



MEETING OF THE BOARD OF THE
WHATCOM COUNCIL OF GOVERNMENTS
Wednesday, May 13, 2020, 3:00-3:30 p.m.
Call-in Number: (571) 317-3116
Access Code: 829-828-373

AGENDA

PAGES

- | | | |
|-------|----|---|
| | A. | CALL TO ORDER AND ROLL CALL – Chairman Korthuis |
| | B. | AGENDA APPROVAL* |
| | C. | CONSENT AGENDA* |
| 3-6 | | 1. Minutes of the Meeting of January 22, 2020 |
| 7-11 | | 2. January-April 2020 Claims |
| | D. | BUDGET REPORT
Budget Report for the Period Ending April 30, 2020 – Ron
Cubellis |
| | E. | OLD BUSINESS |
| 12-13 | F. | NEW BUSINESS |
| | | 1. Electronic Signatures and Records Policy – Mr. Cubellis* |
| | | 2. Other new business (if any) |
| | G. | ADJOURN |

* Action item



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

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

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

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

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

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

WHATCOM COUNCIL OF GOVERNMENTS
BOARD MINUTES – DRAFT
JANUARY 22, 2020

IN ATTENDANCE:

MEMBERS VOTING: Scott Korthuis (Vice Chairman), Seth Fleetwood, Pinky Vargas and Hollie Huthman, Bellingham; Bonnie Onyon, Blaine; Greg Hansen, Ferndale; John Carter, Lake Whatcom W&SD; Tom Jones, Nooksack; Satpal Sidhu, Kathy Kershner and Carol Frazey, Whatcom County; EX-OFFICIO: Andrew Tischleder, Sudden Valley Association; Pete Stark, WTA

GUESTS Michael Lilliquist, Bellingham City Council; Justin Clary, Lake Whatcom W&SD; Jon Hutchings, Whatcom County

STAFF Bob Wilson, Ron Cubellis

A. CALL TO ORDER

Vice Chairman Korthuis, acting as chairman, called the meeting to order at 3:03 p.m. with a quorum present.

B. PUBLIC COMMENT

No comment was offered.

C. AGENDA APPROVAL

MOTION: Mr. Jones moved, Ms. Kershner seconded, to approve the agenda as presented.

MOTION PASSED

D. CONSENT AGENDA

MOTION: Ms. Onyon moved, Mr. Jones seconded, to approve the consent agenda, which included the minutes of the meeting of December 11, 2019; the 2020 WCOG meeting calendar; the 2020 fee schedule; and the list of claims from December 1 through December 31, 2019, inclusive, in the amount of \$143,222.75, which was e-mailed to the representatives on January 15, 2020, and which was audited and certified by the Executive Director, acting as the Auditing Officer as required by RCW 42.24.090.

MOTION PASSED

E. BUDGET REPORT

Mr. Cubellis presented the budget report as of December 31, 2019.

F. OLD BUSINESS

None

G. NEW BUSINESS

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

The following representatives were nominated to serve as officers in 2020: Mr. Korthuis was nominated by Ms. Kershner, seconded by Ms. Onyon, to serve as Chairman; Ms. Kershner was nominated by Ms. Onyon, seconded by Mr. Sidhu, to serve as Vice-Chairman; and Mr. Fleetwood was nominated by Mr. Sidhu, seconded by Ms. Vargas, to serve as Secretary-Treasurer. There being no other nominees, they were elected by acclamation.

MOTION PASSED

2. Appointment of Small Cities Representatives to the Executive Committee

MOTION: Ms. Kershner moved, Mr. Sidhu seconded, to appoint Mr. Korthuis of Lynden, Ms. Onyon of Blaine, and Mr. Jones of Nooksack, to serve on the Executive Committee in 2020.

MOTION PASSED

3. Resolution No. 2020-01, Whatcom Complete Count Committee

Mr. Wilson explained that he had received a request from the Whatcom Community Foundation for a resolution affirming the Board's motion at its December 2019 meeting establishing the regional Whatcom Complete Count Committee.

MOTION: Mr. Jones moved, Ms. Vargas seconded, to approve Resolution No. 2020-01, "Affirming the Whatcom Complete Count Committee." (Copy attached.)

MOTION PASSED

4. Additions to the List of Transportation Priorities of Whatcom County, 2020

Mr. Wilson informed the Board that the "30 percent design" study WCOG commissioned for the proposed State Route 547 Pedestrian and Bicycle Safety Trail had been completed by the consultant in December, and that he had received a request from the Kendall-Columbia Valley Connectivity Plan Association – on whose behalf the study had been conducted – to add the first phase of construction of the trail to the list in the amount of \$1.2-million.

MOTION: Ms. Vargas moved, Mr. Carter seconded, to add "State Route 547 Pedestrian and Bicycle Safety Trail, Phase 1" to the list of Transportation Priorities of Whatcom County, 2020, in the amount of \$1.2-million.

MOTION PASSED

H. EXECUTIVE DIRECTOR'S REPORT

Mr. Wilson indicated that he had nothing of urgency to report.

K. CORRESPONDENCE

There was no correspondence.

L. BOARD OPEN FORUM

No comments were offered.

M. ADJOURNMENT

There being no further business, the meeting adjourned at 3:36 p.m.

Scott Korthuis
Chairman

Robert H. Wilson, AICP
Executive Director



whatcom council of governments

RESOLUTION NO. 2020-01

AFFIRMING THE WHATCOM COMPLETE COUNT COMMITTEE

WHEREAS, the Whatcom Council of Governments is the designated conference of governments authorized by the Washington State Legislature and established in 1966, serving the local governments, tribes and special districts of Whatcom County, and

WHEREAS, the Government of the United States of America will conduct its decennial Census of Population in April 2020, the results of which will be used to determine the number of seats apportioned to each State in the U.S. House of Representatives, and to establish formulas for the distribution of federal funding to the States, and

WHEREAS, the Whatcom Council of Governments acknowledges the great importance of the Census to Whatcom County and its constituent cities, as well as to the State of Washington and the United States, and

WHEREAS, the Whatcom Council of Governments is committed to ensuring that all residents of Whatcom County are counted, and to that end established by motion the Whatcom Complete Count Committee at its meeting of December 11, 2019.

NOW, THEREFORE, BY THIS RESOLUTION the Whatcom Council of Governments affirms its establishment of the Whatcom Complete Count Committee and pledges its full cooperation and assistance to ensure a complete count of all residents of Whatcom County in the 2020 Census.

Adopted this Twenty-second day of January, 2020, in the City of Bellingham, Washington, a quorum being present.



Scott Korthuis, Vice Chairman



Robert H. Wilson, Executive Director

Whatcom Council of Governments
CLAIMS LISTING
 January through April 2020

Date	Num	Source Name	Memo	Paid Amount
Jan - Apr 20				
01/01/2020	eft	ClubExpress	Communication Services	24.00
01/01/2020	LC 112519	Vital Climbing Gym	Healthcare	100.00
01/01/2020	HC 122019	Hertz	Travel	20.33
01/01/2020	RC 112719	Adobe Systems Inc.	Office Equipment & Software	322.79
01/01/2020	RC 112719	Amazon	Repair & Maintenance	32.01
01/01/2020	RC 120119	Google	Communication Services	65.10
01/01/2020	RC 120119	Clearly Communications	Communication Services	176.60
01/01/2020	RC 120219	Intuit Payroll Service	Office Equipment & Software	39.13
01/01/2020	RC 120519	Comcast	Communication Services	312.11
01/01/2020	RC 120819	Amazon	Supplies	54.24
01/01/2020	RC 121019	Heroku	Communication Services	184.85
01/01/2020	RC 121619	Sanitary Service Corporation	Utilities	61.02
01/01/2020	RC 121819	Amazon	Supplies	230.40
01/01/2020	RC 121819	Amazon	Supplies	17.38
01/01/2020	RC 122019	GoDaddy	Communication Services	60.34
01/01/2020	RC 122019	GoDaddy	Communication Services	14.32
01/01/2020	RC 122419	Amazon	Supplies	28.21
01/01/2020	MF 113019	LogMeIn	Communication Services	378.28
01/01/2020	MF 120319	Shutterstock	Communication Services	216.32
01/01/2020	MF 120319	Amazon Web Services	Communication Services	396.56
01/01/2020	MF 120419	Starbucks	Supplies	58.53
01/01/2020	MF 120719	Rogers Media	Communication Services	114.92
01/01/2020	MF 121119	Tableau Software Inc	Office Equipment & Software	1,369.62
01/01/2020	MF 121119	Port of Bellingham (vendor)	Supplies	140.00
01/01/2020	MF 121219	Port of Bellingham (vendor)	Supplies	337.50
01/01/2020	MF 121419	Survey Monkey	Office Equipment & Software	53.27
01/01/2020	SH 120619	Cafe Velo	Healthcare	86.96
01/01/2020	JM 120419	The Bagelry	Supplies	52.33
01/01/2020	JM 121219	Pendragon Software Corporation	Office Equipment & Software	40.00
01/01/2020	KW 122319	CoreNature Massage	Healthcare	100.00
01/01/2020	BW 120419	ADT Security Systems	Utilities	69.05
01/01/2020	BW 120619	Bellingham Frameworks	Supplies	228.49
01/01/2020	BW 121019	Fred Meyer	Supplies	17.45
01/01/2020	BW 121119	Starbucks	Supplies	19.51
01/01/2020	MG 112519	Pacific Northwest Social Marketing Assn.	Professional Development	35.00
01/01/2020	MG 112519	Pacific Northwest Social Marketing Assn.	Professional Development	135.00
01/01/2020	MG 112619	Amazon	Supplies	15.21
01/01/2020	MG 120919	Third & Stewart Garage	Travel	25.00
01/01/2020	MG 120819	The Moore Hotel	Travel	156.90
01/01/2020	MG 121819	Facebook Inc.	Communication Services	15.99
01/02/2020	ACH	AWC	Benefits	8,882.34
01/03/2020	ach	HSA Bank	HSA Fees	2,100.00
01/09/2020	2879	AMPO	Membership	662.12
01/09/2020	2880	Applied Digital Imaging	Printing	41.24
01/09/2020	2881	Avenue Bakery LLC	Incentives	87.50
01/09/2020	2882	AWC	Benefits	300.00
01/09/2020	2883	Bruce's Janitor Service	Janitorial	625.00
01/09/2020	2884	BTC Leasing	Office Equipment/Software	449.18
01/09/2020	2885	Caliper Corporation	Software	5,325.00
01/09/2020	2886	Capitol City Press	Printing	3,201.80
01/09/2020	2887	Cascade Natural Gas	Utilities	289.68
01/09/2020	2888	Champion Building LLC	Rental	5,877.98
01/09/2020	2889	Chocolate Necessities	Incentives	176.40
01/09/2020	2890	Good Eye Design	Professional Services	797.49
01/09/2020	2891	IBI Group US	Professional Services	1,080.00
01/09/2020	2892	Jaymes McClain	Expense Reimbursement	32.32
01/09/2020	2893	Kirsten Wert	Expense Reimbursement	28.19
01/09/2020	2894	Melissa Fanucci	Expense Reimbursement	59.74
01/09/2020	2895	Michelle Grandy	Expense Reimbursement	196.24
01/09/2020	2896	NP Information Systems Inc.	Office Equipment/Software	2,517.52
01/09/2020	2897	Parker Northwest Associates	Professional Services	3,690.00
01/09/2020	2898	Puget Sound Energy	Utilities	232.50
01/09/2020	2899	Purchase Power	Postage	1,038.80
01/09/2020	2900	Ricoh USA Inc.	Office Equipment/Software	227.97
01/09/2020	2901	US Bank	Purchase Card	5,780.72
01/09/2020	2902	WA State Auditor's Office	Professional Services	4,854.85
01/09/2020	2903	WCOG Petty Cash	VOID: Petty Cash Refill	0.00

Whatcom Council of Governments
CLAIMS LISTING
January through April 2020

Date	Num	Source Name	Memo	Paid Amount
01/09/2020	2904	Wilson Engineering LLC	Professional Services	82,793.27
01/09/2020	2905	AWC	Benefits	691.28
01/09/2020	2906	KeyBank	Account Fees	116.63
01/09/2020	eft	WCOG Petty Cash	Petty Cash Refill	2,588.65
01/09/2020	1099	McCaffery, Derek	Incentives	1,000.00
01/17/2020	1100	Blizzard, Kate	Incentives	250.00
01/22/2020	eft	WA Dept of Employment Security	Payroll Taxes	5.90
01/22/2020	eft	WA Dept of Employment Security	Payroll Taxes	723.97
01/22/2020	eft	WA Dept of L&I	Payroll Taxes	664.05
01/22/2020	eft	WA Dept of Employment Security	Payroll Taxes	490.36
01/28/2020	ach	HSA Bank	HSA Fees	15.75
01/29/2020	ach	WA Dept of Revenue	57859	8.70
01/30/2020		QuickBooks Payroll Service	Created by Payroll Service on 01/29/2020	46,858.17
01/30/2020	2907	AFLAC	Employee Paid Coverage	77.82
01/30/2020	2908	AWC-Additional Life	Employee Paid Life Ins.	22.50
01/30/2020	2909	United Way	Employee Contributions	382.00
01/31/2020	ACH	WA Dept of Revenue	Miscellaneous	420.73
02/01/2020	ach	HSA Bank	HSA Fees	2,100.00
02/01/2020	ach	HSA Bank	HSA Fees	1,110.00
02/01/2020	eft	ClubExpress	Communication Services	24.00
02/01/2020	LC 010320	Amazon	Supplies	58.70
02/01/2020	LC 010820	Amazon	Supplies	24.99
02/01/2020	LC 010820	Amazon	Supplies	7.38
02/01/2020	LC 011820	Port of Seattle	Travel	149.00
02/01/2020	RC 122719	Dell Inc.	Office Equipment & Software	3,494.73
02/01/2020	RC 122719	Adobe Systems Inc.	Office Equipment & Software	322.79
02/01/2020	RC 123019	Amazon	Supplies	5.41
02/01/2020	RC 123019	Amazon	Supplies	18.47
02/01/2020	RC 010120	Google	Communication Services	65.10
02/01/2020	RC 010120	Dell Inc.	Office Equipment & Software	1,057.64
02/01/2020	RC 010120	Clearly Communications	Communication Services	174.28
02/01/2020	RC 010220	Amazon	Supplies	61.11
02/01/2020	RC 010220	Washington Finance Officers Association	Professional Development	75.00
02/01/2020	RC 010220	Intuit Payroll Service	Office Equipment & Software	39.13
02/01/2020	RC 010320	AICPA Store	Professional Development	614.40
02/01/2020	RC 010820	Amazon	Repair & Maintenance	23.90
02/01/2020	RC 010920	Amazon	Repair & Maintenance	258.70
02/01/2020	RC 010220	Lowe's Home Centers LLC	Supplies	30.39
02/01/2020	RC 010220	Lowe's Home Centers LLC	Repair & Maintenance	5.31
02/01/2020	RC 011620	Comcast	Communication Services	641.44
02/01/2020	RC 011520	Sanitary Service Corporation	Utilities	63.12
02/01/2020	RC 011720	Office Depot	Supplies	21.73
02/01/2020	RC 011620	Amazon	Supplies	129.35
02/01/2020	RC 012020	Dropbox Inc.	Office Equipment & Software	435.21
02/01/2020	RC 012320	Municipal Research Service Corporation	Professional Development	125.00
02/01/2020	RC 012320	Adobe Systems Inc.	Office Equipment & Software	1,108.09
02/01/2020	RC 012420	Pacific Power Batteries	Repair & Maintenance	32.50
02/01/2020	RC 012620	Apple	Communication Services	107.61
02/01/2020	MF 010220	Amazon	Supplies	9.53
02/01/2020	MF 010320	Amazon Web Services	Communication Services	405.24
02/01/2020	MF 010620	Rogers Media	Communication Services	54.77
02/01/2020	MF 011620	T-Mobile	Communication Services	127.18
02/01/2020	MF 012320	FORENSIT LTD	Office Equipment & Software	89.95
02/01/2020	JM 011320	Pendragon Software Corporation	Office Equipment & Software	40.00
02/01/2020	BW 122819	Fred Meyer	Supplies	11.50
02/01/2020	BW 010220	American Planning Association	Professional Development	724.00
02/01/2020	BW 010420	ADT Security Systems	Utilities	69.05
02/01/2020	BW 012220	Fred Meyer	Supplies	8.97
02/01/2020	BW 012220	Starbucks	Supplies	19.51
02/01/2020	MG 010320	Amazon	Supplies	21.69
02/01/2020	MG 011820	Facebook Inc.	Communication Services	27.00
02/01/2020	RC 011620	Heroku	Communication Services	184.85
02/03/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 1844151438	9,039.00
02/03/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 1844151438	1,049.53
02/03/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 1844151438	1,049.53
02/03/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 1844151438	0.00
02/03/2020	ach	Mass Mutual	Retirement	990.00
02/03/2020	ach	Mass Mutual	Retirement	955.56

Whatcom Council of Governments
CLAIMS LISTING
January through April 2020

Date	Num	Source Name	Memo	Paid Amount
02/03/2020	ach	Mass Mutual	Retirement	1,251.86
02/03/2020	ach	WA Dept of Retirement Systems	PERS Contribution	5,370.33
02/03/2020	ach	WA Dept of Retirement Systems	PERS Contribution	8,742.09
02/03/2020	ACH	WA Dept of Retirement Systems	PERS Contribution	2,926.87
02/03/2020	ACH	WA Dept of Retirement Systems	PERS Contribution	3,259.12
02/07/2020	ach	AWC	Benefits	8,882.34
02/10/2020	1101	Harris, David	Incentives	250.00
02/11/2020	2910	Bay City Supply	Supplies	195.89
02/11/2020	2911	Bruce's Janitor Service	Janitorial	625.00
02/11/2020	2912	BTC Leasing	Office Equipment/Software	449.18
02/11/2020	2913	Caliper Corporation	Software	14,620.00
02/11/2020	2914	Cascade Natural Gas	Utilities	244.45
02/11/2020	2915	Champion Building LLC	Rental	5,877.98
02/11/2020	2916	Lethal Coe III	Expense Reimbursement	1,973.26
02/11/2020	2917	NP Information Systems Inc.	Office Equipment/Software	40.00
02/11/2020	2918	Pitney Bowes	Postage	177.17
02/11/2020	2919	Ricoh USA Inc.	Office Equipment/Software	281.76
02/11/2020	2920	US Bank	Purchase Card	10,943.72
02/11/2020	2921	WA State Auditor's Office	Professional Services	4,454.45
02/11/2020	2922	Wilson Engineering LLC	Professional Services	7,365.40
02/11/2020	ACH	Purchase Power	Postage	57.91
02/11/2020	EFT	WCOG Petty Cash	Petty Cash Refill	1,679.43
02/26/2020	ach	HSA Bank	HSA Fees	15.75
02/26/2020	2710	Bellingham Herald (legal notices)	Public Hearing Notices	81.06
02/27/2020		QuickBooks Payroll Service	Created by Payroll Service on 02/26/2020	47,024.34
02/27/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -1161423858	7,802.00
02/27/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -1161423858	1,029.54
02/27/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -1161423858	1,029.54
02/27/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -1161423858	0.00
02/27/2020	2923	AFLAC	Employee Paid Coverage	77.82
02/27/2020	2924	AWC-Additional Life	Employee Paid Life Ins.	22.50
02/27/2020	2925	United Way	Employee Contributions	382.00
02/27/2020	ach	Mass Mutual	Retirement	990.00
02/27/2020	ach	Mass Mutual	Retirement	919.09
02/27/2020	ach	Mass Mutual	Retirement	1,251.86
02/27/2020	ach	WA Dept of Retirement Systems	PERS Contribution	5,268.09
02/27/2020	ach	WA Dept of Retirement Systems	PERS Contribution	8,575.66
02/27/2020	ach	WA Dept of Retirement Systems	PERS Contribution	2,926.87
02/27/2020	ach	WA Dept of Retirement Systems	PERS Contribution	3,215.36
02/28/2020	ach	AWC	Benefits	8,882.34
03/01/2020	LC 012720	American Planning Association	Professional Development	625.00
03/01/2020	LC 022120	Building Industry Association of W.C.	Supplies	382.50
03/01/2020	eft	ClubExpress	Communication Services	24.00
03/01/2020	HC 022020	BoltBus	Travel	32.25
03/01/2020	HC 020520	Apple	Supplies	20.65
03/01/2020	RC 012720	Adobe Systems Inc.	Office Equipment & Software	322.79
03/01/2020	RC 012820	Microsoft	Office Equipment & Software	107.61
03/01/2020	RC 013120	Pitney Bowes	Supplies	175.53
03/01/2020	RC 013120	Community Food Co-op	Supplies	11.72
03/01/2020	RC 020220	Google	Communication Services	65.10
03/01/2020	RC 020120	Clearly Communications	Communication Services	171.07
03/01/2020	RC 020220	Intuit Payroll Service	Office Equipment & Software	528.28
03/01/2020	RC 021120	Heroku	Communication Services	184.89
03/01/2020	RC 021220	Puget Sound Energy	Utilities	232.42
03/01/2020	RC 021320	Big Red Consulting	Office Equipment & Software	85.87
03/01/2020	RC 021820	Sanitary Service Corporation	Utilities	62.77
03/01/2020	RC 022220	Best Buy	Supplies	194.52
03/01/2020	RC 022320	RingCentral	Communication Services	234.66
03/01/2020	MF 020320	Amazon Web Services	Communication Services	405.88
03/01/2020	MF 020620	Rogers Media	Communication Services	29.80
03/01/2020	MF 021220	The Bagelry	Supplies	95.80
03/01/2020	MF 021320	Starbucks	Supplies	39.02
03/01/2020	MF 021420	SurveySparrow Inc.	Communication Services	87.00
03/01/2020	MF 021620	T-Mobile	Communication Services	25.00
03/01/2020	SH 021120	Community Food Co-op	Supplies	3.25
03/01/2020	JM 020420	Community Food Co-op	Supplies	13.81
03/01/2020	JM 021320	Pendragon Software Corporation	Office Equipment & Software	40.00
03/01/2020	BW 020420	ADT Security Systems	Utilities	72.89

Whatcom Council of Governments
CLAIMS LISTING
 January through April 2020

Date	Num	Source Name	Memo	Paid Amount
03/01/2020	BW 020520	Hotels.com	Travel	141.23
03/01/2020	BW 020620	Hotel RL by Red Lion	Travel	5.41
03/01/2020	BW 021020	Zappos	Healthcare	97.78
03/01/2020	MG 021820	Facebook Inc.	Communication Services	19.25
03/01/2020	RC 020920	Lowe's Home Centers LLC	Supplies	30.39
03/01/2020	RC 012820	Microsoft	Office Equipment & Software	976.78
03/02/2020	ach	HSA Bank	HSA Fees	2,100.00
03/02/2020	ach	HSA Bank	HSA Fees	1,110.00
03/02/2020	1102	Capitol City Press	Communication Services	507.31
03/10/2020	2926	AES Inc.	Temp Agency	381.15
03/10/2020	2927	Applied Digital Imaging	Printing	530.38
03/10/2020	2928	Bellingham Herald (legal notices)	VOID: Public Hearing Notices	0.00
03/10/2020	2929	Bruce's Janitor Service	Janitorial	625.00
03/10/2020	2930	BTC Leasing	Office Equipment/Software	449.18
03/10/2020	2931	Caliper Corporation	Software	11,317.50
03/10/2020	2932	Capitol City Press	Printing	4,280.21
03/10/2020	2933	Cascade Natural Gas	Utilities	263.96
03/10/2020	2934	Champion Building LLC	Rental	5,877.98
03/10/2020	2935	Chocolate Necessities	Incentives	448.35
03/10/2020	2936	Good Eye Design	Professional Services	1,732.50
03/10/2020	2937	Hugh Conroy	Expense Reimbursement	74.00
03/10/2020	2938	HWY9Design Inc.	Supplies	100.00
03/10/2020	2939	Jaymes McClain	Expense Reimbursement	105.20
03/10/2020	2940	Mallard Ice Cream	Incentives	409.63
03/10/2020	2941	Melissa Fanucci	Expense Reimbursement	63.26
03/10/2020	2942	NP Information Systems Inc.	Office Equipment/Software	497.50
03/10/2020	2943	Puget Sound Energy	Utilities	248.09
03/10/2020	2944	Ricoh USA Inc.	Office Equipment/Software	364.53
03/10/2020	2945	The Language Exchange	Translation Services	305.00
03/10/2020	2946	US Bank	Purchase Card	5,514.05
03/10/2020	eft	WCOG Petty Cash	Petty Cash Refill	757.31
03/12/2020	1103	Lippman, Lou	Incentives	250.00
03/17/2020	2947	Parker Northwest Associates	Professional Services	7,586.00
03/26/2020	ACH	HSA Bank	HSA Fees	15.75
03/30/2020		QuickBooks Payroll Service	Created by Payroll Service on 03/25/2020	47,858.76
03/31/2020	E-pay	Internal Revenue Service	26-3877986 QB Tracking # 759680338	8,010.00
03/31/2020	E-pay	Internal Revenue Service	26-3877986 QB Tracking # 759680338	1,047.55
03/31/2020	E-pay	Internal Revenue Service	26-3877986 QB Tracking # 759680338	1,047.55
03/31/2020	E-pay	Internal Revenue Service	26-3877986 QB Tracking # 759680338	0.00
03/31/2020	2948	AFLAC	Employee Paid Coverage	77.82
03/31/2020	2949	AWC-Additional Life	Employee Paid Life Ins.	22.50
03/31/2020	2950	United Way	Employee Contributions	382.00
03/31/2020	ach	Mass Mutual	Retirement	990.00
03/31/2020	ach	Mass Mutual	Retirement	957.30
03/31/2020	ach	Mass Mutual	Retirement	1,251.86
03/31/2020	ach	WA Dept of Retirement Systems	PERS Contribution	2,926.87
03/31/2020	ach	WA Dept of Retirement Systems	PERS Contribution	3,255.31
03/31/2020	ach	WA Dept of Retirement Systems	PERS Contribution	5,367.69
03/31/2020	ach	WA Dept of Retirement Systems	PERS Contribution	8,737.80
04/01/2020	eft	ClubExpress	Communication Services	24.00
04/01/2020	LC 031020	Uline	Supplies	773.94
04/01/2020	LC 031120	Coaster Factory	Supplies	997.48
04/01/2020	HC 3/23/20	Apple	Supplies	9.77
04/01/2020	RC 022520	Microsoft	Office Equipment & Software	105.87
04/01/2020	RC 022520	Washington Finance Officers Association	Professional Development	110.00
04/01/2020	RC 022720	Adobe Systems Inc.	Office Equipment & Software	322.79
04/01/2020	RC 030120	Google	Communication Services	66.22
04/01/2020	RC 030120	Clearly Communications	Communication Services	171.07
04/01/2020	RC 030220	Intuit Payroll Service	Office Equipment & Software	19.57
04/01/2020	RC 030520	Comcast	Communication Services	319.15
04/01/2020	RC 031020	Heroku	Communication Services	184.85
04/01/2020	RC	Lynden Tribune	Supplies	65.00
04/01/2020	RC 031220	Amazon	Supplies	25.54
04/01/2020	RC 031220	Sanitary Service Corporation	Utilities	30.00
04/01/2020	RC 031620	Sanitary Service Corporation	Utilities	62.77
04/01/2020	RC 032520	Amazon	Supplies	322.16
04/01/2020	MF 022720	Amazon	Office Equipment & Software	1,107.62
04/01/2020	MF 032920	CitiMac	Supplies	194.57

Whatcom Council of Governments
CLAIMS LISTING
 January through April 2020

Date	Num	Source Name	Memo	Paid Amount
04/01/2020	MF 030320	Amazon	Supplies	40.21
04/01/2020	MF 030320	Amazon Web Services	Communication Services	388.11
04/01/2020	MF 031120	TechSmith Corporation	Office Equipment & Software	27.26
04/01/2020	MF 031620	T-Mobile	Communication Services	25.00
04/01/2020	SH 030520	US Postal Service	Communication Services	257.40
04/01/2020	JM 030220	Amazon	Supplies	40.27
04/01/2020	JM 030320	Amazon	Supplies	18.56
04/01/2020	JM 030520	Pendragon Software Corporation	Office Equipment & Software	60.00
04/01/2020	JM 031320	Pendragon Software Corporation	Office Equipment & Software	100.00
04/01/2020	JM 032020	Image That	Office Equipment & Software	2,699.00
04/01/2020	BW 030420	ADT Security Systems	Utilities	72.89
04/01/2020	BW 031120	Haggen	Supplies	15.98
04/02/2020	ach	HSA Bank	HSA Fees	2,100.00
04/02/2020	ach	HSA Bank	HSA Fees	1,110.00
04/03/2020	ach	AWC	Benefits	8,882.34
04/10/2020	2951	AES Inc.	Temp Agency	4,158.00
04/10/2020	2952	Applied Digital Imaging	Printing	3,197.54
04/10/2020	2953	Bay City Supply	Supplies	161.53
04/10/2020	2954	Bellingham Promotional Products	Supplies	4,391.07
04/10/2020	2955	Bruce's Janitor Service	Janitorial	625.00
04/10/2020	2956	BTC Leasing	Office Equipment/Software	449.18
04/10/2020	2957	Caliper Corporation	Software	6,242.50
04/10/2020	2958	Capitol City Press	Printing	6,776.00
04/10/2020	2959	Cascade Natural Gas	Utilities	230.24
04/10/2020	2960	Champion Building LLC	Rental	5,877.98
04/10/2020	2961	HWY9Design Inc.	Supplies	434.00
04/10/2020	2962	IBI Group US	Professional Services	1,080.00
04/10/2020	2963	Lamar Companies	Printing	5,578.34
04/10/2020	2964	Parker Northwest Associates	Professional Services	3,793.00
04/10/2020	2965	Puget Sound Energy	VOID: Utilities	0.00
04/10/2020	2966	Ricoh USA Inc.	Office Equipment/Software	230.45
04/10/2020	2967	Security Solutions NW	Fire Extinguisher Service	73.00
04/10/2020	2968	US Bank	Purchase Card	8,523.05
04/10/2020	2969	WA State Auditor's Office	Professional Services	169.65
04/10/2020	2970	Caliper Corporation	Software	3,000.00
04/10/2020	2971	IBI Group US	Professional Services	46,935.50
04/10/2020	ACH	Purchase Power	Postage	1,176.20
04/10/2020	EFT	WCOG Petty Cash	Petty Cash Refill	250.00
04/27/2020	E-pay	WA Dept of Employment Security	Payroll Taxes QB Tracking # 1241936142	62.00
04/27/2020	E-pay	WA Dept of Employment Security	Payroll Taxes QB Tracking # 1241936142	9,918.30
04/27/2020	ACH	WA Dept of L&I	Payroll Taxes	719.56
04/28/2020	ACH	WA Dept of Employment Security	Payroll Taxes	523.44
04/28/2020	ach	HSA Bank	HSA Fees	15.75
04/29/2020		QuickBooks Payroll Service	Created by Payroll Service on 04/27/2020	46,754.60
04/29/2020	2972	AFLAC	Employee Paid Coverage	77.82
04/29/2020	2973	AWC-Additional Life	Employee Paid Life Ins.	22.50
04/29/2020	2974	United Way	Employee Contributions	382.00
04/29/2020	ACH	Mass Mutual	Retirement	990.00
04/29/2020	ACH	Mass Mutual	Retirement	959.04
04/29/2020	ACH	Mass Mutual	Retirement	1,251.86
04/29/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -2069198958	8,987.00
04/29/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -2069198958	1,045.41
04/29/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -2069198958	1,045.41
04/29/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -2069198958	0.00
04/29/2020	ACH	AWC	Benefits	8,882.34
04/29/2020	ACH	WA Dept of Retirement Systems	PERS Contribution	5,356.58
04/29/2020	ACH	WA Dept of Retirement Systems	PERS Contribution	8,719.69
04/29/2020	ACH	WA Dept of Retirement Systems	PERS Contribution	2,926.87
04/29/2020	ACH	WA Dept of Retirement Systems	PERS Contribution	3,244.85

Jan - Apr 20

747,270.86

The Council Board retroactively approves the payments made during January through April 2020 the above listed claims in the total amount of \$747,270.86*

Whatcom Council of Governments
Board Budget Report
 January through April 2020
 (33% of the year)

	<u>Jan - Apr 20</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
333 · Federal Grants	\$ 273,170	\$ 1,237,329	22%
334 · State Grants	149,772	218,732	68%
337 · Local Grants	25,000	87,306	29%
361 · Interest Income	1,748	2,500	70%
367 · Contributions & Donations	76,854	60,000	128%
368 · Membership Dues	160,223	163,436	98%
369 · Other Income	667	0	0%
Total Income	<u>\$ 687,434</u>	<u>\$ 1,769,303</u>	<u>39%</u>
Expense			
505 · Communication Services	\$ 9,315	\$ 28,300	33%
510 · Consultants & Contract Services	209,115	358,521	58%
515 · Incentives	2,872	10,000	29%
520 · Insurance- Property & Liability	0	10,500	0%
530 · Office Equipment & Software	20,994	54,140	39%
535 · Pass-Through Funding	0	0	0%
545 · Printing	23,606	21,500	110%
550 · Professional Development	3,046	13,150	23%
555 · Rent	23,512	72,100	33%
560 · Repair & Maintenance	2,315	3,000	77%
565 · Payroll - Salaries & Wages	270,413	809,985	33%
566 · Payroll - Taxes & Benefits	129,474	335,731	39%
575 · Supplies	11,040	10,000	110%
580 · Travel	3,012	19,250	16%
585 · Utilities	4,878	13,000	38%
590 · Miscellaneous Expense	537	0	0%
Total Expense	<u>\$ 714,129</u>	<u>\$ 1,759,177</u>	<u>41%</u>
Revenue less Expense	<u><u>(\$26,695)</u></u>	<u><u>\$10,126</u></u>	

Balance Sheet as of:

	<u>1/1/2020</u>	<u>4/30/2020</u>	<u>Cash & Investments</u>	
Cash on hand	\$ 17,947	\$ 87,516	Target	\$466,885
Investment Account	319,989	226,737	Available	\$314,253
Accounts Receivable	192,243	251,872		
Total	<u>\$ 530,179</u>	<u>\$ 566,125</u>		
Accounts Payable	143,189	28,598		
Working Capital	<u>\$ 386,990</u>	<u>\$ 537,527</u>		



whatcom council of governments

MEMORANDUM

To: WCOG Board
From: Ron Cubellis, Deputy Executive Director
Date: May 4, 2020
Subject: Resolution 2020-02 Electronic Signatures and Records

Staff has prepared attached Resolution 2020-02 to allow the use of electronic signatures and records. RCW 19.360.020 and as amended by SSB 6028 Uniform Electronic Transactions Act specifically allows local government agencies to send and accept electronic submissions and electronic signatures, except as otherwise provided by law. To use electronic submissions and signatures, local government agencies must establish a method and process for electronic submission and use of electronic signatures by ordinance, resolution or policy.

The Act applies only to transactions between parties which have agreed to conduct transactions by electronic means. Whether the parties agree to conduct a transaction by electronic means is determined from the context and surrounding circumstances, including the parties' conduct.

There are numerous WCOG business transactions which require one or more signatures on a regular basis. Examples are grant reporting, certifications, billings, payroll and accounts payable authorizations, meeting minutes of the Council Board and Transportation Policy Board meetings, contracts and other documents. Staff has determined the most secure and verifiable method to obtain electronic signatures for WCOG's business transactions is to use a certificate-based electronic signature system. Staff has been testing Adobe Sign to obtain signatures on internal documents such as staff time and activity reports while working remotely.

SUGGESTED MOTION: Move to approve Resolution 2020-02 for the use of electronic signatures and records as presented.



RESOLUTION NO. 2020-02

USE OF ELECTRONIC SIGNATURES AND RECORDS

WHEREAS, Pursuant to Chapter 19.360.020 RCW and as amended by Substitute Senate Bill 6028 Uniform Electronic Transactions Act, effective June 11, 2020, unless specifically provided otherwise by law or agency rule, whenever the use of a written signature is authorized or required by this code with a state or local agency, an electronic signature may be used with the same force and effect as the use of a signature affixed by hand, as long as the electronic signature conforms to the definition in RCW 19.360.030 and the writing conforms to RCW 19.360.040; and

WHEREAS, Each local agency may determine whether, and to what extent, the agency will send and accept electronic records and electronic signatures to and from other persons and otherwise create, generate, communicate, store, process, use, and rely upon electronic records and electronic signatures. RCW 19.360.020 (2); and

WHEREAS, The method and process for electronic submissions and the use of electronic signatures must be established by ordinance, resolution, policy, or rule. RCW 19.360.020 (5)

NOW, THEREFORE, BY THIS RESOLUTION the Whatcom Council of Governments does hereby authorize the use of electronic signatures and records for SCOG business transactions. Unless specifically provided by law or agency rule, whenever the use of a written signature is required, an electronic signature may be used with the same force and effect as the use of a written signature affixed by hand.

Adopted this Thirteenth day of May, 2020, in the City of Bellingham, Washington, a quorum being present.

Scott Korthuis, Chairman

Robert H. Wilson, Executive Director