



MEETING OF THE BOARD OF THE  
WHATCOM COUNCIL OF GOVERNMENTS  
**Wednesday, December 13, 2017, 3:30-5:00 p.m.**  
Gordon W. Rogers Conference Room  
314 East Champion Street  
Bellingham, Washington

**AGENDA**

PAGES

- |       |    |  |
|-------|----|--|
|       | A. | CALL TO ORDER  |
|       | B. | PUBLIC COMMENT<br>Citizens may speak informally to the Board on agenda items or other matters relating to the business of the Whatcom Council of Governments. <i>Each speaker is allowed a maximum of three minutes.</i> |
|       | C. | AGENDA APPROVAL*   |
|       | D. | CONSENT AGENDA*  |
| 2-8   |    | D.1 Minutes of the Meeting of October 11, 2017   |
| 9-11  |    | D.2 October – November 2017 Claims   |
|       | E. | BUDGET REPORT<br>Budget Report as of November 30, 2017 – Ron Cubellis  |
| 12    |    |  |
|       | F. | OLD BUSINESS   |
|       | G. | NEW BUSINESS   |
| 13-16 |    | G.1 Adoption of 2018 Budget, Final Draft – Ron Cubellis*   |
| 17-19 |    | G.2 2017 Budget Amendment – Ron Cubellis*  |
| 20    |    | G.3 Adoption of 2018 WCOG Meeting Schedule – Ron Cubellis*   |
|       |    | G.4 Other New Business (if any)  |
| 21-22 | H. | CORRESPONDENCE   |
|       | I. | BOARD OPEN FORUM   |
|       | J. | ADJOURN  |

\* Action item

WHATCOM COUNCIL OF GOVERNMENTS  
BOARD MINUTES – DRAFT  
October 11, 2017

IN ATTENDANCE:

MEMBERS     VOTING: Michael McAuley, Port of Bellingham (Vice-Chairman); Terry Bornemann, Bellingham; Michael Lilliquist, Bellingham; Harry Robinson, Blaine; Jon Mutchler, Ferndale; Scott Korthuis, Lynden; Tom Jones, Nooksack; Satpal Sidhu, Whatcom County; NON-VOTING: Donna Gibbs, Western Washington University; Pete Stark, Whatcom Transportation Authority

GUESTS       Todd Carlson, WSDOT; Paul Greenough, Blaine; Tom Parker, Parker Northwest; Joe Rutan, Whatcom County; Greg Young, Ferndale

STAFF         Bob Wilson, Ron Cubellis

A.     CALL TO ORDER

At 3:38 p.m., in the absence of a quorum and with no Board officers in attendance, there was consensus for Mr. Wilson to present the informational items on the agenda to the representatives present.

B.     PUBLIC COMMENT

No members of the public were in attendance.

E.     BUDGET REPORT

Mr. Cubellis presented the budget report as of September 30, 2017, and he and Mr. Wilson responded to questions from the representatives.

G.     NEW BUSINESS

G.1    Presentation of 2018 Budget, First Draft

Mr. Wilson presented the draft budget, and he and Mr. Cubellis answered questions posed by the representatives. Mr. Wilson then informed the Board that the Executive Committee would review the second draft at its meeting on December 13<sup>th</sup>, immediately before the Council Board meeting at which the final draft will be acted on. He also encouraged the representatives to contact him or Mr. Cubellis at any time if they have questions about the draft budget.

Mr. Cubellis then shared with the Board concerns he and Mr. Wilson have discussed recently about the possibility of not being able to meet payroll and other recurring expenses in a given month due to the irregular nature of the Council's cash flow and the lack of either a cash reserve or a line of credit. Mr. Wilson added that he believes

WCOG needs to have about two months of cash on hand for recurring expenses such as payroll, benefits, rent and utilities. Further discussion of this matter will be placed on the agenda of the Executive Committee meeting scheduled for December 13<sup>th</sup>.

(At 4:17 p.m., Mr. McAuley arrived and a quorum was obtained, and he assumed the chair.)

C. AGENDA APPROVAL

Mr. Wilson requested that the two items in the Consent Agenda be removed from it and addressed as separate action items.

**MOTION:** Mr. Lilliquist moved, Mr. Jones seconded, to approve the agenda with the amendment requested by the Executive Director.

**MOTION PASSED**

D. CONSENT AGENDA

D.1 Minutes of the Meeting of January 18, 2017

Mr. Wilson distributed a substitute for the draft minutes that were included in the meeting packet, which incorrectly listed Birch Bay Water & Sewer District (BBWSD) representative Patrick Alesse as a non-voting member. At the January 2017 Council Board meeting, BBWSD was still a voting member.

**MOTION:** Mr. Korthuis moved, Mr. Jones seconded, to approve the minutes of the Council Board meeting of January 18, 2017, as amended.

D.2 June – September 2017 Claims

Included in the meeting packet sent to the representatives on October 4, 2017, was a listing of claims from June 1 through September 29, 2017, totaling \$563,049.77, and which were audited and certified by the Executive Director acting as the Auditing Officer as required by RCW 42.24.090.

**MOTION:** Korthuis moved, Mr. Lilliquist seconded, to authorize payment of the claims listed for the period beginning June 1, 2017, and running through September 29, 2017, in the total amount of \$563,049.77.

**MOTION PASSED**

F. OLD BUSINESS

None

G. NEW BUSINESS (continued)

G.2 Adoption of 2018 Transportation Funding Requests

Mr. Wilson described the funding requests submitted by member jurisdictions. Based on information provided by Mr. Carlson about the status of the funding authorized for Slater Road improvements in the 2015 *Connecting Washington* bill, there was consensus that there was no need to include another request for that project during the 2018 State Legislative session. The remaining five requests follow:

Blaine: I-5 Exit 274 Interchange Improvements – This request is necessitated by the defunding in 2016 of the \$45-million Exit 274 interchange improvements project contained in *Connecting Washington*, and the Governor’s veto of a \$12-million project at this location included in the adopted State Transportation Budget in 2017. The City is currently working with WSDOT to develop a “practical solution” to address the lack of southbound access to Blaine’s city center from I-5 south of Exit 276; congestion from northbound I-5 to the Pacific Highway port-of-entry into British Columbia, and; deficient freeway access to the Blaine Industrial Area. WSDOT has indicated that this process should be completed by the end of 2017, with an amount determined for the project’s construction. Request: To be determined.

Lynden: Duffner Ditch Culvert Replacement – 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 percent level for plans and is fully permitted, as it is included in WSDOT’s plan for the widening of State Route 539. All necessary right-of-way for the project has been obtained. This culvert is on WSDOT’s “Fish Passage Barrier” list that requires corrective action per the Federal Court Injunction. Construction in advance of the larger widening project would allow that project to be completed with fewer impacts on travelers. Request: \$3.4-million.

WCOG (on behalf of the Kendall-Columbia Valley Connectivity Plan Association): Kendall Highway Pedestrian and Bicycle Safety Trail – This request would fund 30 percent design, topographical and geotechnical analyses, and wetland delineation needed for the development of a 3.15-mile separated trail constructed along SR 547 to safely connect several large neighborhoods to key destinations in this rural, low-income community, including Kendall Elementary School, the library, the East Whatcom Regional Resource Center, and WTA transit stops. This work would be performed by a consulting engineer under a contract with WCOG, which is overseeing this effort in consultation with Whatcom County and WSDOT. Request: \$315,000.

Whatcom County: West Horton Road Multi-modal Corridor Extension, Phase 2 – This project 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: TBD, up to \$16-million.

Western Washington University, Bellingham and WTA: Lincoln Creek Transportation Center Improvements – This facility – owned and operated by WWU – serves as both a park-and-ride lot and a regional transit center, providing parking for about 500 cars along with regular WTA bus service to Western and employment centers in Whatcom, Skagit and Snohomish counties. This project would correct the facility’s significant surface deficiencies (uneven grade, potholes, pavement failure and inadequate drainage) and improve its storm water management infrastructure. Request: TBD, up to \$8-million.

**MOTION:** Mr. Korthuis moved, Mr. Bornemann seconded, to adopt the five previously-listed funding requests as the “2018 Unfunded Transportation Needs of Whatcom County.”

**MOTION PASSED**

G.3 Authorize the Executive Director to Send a Letter in Support of Bellingham International Airport

Mr. Wilson directed the representatives’ attention to the draft letter to U.S. Secretary of Transportation Elaine Chao which was included in the meeting packet, and then he briefly summarized the situation.

**MOTION:** Mr. Lilliquist moved, Mr. Bornemann seconded, to instruct the Executive Director to send a letter to U.S. Secretary of Transportation Elaine Chao expressing the Council’s disappointment in both the Federal Highway Administration and the Federal Aviation Administration for their unwillingness to provide a reasonable accommodation to Bellingham International Airport so that it can practicably meet FAA runway safety regulations, and requesting the Secretary’s assistance in bringing the parties together to find a satisfactory solution for all.

**MOTION PASSED**

(A copy of the letter is attached to these minutes.)

H. EXECUTIVE DIRECTOR'S REPORT

Mr. Wilson directed the representatives' attention to the list of chairpersons of WCOG going back to its establishment in 1966, which was included in the meeting packet.

I. BOARD OPEN FORUM

No comments were offered by the representatives.

J. ADJOURNMENT

There being no further business, the meeting adjourned at 4:30 p.m.

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Robert J. Bromley  
Chairman

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Robert H. Wilson, AICP  
Executive Director



October 12, 2017

The Honorable Elaine L. Chao, Secretary of Transportation  
U.S. Department of Transportation  
1200 New Jersey Avenue, SE  
Washington, DC 20590

Madam Secretary:

The Whatcom Council of Governments (WCOG) is the state-designated regional council for Whatcom County, Washington, and also serves as the federally-recognized metropolitan planning organization for the Bellingham Urbanized Area. At its meeting yesterday, WCOG's Board acted unanimously to instruct me to send you this letter urging your Department to provide reasonable administrative relief for one of our region's critical transportation and economic development assets, Bellingham International Airport (BLI), a federally-obligated public-use commercial service airport owned and operated by the Port of Bellingham.

The Federal Aviation Administration's *Airport Design Criteria* require airports to maintain 500,000 square-foot, cleared and graded Runway Safety Areas (RSA). At BLI, the RSA for the Runway 34 end of its single Runway 34-16 is in compliance with this requirement, but the Runway 16 end is not, since a very small portion of the required RSA – less than one-and-a-half percent – is within the right-of-way of Interstate 5 and not on the Airport's property. However, until last year, when FAA's Northwest Mountain Region informed BLI that the Runway 16 RSA must be brought into full compliance, this minor deficiency did not seem to be a fatal flaw. In fact, the Northwest Mountain Region determined in 2005 that the Runway 16 RSA met 98.65 percent of the required standard, and it subsequently awarded BLI an Airport Improvement Program (AIP) grant for runway improvements (in 2010) and approved its AIP-funded master plan and airport layout plan in 2015.

In light of this recent FAA directive, the Airport is currently seeking an interagency agreement with the Federal Highway Administration and the Washington State Department of Transportation that would allow it to construct a retaining wall within the I-5 right-of-way – but well outside the 35-foot clear zone – to meet the required RSA design standard. This approach is the only one of the eleven alternatives analyzed by BLI's airport master planning consultant that is economically and operationally practicable for the Airport. Unfortunately, FHWA refuses to grant the Airport's request, citing the need to preserve right-of-way in the event an additional lane is needed on this portion of I-5. For your information, the metropolitan transportation plan adopted by WCOG in June

The Honorable Elaine L. Chao  
Page Two

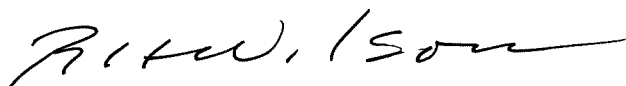
of this year – *Whatcom Mobility 2040* – does not call for the addition of lanes on I-5 anywhere in Whatcom County through the Plan’s horizon year of 2040. Even in the unlikely event that such a need is identified after 2040, an additional lane could be added in the median or on the shoulder side with a 32-foot wide (instead of a 35-foot wide) clear zone. It should also be pointed out that when the Airport deeded the right-of-way to FHWA in 1972 so that that section of I-5 could be built, it did so on the condition that operation of the Airport would not be impeded by the freeway.

The Board of the Whatcom Council of Governments finds it deeply troubling that the rigidity of both the FAA and the FHWA will result in a significant economic hardship for the Airport and the Port of Bellingham, especially when a very small and reasonable accommodation from either of these agencies could prevent it. Indeed, such an accommodation would be consistent with Congress’s 2005 runway safety mandate, which acknowledged that improvements must be achieved “to the extent *practicable*” (emphasis added).

Therefore, we respectfully request your assistance in bringing the parties together to facilitate a reasonable accommodation in this matter. Your help would be greatly appreciated by the jurisdictions constituting the Whatcom Council of Governments and the citizens and businesses of Whatcom County.

Thank you for your consideration.

Very truly yours,



Robert H. Wilson, AICP  
Executive Director

Copies: The Hon. Jay Inslee, Governor of Washington  
The Hon. Patty Murray, U.S. Senator  
The Hon. Maria Cantwell, U.S. Senator  
The Hon. Rick Larsen, U.S. Representative  
The Hon. Suzan DelBene, U.S. Representative  
The Hon. Michael P. Huerta, Administrator, FAA  
The Hon. Brandye Hendrickson, Acting Administrator, FHWA  
The Hon. Roger Millar, Secretary of Transportation, Washington  
Commissioners, Port of Bellingham  
Rob Fix, Executive Director, Port of Bellingham  
Sunil Harman, Director of Aviation, Port of Bellingham  
Council Board, Whatcom Council of Governments



**Whatcom Council of Governments**  
**CLAIMS LISTING**  
**October through November 2017**

Date	Num	Source Name	Memo	Paid Amount
<b>Oct - Nov 17</b>				
10/01/2017	RC	Clearly Communications	Communication Services	178.32
10/01/2017	RC	Google	Communication Services	79.16
10/01/2017	MF	LogMeIn	Communication Services	31.53
10/02/2017	EFT	NAVIA Benefits	Benefits	300.00
10/02/2017	RC	Intuit Payroll Service	Office Equipment & Software	39.13
10/02/2017	BW	Bellingham Frameworks	Supplies	176.39
10/03/2017	RC	Citrix	Communication Services	122.29
10/03/2017	MF	Amazon Web Services	Communication Services	304.92
10/03/2017	MF	Amazon Web Services	Communication Services	304.91
10/04/2017	RC	Office Depot	Supplies	47.28
10/04/2017	RC	Office Depot	Supplies	15.20
10/04/2017	RC	Nest Labs	Office Equipment & Software	214.14
10/04/2017	BW	ADT Security Systems	Utilities	55.46
10/04/2017	MA	Four Points by Sheraton	Miscellaneous Expenses	1,580.82
10/05/2017	MF	Amazon	Supplies	29.75
10/05/2017	BW	Hotel RL by Red Lion	Travel	113.81
10/06/2017	E-pay	WA Dept of Employment Security	Payroll Taxes QB Tracking # 381070442	881.78
10/06/2017	eft	WA Dept of L&I	Payroll Taxes	684.38
10/07/2017	MF	Rogers Media	Communication Services	88.77
10/08/2017	RC	Louis Auto Glass	Miscellaneous	541.19
10/08/2017	RC	Ting Inc.	Communication Services	8.40
10/09/2017	JM	Community Food Co-op	Supplies	15.71
10/10/2017	ACH	NAVIA Benefits	Benefits	2.00
10/10/2017	BW	Delta Airlines	Travel	49.00
10/11/2017	2236	Anvil Engineering	Employer Partner	100.00
10/11/2017	2237	Applied Digital Imaging	Printing	137.05
10/11/2017	2238	Avenue Bakery LLC	Incentives	90.00
10/11/2017	2239	Bay City Supply	Supplies	204.67
10/11/2017	2240	Bellingham Herald (advertising)	Public Hearing Notices	69.48
10/11/2017	2241	Bob Wilson	Expense Reimbursement	166.68
10/11/2017	2242	Bruce's Janitor Service	Janitorial	625.00
10/11/2017	2243	BTC Leasing	Office Equipment/Software	449.18
10/11/2017	2244	Cascade Natural Gas	Utilities	16.81
10/11/2017	2245	Champion Building LLC	Rental	5,496.32
10/11/2017	2246	Hardware Sales	Repair & Maint./Supplies	25.00
10/11/2017	2247	IBI Group US	Professional Services	2,160.00
10/11/2017	2248	Lethal Coe III	Expense Reimbursement	714.93
10/11/2017	2249	Parker Northwest Associates	Professional Services	3,493.00
10/11/2017	2250	Puget Sound Energy	Utilities	253.88
10/11/2017	2251	Ricoh USA Inc.	Office Equipment/Software	541.87
10/11/2017	2252	Robeks Fruit Smoothies	Incentives	45.75
10/11/2017	2253	Ron Cubellis	Expense Reimbursement	176.53
10/11/2017	2254	Sanitary Service Corporation	Utilities	72.93
10/11/2017	2255	The Bagelry	Incentives	1,176.00
10/11/2017	2256	US Bank	Purchase Card	4,477.52
10/11/2017	RC	Comcast	Communication Services	337.13
10/11/2017	RC	Amazon	Supplies	4.98
10/11/2017	BW	Fred Meyer	Supplies	7.53
10/11/2017	BW	Starbucks	Supplies	17.34
10/12/2017	Transfer	WCOG Petty Cash	Petty Cash Refill	575.84
10/12/2017	RC	Heroku	Communication Services	170.11
10/12/2017	RC	Heroku	Communication Services	9.00
10/12/2017	RC	Amazon	Supplies	59.55
10/12/2017	RC	Intuit Payroll Service	Office Equipment & Software	663.02
10/13/2017	1030	Wolle, Robert	Incentives	250.00
10/13/2017	1031	Curry, Debbie	Incentives	1,000.00
10/14/2017	MF	Amazon	Supplies	7.46
10/14/2017	MF	Amazon	Supplies	17.84
10/15/2017	BW	Delta Airlines	Travel	25.00
10/16/2017	RC	AWC	Professional Development	25.00
10/16/2017	BW	Taxi Ellabell, GA	Travel	41.00
10/17/2017	MF	Hotel RL by Red Lion	Travel	135.97
10/18/2017	RC	GroupSpaces Ltd	Communication Services	19.99
10/21/2017	BW	Westin Hotel & Reports	Travel	929.48
10/22/2017	BW	SeaTac Airport	Travel	100.00

**Whatcom Council of Governments**  
**CLAIMS LISTING**  
**October through November 2017**

Date	Num	Source Name	Memo	Paid Amount
10/23/2017	RC	American Planning Association		
10/23/2017	RC	American Planning Association	Professional Development	742.00
10/23/2017	JM	American Planning Association		
10/23/2017	JM	American Planning Association	Professional Development	288.00
10/24/2017	RC	Digital River Inc.	Office Equipment & Software	23.37
10/25/2017	1033	Jaymes McClain	Travel	117.16
10/25/2017	RC	Federal Express	Printing	267.40
10/28/2017	MF	Literature & Latte	Office Equipment & Software	16.29
10/30/2017	EFT	Intuit Payroll Service	Created by Payroll Service on 10/27/2017	37,381.74
10/30/2017	E-pay	Internal Revenue Service	Federal Employment Tax QB Tracking # 383331712	6,757.00
10/30/2017	E-pay	Internal Revenue Service	Federal Employment Tax QB Tracking # 383331712	819.35
10/30/2017	E-pay	Internal Revenue Service	Federal Employment Tax QB Tracking # 383331712	819.35
10/30/2017	E-pay	Internal Revenue Service	Federal Employment Tax QB Tracking # 383331712	0.00
10/30/2017	RC	Amazon	Supplies	49.28
10/30/2017	RC	Amazon	Supplies	7.21
10/31/2017	EFT	WA Dept of Retirement Systems	PERS Contribution	3,919.59
10/31/2017	EFT	WA Dept of Retirement Systems	PERS Contribution	6,745.10
10/31/2017	EFT	Mass Mutual	Retirement	2,865.00
10/31/2017	EFT	Mass Mutual	Retirement	3,292.88
10/31/2017	EFT	Mass Mutual	Retirement	949.00
10/31/2017	EFT	AWC	Benefits	8,152.67
10/31/2017	ACH	AWC	Benefits	1,109.00
10/31/2017	2257	AFLAC	Employee Paid Coverage	77.82
10/31/2017	2258	AWC-Additional Life	Employee Paid Life Ins.	22.50
10/31/2017	2259	United Way	Employee Contributions	500.00
10/31/2017	EFT	NAVIA Benefits	Benefits	300.00
10/31/2017	MF	LogMeIn	Communication Services	31.53
11/01/2017	RC	Clearly Communications	Communication Services	178.32
11/02/2017	RC	Google	Communication Services	79.16
11/02/2017	RC	Intuit Payroll Service	Office Equipment & Software	39.13
11/03/2017	RC	Louis Auto Glass	Miscellaneous	541.20
11/03/2017	MF	Amazon Web Services	Communication Services	219.82
11/03/2017	mf	American Planning Association		
11/03/2017	mf	American Planning Association	Professional Development	539.00
11/04/2017	BW	ADT Security Systems	Utilities	55.46
11/06/2017	MF	Rogers Media	Communication Services	42.31
11/07/2017	RC	Ting Inc.	Communication Services	8.40
11/08/2017	2260	Applied Digital Imaging	Printing	46.94
11/08/2017	2261	Bay City Supply	Supplies	42.85
11/08/2017	2262	Bob Wilson	Expense Reimbursement	315.18
11/08/2017	2263	Bruce's Janitor Service	Janitorial	625.00
11/08/2017	2264	BTC Leasing	Office Equipment/Software	449.18
11/08/2017	2265	Capitol City Press	Printing	2,561.38
11/08/2017	2266	Cascade Natural Gas	Utilities	90.18
11/08/2017	2267	Champion Building LLC	Rental	5,496.32
11/08/2017	2268	Good Eye Design	Professional Services	841.24
11/08/2017	2269	Jaymes McClain	Expense Reimbursement	22.00
11/08/2017	2270	Lethal Coe III	Expense Reimbursement	12.31
11/08/2017	2271	Melissa Fanucci	Expense Reimbursement	229.68
11/08/2017	2272	Pitney Bowes	Postage	184.61
11/08/2017	2273	Puget Sound Energy	Utilities	225.61
11/08/2017	2274	Ricoh USA Inc.	Office Equipment/Software	58.18
11/08/2017	2275	Sanitary Service Corporation	Utilities	52.93
11/08/2017	2276	US Bank	Purchase Card	8,679.77
11/08/2017	2277	WA State Auditor's Office	Professional Services	7,866.95
11/08/2017	MF	Vancouver Airport Authority (ven...	Travel	42.33
11/09/2017	RC	Heroku	Communication Services	170.14
11/09/2017	RC	Heroku	Communication Services	9.00
11/09/2017	MF	Marriott	Travel	398.00
11/09/2017	MF	Marriott	Travel	398.00
11/10/2017	eft	NAVIA Benefits	Benefits	2.00
11/10/2017	MA	Seattle Fabrics	Supplies	279.87
11/10/2017	MA	Spruce Stationary & Design	Supplies	245.39
11/14/2017	Transfer	WCOG Petty Cash	Petty Cash Refill	1,367.16
11/14/2017	1034	Wessel, Ann	Incentives	250.00
11/16/2017	RC	MRSC	Professional Development	35.00

**Whatcom Council of Governments**  
**CLAIMS LISTING**  
October through November 2017

<u>Date</u>	<u>Num</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
11/16/2017	MF	Starbucks	Supplies	34.68
11/16/2017	JM	The Bagelry	Supplies	35.76
11/18/2017	RC	GroupSpaces Ltd	Communication Services	19.99
11/18/2017	MA	Woods Coffee	Supplies	30.33
11/20/2017	HC	EB Innovations	Professional Development	150.00
11/25/2017	MF	Adobe	Office Equipment & Software	130.31
11/29/2017		Intuit Payroll Service	Created by Payroll Service on 11/27/2017	39,453.89
11/29/2017	eft	WA Dept of Retirement Systems	PERS Contribution	3,888.65
11/29/2017	eft	WA Dept of Retirement Systems	PERS Contribution	6,691.85
11/29/2017	E-pay	Internal Revenue Service	Federal Employment Tax QB Tracking # 526026017	6,519.00
11/29/2017	E-pay	Internal Revenue Service	Federal Employment Tax QB Tracking # 526026017	845.50
11/29/2017	E-pay	Internal Revenue Service	Federal Employment Tax QB Tracking # 526026017	845.50
11/29/2017	E-pay	Internal Revenue Service	Federal Employment Tax QB Tracking # 526026017	0.00
11/29/2017	eft	Mass Mutual	Retirement	2,865.00
11/29/2017	eft	Mass Mutual	Retirement	3,266.88
11/29/2017	eft	Mass Mutual	Retirement	949.00
11/29/2017	2278	AFLAC	Employee Paid Coverage	77.82
11/29/2017	2279	AWC-Additional Life	Employee Paid Life Ins.	22.50
11/29/2017	2280	United Way	Employee Contributions	500.00
11/30/2017	eft	AWC	Benefits	8,152.67
11/30/2017	eft	AWC	Benefits	1,109.00
<b>Oct - Nov 17</b>				<b>214,294.75</b>

**The Council Board retroactively approves the payments made during October 2017 through November 2017 for the above listed claims in the total amount of: \$214,294.75\***

\_\_\_\_\_  
**Board Officer**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

# Whatcom Council of Governments

## Board Budget Report

January through November 2017

(92% of the year)

	<u>Jan - Sep 17</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>			
333 · Federal Grants	774,190	870,186	89%
334 · State Grants	291,422	276,984	105%
337 · Local Grants	125,797	86,861	145%
361 · Interest Income	1,497	1,500	100%
367 · Contributions & Donations	700		
368 · Membership Dues	146,047	146,299	100%
369 · Other Income	16,396	36,922	44%
389 · Other Nonrevenues	4,449		
<b>Total Income</b>	<u>1,360,498</u>	<u>1,418,752</u>	<u>96%</u>
<b>Expense</b>			
505 · Communication Services	27,007	35,900	75%
510 · Consultants & Contract Services	146,768	178,193	82%
515 · Incentives	10,663	10,600	101%
520 · Insurance- Property & Liability	9,710	11,000	88%
530 · Office Equipment & Software	20,341	19,420	105%
535 · Pass-Through Funding	55,857	61,150	91%
545 · Printing	21,049	4,600	458%
550 · Professional Development	10,057	7,900	127%
555 · Rent	79,359	68,000	117%
560 · Repair & Maintenance	2,867	6,000	48%
565 · Payroll - Salaries & Wages	627,810	678,326	93%
566 · Payroll - Taxes & Benefits	264,772	276,659	96%
575 · Supplies	8,553	9,600	89%
580 · Travel	12,495	13,200	95%
585 · Utilities	12,433	13,000	96%
590 · Miscellaneous Expense	11,670		
<b>Total Expense</b>	<u>1,321,411</u>	<u>1,393,548</u>	<u>95%</u>
<b>Revenues Less Expenses</b>	<u>39,087</u>	<u>25,204</u>	<u>155%</u>

Balance Sheet as of:	<u>1/1/2017</u>	<u>11/30/2017</u>
Cash on hand	\$ 6,950	\$ 7,189
Investment Account	74,125	123,622
Accounts Receivable	180,868	212,348
<b>Total</b>	<u>\$ 261,943</u>	<u>\$ 343,159</u>
Accounts Payable	36,531	2,772
<b>Working Capital</b>	<u>\$ 225,412</u>	<u>\$ 340,387</u>



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**MEMORANDUM**

To: The Council Board  
From: Bob Wilson, Executive Director  
Date: December 6, 2017  
Subject: **2018 Budget (Final Draft)**

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Attached to this memo please find the final draft of WCOG’s proposed 2018 Budget for your review. The Executive Committee will also review the final draft at its meeting on December 13<sup>th</sup>, immediately prior to the Council Board meeting. The final draft contains a few changes from the version that was presented in October.

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. In the first draft of the budget you saw in October, the 2.11 percent COLA that the staff is receiving this year was used as an estimate for 2018. Using the average of the *actual* 2018 COLAs approved since then by the member jurisdictions, WCOG’s 2018 COLA will be 2.5 percent.

Salaries. Based on recent statewide salary survey data, salaries will be adjusted for Principal Planner Melissa Fanucci, Senior Planner Lethal Coe and Program Specialist II Kirsten Wert, but they will all remain within their respective “salary bands” on the Board-adopted salary matrix. Planner I Jaymes McClain will be promoted to Planner II. The other staff members except me will receive step increases, and everyone will receive the 2.5 percent COLA. It should be noted, however, that Susan and Kirsten are permanent part-time staff (56.5 and 80 percent time, respectively), and the amount of their increases will be prorated accordingly.

With the recent resignation of Mary Anderson, the position she held has been restructured from a full-time, mid-level (Planner II) position to a lower-level Program Specialist I position, which will also be part-time, budgeted at 30 hours (75 percent time) per week. Since the first draft of the budget was presented in October, we have increased the budgeted salary for the position (to the mid-range of that salary band) as well as the benefit expense. These changes, along with the aforementioned salary adjustments, step increases and COLAs, result in an increase in Salaries and Benefits of \$49,229 (5.15 percent) from the amount approved in the 2017 budget.

Lastly, the final draft of the proposed 2018 Budget reflects updated program and project funding based on current estimates of year-end grant balances.

Please don’t hesitate to call Ron or me if you have any questions. Although I won’t be attending the meeting next week, Ron will be there to describe the budget and answer any questions you may have.

Whatcom Council of Governments  
2018 Budget (draft #3)

<b>CONSOLIDATED</b>	2017	2018	2018	2018
	Adopted 12-14-2016	Draft #2 10-3-2017	Draft #3 12-6-2017	Changes 10/3 to 12/6
<b>Beginning Net Cash and Investments</b>	\$ 84,074	\$ 109,277	\$ 109,277	\$ -
<b>REVENUE</b>				
<b>Programs &amp; Projects</b>				
Local	\$ 86,861	\$ 81,766	\$ 129,766	\$ 48,000
State	276,984	167,000	166,354	(646)
Federal	870,186	1,343,647	1,430,105	86,458
Canadian	36,922	14,000	20,000	6,000
Miscellaneous (foundations, classes, rebates)	0	85,000	90,000	5,000
<b>Total Programs &amp; Projects</b>	<b>\$ 1,270,953</b>	<b>\$ 1,691,413</b>	<b>\$ 1,836,225</b>	<b>\$ 144,812</b>
<b>Dues</b>				
Bellingham	\$ 49,213	\$ 51,338	\$ 51,598	\$ 260
Blaine	2,859	3,004	3,020	16
Everson	1,508	1,557	1,565	8
Ferndale	7,685	7,974	8,015	41
Lynden	7,760	8,063	8,104	41
Nooksack	856	882	887	5
Sumas	880	930	935	5
Whatcom County (unincorporated)	49,615	51,291	51,551	260
Lummi Nation	2,897	3,009	3,024	15
Port of Bellingham	21,946	22,816	22,935	119
Lake Whatcom Water & Sewer	230	230	230	-
Birch Bay Water & Sewer	150	150	150	-
Opportunity Council	150	150	150	-
Sudden Valley Association	150	150	150	-
Western Washington University	150	150	150	-
<b>Total Dues</b>	<b>\$ 146,299</b>	<b>\$ 151,694</b>	<b>\$ 152,464</b>	<b>\$ 770</b>
<b>Other Revenue</b>				
Interest Income	1,500	1,500	1,500	-
<b>Total Other Revenue</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ -</b>
<b>Total Revenue</b>	<b>\$ 1,418,752</b>	<b>\$ 1,844,607</b>	<b>\$ 1,990,189</b>	<b>\$ 145,582</b>
<b>EXPENSES</b>				
<b>Salaries &amp; Benefits</b>				
Salaries	\$ 678,326	\$ 708,637	\$ 718,953	\$ 10,316
Dental Insurance	12,043	10,792	12,202	1,410
Disability Insurance	2,869	2,998	3,041	43
Health Insurance	116,327	102,610	111,978	9,368
Life Insurance	939	989	1,007	18
Retirement Contribution	84,926	89,997	91,307	1,310
Social Security Equivalent	52,064	54,382	55,169	787
Unemployment Insurance Tax	1,875	4,942	5,037	95
Vision Insurance	2,586	2,389	2,651	262
Workers Compensation Insurance	3,030	2,869	2,869	-
<b>Total Benefits</b>	<b>\$ 276,659</b>	<b>\$ 271,968</b>	<b>\$ 285,261</b>	<b>\$ 13,293</b>
<b>Total Salaries &amp; Benefits</b>	<b>\$ 954,985</b>	<b>\$ 980,605</b>	<b>\$ 1,004,214</b>	<b>\$ 23,609</b>

Whatcom Council of Governments  
2018 Budget (draft #3)

	2017	2018	2018	2018
<b>CONSOLIDATED</b>	Adopted 12-14-2016	<b>Draft #2</b> <b>10-3-2017</b>	<b>Draft #3</b> <b>12-6-2017</b>	Changes 10/3 to 12/6
<b>Other Expenses</b>				
Communication Services	\$ 35,900	\$ 32,000	\$ 33,000	1,000
Consultants & Contracted Services	178,193	574,979	581,729	6,750
Incentives	10,600	11,000	12,000	1,000
Insurance - Property & Liability	11,000	10,000	10,000	-
Office Equipment & Software	19,420	26,300	34,200	7,900
Pass Through to Partners	61,150	94,000	99,000	5,000
Printing	4,600	22,200	28,700	6,500
Professional Development	7,900	9,400	9,600	200
Rent	68,000	67,000	67,000	-
Repair & Maintenance	6,000	3,000	3,000	-
Supplies	9,600	9,900	9,900	-
Travel	13,200	14,340	14,340	-
Utilities	13,000	15,000	15,000	-
Total Other Expenses	\$ 438,563	\$ 889,119	\$ 917,469	\$ 28,350
				0
<b>Total Expenses</b>	<b>\$ 1,393,548</b>	<b>\$ 1,869,724</b>	<b>\$ 1,921,683</b>	<b>\$ 51,959</b>
				0
<b>Ending Net Cash and Investments</b>	<b>\$ 109,277</b>	<b>\$ 84,160</b>	<b>\$ 177,783</b>	<b>\$ 93,623</b>

## Capital Expenditures by Category

	<u>Quantity</u>	<u>Total Cost</u>
<b>Fixed Assets (\$5,000+)</b>		
none		\$ -
<b>Office Equipment</b>		
Copier Lease & Maintenance	1	\$ 4,000
Phone System lease	1	5,400
Workstation replacements	2	3,600
Monitor replacements	3	900
Laptop replacements	1	700
Mobile conferencing solution	1	2,000
Contingency		<u>1,000</u>
		\$ 17,600
<b>Software</b>		
Accounting & Payroll updates	2	\$ 1,400
Antivirus license & updates	12	1,500
Adobe licenses & updates	10	1,800
GIS licences & updates	2	6,500
Microsoft licenses & updates	10	1,800
TransCAD Transportation Modeling license & updates	2	2,600
Contingency		<u>1,000</u>
		\$ 16,600





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**MEMORANDUM**

To: WCOG Council Board  
From: Ron Cubellis, Deputy Executive Director/CFO  
Date: December 6, 2017  
Subject: Budget Amendment #2017-1

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**BACKGROUND**

Historically the WCOG budget has been amended in December of each year to comply with the bylaws requirement that no more is spent each year than appropriated through an approved budget. It appears at this time that 2017 expenditures will go over by about \$35,000 or 2.5%.

**ACTION REQUEST**

Staff is requesting the following budget amendment. Three changes are addressed with this amendment:

- 1) The Smart Trips program used more of their state Commute Trip Reduction funding than anticipated. (+\$35,000 revenue)
- 2) The Smart Trips program printed more than projected. (+\$20,000 expense)
- 3) The triple net (NNN) expenses for the building were higher this year than anticipated. (+\$15,000 expense)

The following pages show the adjustments line by line. I ask that you approve budget amendment #2017-1.

Whatcom Council of Governments  
2017 Budget

	2017	2017	2017
<b>CONSOLIDATED</b>	Adopted 12-14-2016	Amendment #1 proposed 12-13-2017	As Amended
<b>REVENUE</b>			
<b>Programs &amp; Projects</b>			
Local	\$ 86,861	\$ -	\$ 86,861
State	276,984	35,000	311,984
Federal	870,186	-	870,186
Canadian	36,922	-	36,922
Miscellaneous	0	-	0
Total Programs & Projects	\$ 1,270,953	\$ 35,000	\$ 1,305,953
<b>Dues</b>			
Bellingham	\$ 49,213	\$ -	\$ 49,213
Blaine	2,859	-	2,859
Everson	1,508	-	1,508
Ferndale	7,685	-	7,685
Lynden	7,760	-	7,760
Nooksack	856	-	856
Sumas	880	-	880
Whatcom County (unincorporated)	49,615	-	49,615
Lummi Nation	2,897	-	2,897
Port of Bellingham	21,946	-	21,946
Birch Bay Water & Sewer	400	-	400
Lake Whatcom Water & Sewer	230	-	230
Opportunity Council	150	-	150
Sudden Valley Association	150	-	150
Western Washington University	150	-	150
Total Dues	\$ 146,299	\$ -	\$ 146,299
<b>Other Revenue</b>			
Interest Income	1,500	-	1,500
Total Other Revenue	\$ 1,500	\$ -	\$ 1,500
<b>Total Revenue</b>	<b>\$ 1,418,752</b>	<b>\$ 35,000</b>	<b>\$ 1,453,752</b>
<b>EXPENSES</b>			
<b>Salaries &amp; Benefits</b>			
Salaries	\$ 678,326	\$ -	\$ 678,326
Cell Phone Allowance	0	-	0
Dental Insurance	12,043	-	12,043
Disability Insurance	2,869	-	2,869
Health Insurance	116,327	-	116,327
Life Insurance	939	-	939
Retirement Contribution	84,926	-	84,926
Social Security Equivalent	52,064	-	52,064
Unemployment Insurance Tax	1,875	-	1,875
Vision Insurance	2,586	-	2,586
Workers Compensation Insurance	3,030	-	3,030
Total Benefits	\$ 276,659	\$ -	\$ 276,659
Total Salaries & Benefits	\$ 954,985	\$ -	\$ 954,985

Whatcom Council of Governments  
2017 Budget

<i><b>CONSOLIDATED</b></i>	2017	2017	2017
	Adopted 12-14-2016	Amendment #1 proposed 12-13-2017	As Amended
<b>Other Expenses</b>			
Communication Services	\$ 35,900	\$ -	\$ 35,900
Consultants & Contracted Services	178,193	-	178,193
Incentives	10,600	-	10,600
Insurance - Property & Liability	11,000	-	11,000
Office Equipment & Software	19,420	-	19,420
Pass Through Funding	61,150	-	61,150
Printing	4,600	20,000	24,600
Professional Development	7,900	-	7,900
Rent	68,000	15,000	83,000
Repair & Maintenance	6,000	-	6,000
Supplies	9,600	-	9,600
Travel	13,200	-	13,200
Utilities	13,000	-	13,000
Total Other Expenses	\$ 438,563	\$ 35,000	\$ 473,563
<b>Total Expenses</b>	<b>\$ 1,393,548</b>	<b>\$ 35,000</b>	<b>\$ 1,428,548</b>
<b>Net Change</b>	<b>\$ 25,203</b>	<b>\$ -</b>	<b>\$ 25,203</b>



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**MEMORANDUM**

To: The Council Board  
From: Bob Wilson, Executive Director  
Date: December 6, 2017  
Subject: **Proposed 2018 WCOG Meeting Schedule**

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The following is the proposed 2018 schedule for meetings of the Council Board, Executive Committee and the Whatcom Transportation Policy Board:

January 17, 2018	Policy Board 3:00 p.m., Council Board 3:30 p.m.
March 14, 2018	Executive Committee 3:00 p.m., Policy Board 3:30 p.m.
May 9, 2018	Executive Committee 3:00 p.m., Policy Board 3:30 p.m.
July 11, 2018	Executive Committee 3:00 p.m., Policy Board 3:30 p.m.
September 12, 2018	Executive Committee 4:00 p.m. (if needed)
October 10, 2018	Policy Board 3:00 p.m., Council Board 4:00 p.m.
December 12, 2018	Executive Committee 3:00 p.m., Council Board 3:30 p.m.
January 16, 2019	Policy Board 3:00 p.m., Council Board 3:30 p.m.

**SUGGESTED MOTION:** Move to approve the 2018 schedule of meetings for the Council Board, Executive Committee and Whatcom Transportation Policy Board.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

Office of the Associate Administrator  
for Airports

800 Independence Ave., SW.  
Washington, DC 20591

NOV - 6 2017

Mr. Robert H. Wilson  
Executive Director  
Whatcom Council of Governments  
314 East Champion Street  
Bellingham, WA 98225

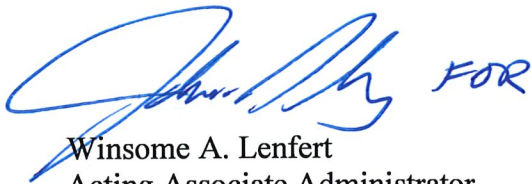
Dear Mr. Wilson:

Secretary Chao asked me to respond to your October 12 letter seeking an interagency agreement between the Federal Highway Administration (FHWA), Washington State Department of Transportation (WSDOT), and the Federal Aviation Administration (FAA). This agreement would allow the construction of a retaining wall within the Interstate 5 right-of-way (ROW) to meet FAA runway safety area (RSA) standards at Bellingham International Airport (BLI) in Bellingham, Washington.

In June 2017, the FAA's Seattle Airports District Office (ADO) coordinated a meeting and has since had follow-on discussions with representatives from the airport, WSDOT, and FHWA engaging all agency stakeholders on possible alternatives to fully meet RSA standards. WSDOT and FHWA have actively participated in the process including an initial review of the preliminary RSA alternatives. They have expressed a preference for options that do not impact the ROW unless a thorough analysis of a range of alternatives determines that impacting the ROW is the only reasonable alternative. The Port of Bellingham (airport sponsor) is currently drafting their airport master plan. As part of the master plan, the port needs to analyze and consider alternatives to address the airport's nonstandard RSA. The ADO funded the master plan and will continue to work with the port to complete their master plan. WSDOT and the FHWA are awaiting the completion of the alternatives analysis prior to continuing further discussions of RSA solutions. A decision to construct a retaining wall within the Interstate 5 ROW prior to completing this analysis would be premature and may not result in the most optimal solution to address the standards for all the agencies involved.

The FAA remains committed to the safe and efficient operations of all airports in the National Airspace System and especially those which are operating under title 14 Code of Federal Regulation, Part 139, governing commercial service operations like BLI. Upon the airport's completion of the full analysis of the alternatives, the FAA will work with the airport, FHWA, and WSDOT to find the most optimal path forward.

Sincerely,



Winsome A. Lenfert  
Acting Associate Administrator  
for Airports

cc: Jennifer Steinhoff, Transportation Specialist  
Federal Highway Administration