy Impact Industrial Zone. Portions of Slater Road are periodically closed or restricted to limited use on an annual basis due to floodwaters. Floodwaters over Slater Road frequently closes this roadway for several days at a time during "routine" flood events, with more extreme events such as the 1990 flood closing facilities for longer periods and requiring extensive post-flood repairs. Floodwaters can also overtop Slater Road very suddenly, creating safety hazards for motorists caught off-guard.



The photo above shows water ponding along Slater Road from the Washington State Fish and Wildlife parking lot to the south. Ponding at this location can submerge one lane for as long as week. Sometimes the water will recede off the roadway, only to have a heavy rainstorm cause

the water to cover parts of the road way again. Much of the time during flood events Slater is open to traffic, but will still be overtopped.

.This frequent and sustained flooding severely and regularly limits access to the many communities and business areas served by Slater Road.