



MEETING OF THE BOARD OF THE
WHATCOM COUNCIL OF GOVERNMENTS
Wednesday, September 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
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 – **ACTION**
- D. CONSENT AGENDA – **ACTION**
 - D.1 Minutes of the Meeting of January 18, 2017
 - D.2 June-August 2017 Claims
- E. BUDGET REPORT
Budget Report as of August 31, 2017 – Ron Cubellis
- F. OLD BUSINESS
- G. NEW BUSINESS
 - G.1 Presentation of 2018 Budget, First Draft – Bob Wilson
 - G.2 Adoption of List of 2018 Transportation Funding Requests – **ACTION**
 - G.3 Other New Business (if any)
- H. EXECUTIVE DIRECTOR’S REPORT – Bob Wilson
- I. BOARD OPEN FORUM
- J. ADJOURN

WHATCOM COUNCIL OF GOVERNMENTS
BOARD MINUTES – DRAFT
January 18, 2017

IN ATTENDANCE:

MEMBERS VOTING: Bob Bromley, Chairman (SUMAS); Michael McAuley, Vice-Chairman (PORT OF BELLINGHAM); Michael Lilliquist (BELLINGHAM); Patrick Alesse (BIRCH BAY W&SD); Harry Robinson (BLAINE); Rita Jefferson (for Timothy Ballew) (LUMMI NATION); Scott Korthuis (LYNDEN); Tom Jones (NOOKSACK);
NON-VOTING: Larry Brown (SUDDEN VALLEY); Pete Stark (WTA)

GUESTS Stoney Bird, Kaylee Galloway (representing Rep. Suzan DelBene)

STAFF Bob Wilson, Ron Cubellis, Hugh Conroy

A. CALL TO ORDER

Chairman Bromley called the meeting to order at 3:53 p.m. with a quorum present.

B. PUBLIC COMMENT

No public comment was received.

C. AGENDA APPROVAL

Mr. Wilson requested that an action item be added to the agenda under New Business: “Amendment to 2017 Unfunded Transportation Needs List.”

MOTION: Mr. Korthuis moved, Mr. Robinson seconded, to approve the agenda with the addition requested by the Executive Director.

MOTION PASSED

D. CONSENT AGENDA

MOTION: Mr. Robinson moved, Mr. McAuley seconded, to approve the consent agenda, which included approval of the minutes of the Council Board meeting of December 14, 2016, and December 2016 claims Nos. 2016381 to 2016408, inclusive, in the amount of \$138,399.83.

MOTION PASSED

E. BUDGET REPORT

Mr. Cubellis presented the budget report as of December 31, 2016.

F. OLD BUSINESS

None

G. NEW BUSINESS

G.1 Banking Resolution

Mr. Cubellis reminded the Board that at its meeting in December 2016, it authorized staff to open checking and saving accounts at Washington Federal Bank, and it adopted a resolution to that effect. Subsequently, County Treasurer Steve Oliver informed Mr. Cubellis that the Revised Code of Washington appears to require councils of governments to deposit their funds with one of their member counties, and to use only that county's bank. His interpretation was confirmed by the State Auditor's Office, and the result is that WCOG cannot open a saving account anywhere, and it cannot hold a checking account at Washington Federal since that is not Whatcom County's bank (Key Bank is). For those reasons, the resolution adopted by the Board in December is rendered moot. Mr. Cubellis requested that the Board adopt a new resolution amending the one it passed in December.

MOTION: Mr. Lilliquist moved, Mr. Jones seconded, to approve Resolution No. 17-01-1, modifying Resolution No. 16-12-1 to allow for checking accounts to be opened at Key Bank.

MOTION PASSED

G.2 Approval of the 2017 Non-Member Fee Schedule

Mr. Cubellis reminded the Board that the schedule of fees for entities that are not members of WCOG but which contract with it for services must be updated every January.

MOTION: Mr. Korthuis moved, Mr. Lilliquist seconded, to approve the 2017 Fee Schedule as presented.

MOTION PASSED

G.3 Appointment of Three Small Cities Members to the Executive Committee

Messrs. Bromley, Jones and Robinson agreed to serve on the Executive Committee in 2017, at the pleasure of the Board.

MOTION: Mr. Korthuis moved, Mr. McAuley seconded, to appoint the representatives from the cities of Blaine, Nooksack and Sumas to the Executive Committee.

MOTION PASSED

G.4 Amendments to WCOG Bylaws

Mr. Wilson explained that the amendments to the Bylaws he was recommending would remove the requirement that officers be elected at an “annual meeting” in December, which is impracticable, and require the election to occur at the first meeting of the year; would formalize the longstanding practice of the Council Board’s officers also serving as the officers of the Whatcom Transportation Policy Board, and; would require that candidates for Council Board officer seats also be eligible to serve on the Policy Board.

MOTION: Mr. Korthuis moved, Mr. Alesse seconded, to approve the proposed amendments to the Bylaws of the Whatcom Council of Governments.

MOTION PASSED

G.5 Amendments to Whatcom Transportation Policy Board Bylaws

Mr. Wilson explained that the amendments to the Council Board bylaws that just passed necessitate that the Policy Board bylaws be amended to remove the requirement that it elect its own officers. He also proposed removing the requirement that each of the member jurisdictions inform WCOG staff every year whom their Transportation Technical Advisory Group representative will be, and replacing TTAG “member” with “representative,” since the members of TTAG are the jurisdictions themselves.

MOTION: Mr. Robinson moved, Mr. Alesse seconded, to approve the proposed amendments to the Bylaws of the Whatcom Transportation Policy Board.

MOTION PASSED

G.6 Election of Chair, Vice-Chair and Secretary-Treasurer

Mr. Wilson informed the Board that Chairman Bromley, Vice-Chairman McAuley and Secretary-Treasurer Jack Louws had all agreed to serve in their respective positions in 2017, at the Board’s pleasure. No other representatives chose to seek office.

MOTION: Mr. Jones moved, Mr. Robinson seconded, to appoint Bob Bromley as chairman, Michael McAuley as Vice-Chairman, and Jack Louws as Secretary-Treasurer.

MOTION PASSED

G.7 Amendment to 2017 Unfunded Transportation Needs List

Mr. Wilson reminded the Board that WCOG staff has been working with concerned citizens in Kendall as well as with the Washington State Department of Transportation and Whatcom County to address a serious pedestrian and bicycle safety situation along State Route 547, on which at least four people have been killed by vehicles. In the 2016 State Legislative Session, Rep. Luanne Van Werven was able to secure about \$75,000 in funding to enable WCOG – on behalf of the Kendall community – to engage a consulting engineer to undertake the initial preliminary engineering for the development of a 3.15-mile “State Route 547 Pedestrian and Bicycle Safety Trail” that would enable children and adults to safely access key destinations in the community, including Kendall Elementary School, the East Whatcom Resource Center, the library and the community’s two churches. That work is progressing and will be completed shortly.

The next step in advancing this project is to get it to the 30 percent design level, perform topographical and geotechnical analyses, and begin wetland delineation. Mr. Wilson requested that the Board add this request to the transportation needs list it adopted in September 2016, in the amount of \$305,000 plus a three percent administrative fee charged by the Department of Commerce. He added that Rep. Van Werven has agreed to pursue this request.

MOTION: Mr. Korthuis moved, Mr. Jones seconded, to add preliminary engineering for the State Route 547 Pedestrian and Bicycle Safety Trail to the list of Unfunded Transportation Needs of Whatcom County 2017, in the amount of \$315,000.

Mr. Lilliquist asked Mr. Wilson if he thought this request would “compete” with the other four requests previously adopted by the Board. Mr. Wilson responded that he did not believe that would be the case given that this request – unlike the others – is for preliminary engineering and not construction, and due to the relatively small amount being requested.

MOTION PASSED

H. EXECUTIVE DIRECTOR’S REPORT

Mr. Wilson stated that he had nothing significant to report.

I. BOARD OPEN FORUM

No comments were offered by the representatives.

J. ADJOURNMENT

There being no further business, the meeting adjourned at 4:28 p.m.

Robert J. Bromley
Chairman

Robert H. Wilson, AICP
Executive Director

DRAFT

9:12 AM

09/07/17

Cash Basis

Whatcom Council of Governments
CLAIMS LISTING
 June through August 2017

Date	Num	Source Name	Memo	Paid Amount
Jun - Aug 17				
06/01/2017	ach	NAVIA Benefits	Benefits	300.00
06/01/2017	ach	NAVIA Benefits	Benefits	2.00
06/01/2017	MF	National Custom Insignia	Supplies	266.00
06/02/2017	RC	Google	Communication Services	79.16
06/02/2017	RC	Intuit Payroll Service	Office Equipment & Software	39.13
06/02/2017	MF	Hilton Hotels & Resorts	Travel	191.96
06/03/2017	RC	Amazon	Supplies	38.87
06/03/2017	MF	Amazon Web Services	Communication Services	227.05
06/03/2017	MF	Amazon Web Services	Communication Services	227.05
06/04/2017	RC	Amazon	Supplies	46.31
06/04/2017	RC	Comcast	Communication Services	160.39
06/04/2017	BW	ADT Security Systems	Utilities	55.46
06/05/2017	RC	Amazon	Supplies	50.50
06/05/2017	KW	Bellingham/Whatcom Chamber	Travel	16.00
06/06/2017	RC	Clearly Communications	Communication Services	176.99
06/06/2017	RC	SmugMug	Communication Services	47.88
06/06/2017	MF	Rogers Media	Communication Services	40.00
06/07/2017	JM	Pendragon Software Corporation	Office Equipment & Software	40.00
06/08/2017	RC	Ting Inc.	Communication Services	8.36
06/12/2017	RC	Heroku	Communication Services	170.13
06/12/2017	RC	Heroku	Communication Services	9.00
06/13/2017	MA	Hilton Hotels & Resorts	Travel	191.96
06/13/2017	MA	Amtrak	Travel	96.00
06/14/2017	2132	Anvil Engineering	Employer Partner	100.00
06/14/2017	2133	Applied Digital Imaging	Printing	130.44
06/14/2017	2134	Bellingham Herald (advertising)	Public Hearing Notices	75.27
06/14/2017	2135	Bob Wilson	Employee Reimbursement	179.54
06/14/2017	2136	Bruce's Janitor Service	Janitorial	625.00
06/14/2017	2137	BTC Leasing	Office Equipment/Software	449.18
06/14/2017	2138	Capitol City Press	Printing	1,305.07
06/14/2017	2139	Cascade Natural Gas	Utilities	43.83
06/14/2017	2140	Champion Building LLC	Rental	5,496.32
06/14/2017	2141	Culligan Northwest	Supplies	23.00
06/14/2017	2142	Express Services Inc.	Temp Staff	2,613.03
06/14/2017	2143	Fountain Motor	Vehicle rental	268.85
06/14/2017	2144	Good Eye Design	Professional Services	3,986.17
06/14/2017	2145	Hugh Conroy	Employee Reimbursement	56.71
06/14/2017	2146	IBI Group US	Professional Services	2,160.00
06/14/2017	2147	Jaymes McClain	Employee Reimbursement	10.49
06/14/2017	2148	Lethal Coe III	Expense Reimbursement	358.65
06/14/2017	2149	Mary Anderson	Employee Reimbursement	77.60
06/14/2017	2150	Parker Northwest Associates	Professional Services	3,493.00
06/14/2017	2151	Puget Sound Energy	Utilities	236.42
06/14/2017	2152	Ricoh USA Inc.	Office Equipment/Software	401.55
06/14/2017	2153	Sanitary Service Corporation	Utilities	52.93
06/14/2017	2154	Susan Horst	Employee Reimbursement	90.83
06/14/2017	2155	US Bank	Purchase Card	8,121.09
06/14/2017	2156	Whatcom Community College	Employer Partner	51.91
06/14/2017	2157	Wilson Engineering LLC	Professional Services	4,350.00
06/14/2017	HC	Microsoft	Office Equipment & Software	107.61
06/14/2017	BW	Fred Meyer	Supplies	4.49
06/14/2017	BW	Starbucks	Supplies	17.34
06/15/2017	Transfer	WCOG Petty Cash	Petty Cash Refill	250.00
06/15/2017	ach	NAVIA Benefits	Benefits	2.00
06/15/2017	37.28	The Bagelry	Supplies	37.28
06/15/2017	RC	GoDaddy	Communication Services	139.98
06/15/2017	MF	Starbucks	Supplies	52.01
06/18/2017	RC	GroupSpaces Ltd	Communication Services	19.99
06/19/2017	MF	WP Engine	Communication Services	990.00
06/20/2017	1016	Evantide Photography	Contracted Services	489.15
06/20/2017	KW	Whatcom Rowing Association	Healthcare	100.00
06/20/2017	MA	Community Food Co-op	Supplies	8.39
06/22/2017	1017	Mary Anderson	Travel	140.00
06/22/2017	RC	Nest Labs	Office Equipment & Software	108.70
06/22/2017	KW	Community Food Co-op	Supplies	19.64
06/23/2017	1018	Blizzard, Kate	Incentives	250.00

Page 1

9:12 AM

09/07/17

Cash Basis

Whatcom Council of Governments

CLAIMS LISTING

June through August 2017

Date	Num	Source Name	Memo	Paid Amount
06/23/2017	RC	Nest Labs	Office Equipment & Software	15.54
06/23/2017	KW	Great Harvest Bread Co.	Supplies	7.75
06/27/2017	MA	Hotel RL by Red Lion	Travel	230.98
06/28/2017	2158	AWC-Additional Life	Employee Paid Life Ins.	22.50
06/28/2017	2159	AFLAC	Employee Paid Coverage	77.82
06/28/2017	2160	United Way	Employee Contributions	500.00
06/28/2017	ACH	WA Dept of Retirement Systems	PERS Contribution	3,514.60
06/28/2017	ACH	WA Dept of Retirement Systems	PERS Contribution	6,420.48
06/28/2017	ACH	Mass Mutual	Retirement	2,990.00
06/28/2017	ACH	Mass Mutual	Retirement	3,560.54
06/28/2017	ACH	Mass Mutual	Retirement	949.00
06/28/2017	ACH	AWC	Benefits	9,952.89
06/28/2017	ACH	AWC	Benefits	1,323.00
06/28/2017	MA	Gateway Languages, Inc.	Consultants & Contracted Services	60.00
06/29/2017	ACH	Intuit Payroll Service	Created by Payroll Service on 06/28/2017	41,314.52
06/30/2017	E-pay	Internal Revenue Service	Federal employment tax QB Tracking # 361120632	7,144.00
06/30/2017	E-pay	Internal Revenue Service	Federal employment tax QB Tracking # 361120632	882.73
06/30/2017	E-pay	Internal Revenue Service	Federal employment tax QB Tracking # 361120632	882.73
06/30/2017	E-pay	Internal Revenue Service	Federal employment tax QB Tracking # 361120632	0.00
06/30/2017	ACH	NAVIA Benefits	Benefits	300.00
06/30/2017	MF	LogMeln	Communications	31.53
06/30/2017	KW	Rudi's Pizzeria	Supplies	64.00
06/30/2017	MA	Facebook Inc.	Communication Services	6.26
07/02/2017	RC	Google	Communication Services	79.16
07/02/2017	RC	Intuit Payroll Service	Office Equipment & Software	39.13
07/03/2017	ach	NAVIA Benefits	Benefits	2.00
07/03/2017	MF	Tableau Software Inc	Office Equipment & Software	434.80
07/03/2017	MF	Amazon Web Services	Communication Services	223.41
07/03/2017	MF	Amazon Web Services	Communication Services	223.42
07/04/2017	RC	Comcast	Communication Services	160.40
07/04/2017	BW	ADT Security Systems	Utilities	55.46
07/06/2017	RC	Clearly Communications	Communication Services	176.70
07/06/2017	BW	Office Depot	Supplies	19.56
07/06/2017	MA	Badge-A-Minit	Office Equipment & Software	684.63
07/07/2017	1019	LeDain, Trevor	Incentives	250.00
07/07/2017	1020	Dubrow, Rick	Incentives	1,000.00
07/07/2017	JM	Pendragon Software Corporation	Office Equipment & Software	40.00
07/08/2017	RC	Ting Inc.	Communication Services	8.35
07/08/2017	MF	Rogers Media	Communication Services	55.19
07/11/2017	RC	Heroku	Communication Services	172.71
07/11/2017	RC	Heroku	Communication Services	9.00
07/12/2017	2162	Applied Digital Imaging	Printing	24.00
07/12/2017	2163	Bob Wilson	Employee Reimbursement	50.00
07/12/2017	2164	Bruce's Janitor Service	Janitorial	625.00
07/12/2017	2165	BTC Leasing	Office Equipment/Software	449.18
07/12/2017	2166	Cascade Natural Gas	Utilities	10.64
07/12/2017	2167	Champion Building LLC	Rental	5,496.32
07/12/2017	2168	Chocolate Necessities	Incentives	81.00
07/12/2017	2169	Culligan Northwest	Supplies	23.00
07/12/2017	2170	Express Services Inc.	Temp Staff	2,761.27
07/12/2017	2171	Ferndale Record	Subscription	55.00
07/12/2017	2172	Good Eye Design	Professional Services	2,474.41
07/12/2017	2173	IBI Group US	Professional Services	1,080.00
07/12/2017	2174	Keeney's Office Supply	Office Supplies	128.32
07/12/2017	2175	Kirsten Wert	Employee Reimbursement	114.50
07/12/2017	2176	Lethal Coe III	Expense Reimbursement	60.46
07/12/2017	2177	Mallard Ice Cream	Incentives	340.86
07/12/2017	2178	Mary Anderson	Employee Reimbursement	144.45
07/12/2017	2179	Melissa Fanucci	Expense Reimbursement	97.92
07/12/2017	2180	Parker Northwest Associates	Professional Services	3,493.00
07/12/2017	2181	Puget Sound Energy	Utilities	238.27
07/12/2017	2182	Ricoh USA Inc.	Office Equipment/Software	366.17
07/12/2017	2183	Robeks Fruit Smoothies	Incentives	51.85
07/12/2017	2184	Salud Spanish Programs	Prof. Development	85.00
07/12/2017	2185	Sanitary Service Corporation	Utilities	52.93
07/12/2017	2186	The Bellingham Herald (subscript...	Subscription	265.20
07/12/2017	2187	The Language Exchange	Translation Services	229.50

9:12 AM

09/07/17

Cash Basis

Whatcom Council of Governments
CLAIMS LISTING
 June through August 2017

Date	Num	Source Name	Memo	Paid Amount
07/12/2017	2188	US Bank	Purchase Card	4,239.85
07/12/2017	2189	Whatcom County	Project cost-share	3,500.00
07/12/2017	2190	Wilson Engineering LLC	Professional Services	19,545.38
07/12/2017	2161	Miscellaneous & Pass Through	Voided check #2161	
07/12/2017	BW	Fred Meyer	Supplies	12.45
07/12/2017	BW	Starbucks	Supplies	17.34
07/13/2017	MA	Bellingham/Whatcom Chamber	Travel	20.00
07/13/2017	MA	Stampadoodle	Supplies	35.33
07/14/2017	KW	Rudi's Pizzeria	Supplies	51.50
07/16/2017	Transfer	WCOG Petty Cash	Petty Cash Refill	879.15
07/18/2017	RC	GroupSpaces Ltd	Communication Services	19.99
07/19/2017	1021	KeyBank	Miscellaneous	132.45
07/20/2017	RC	GoDaddy	Communication Services	65.77
07/20/2017	RC	GoDaddy	Communication Services	49.47
07/20/2017	RC	GoDaddy	Communication Services	49.47
07/20/2017	RC	GoDaddy	Communication Services	115.24
07/21/2017	LC	Washington Chapter APA	Professional Development	275.00
07/21/2017	MF	Washington Chapter APA	Professional Development	275.00
07/21/2017	KW	Rudi's Pizzeria	Supplies	68.00
07/25/2017	1022	Whatcom Council of Governments	Transfer Square transaction proceeds	120.16
07/25/2017	MF	Community Food Co-op	Supplies	129.99
07/25/2017	BW	Delta Airlines	Miscellaneous	16.00
07/25/2017	BW	Alaska Airlines	Travel	213.20
07/26/2017	MF	Cash & Carry	Supplies	14.40
07/26/2017	BW	Delta Airlines	Travel	350.68
07/27/2017	ACH	WA Dept of Retirement Systems	PERS Contribution	4,252.30
07/27/2017	ACH	WA Dept of Retirement Systems	PERS Contribution	7,317.66
07/27/2017	RC	Amazon	Repair & Maintenance	226.20
07/27/2017	MF	City of Surrey	Travel	5.78
07/28/2017	ACH	Intuit Payroll Service	Created by Payroll Service on 07/27/2017	39,702.04
07/28/2017	HC	Bellair	Travel	76.00
07/28/2017	HC	Southwest Airlines	Travel	15.00
07/28/2017	HC	Southwest Airlines	Travel	15.00
07/28/2017	HC	Southwest Airlines	Travel	365.96
07/31/2017	E-pay	Internal Revenue Service	Federal employment tax QB Tracking # 492351307	8,207.00
07/31/2017	E-pay	Internal Revenue Service	Federal employment tax QB Tracking # 492351307	885.66
07/31/2017	E-pay	Internal Revenue Service	Federal employment tax QB Tracking # 492351307	885.66
07/31/2017	E-pay	Internal Revenue Service	Federal employment tax QB Tracking # 492351307	0.00
07/31/2017	ACH	WA Dept of L&I	Payroll Taxes	717.59
07/31/2017	EFT	WA Dept of Employment Security	Payroll Taxes	1,771.51
07/31/2017	EFT	Mass Mutual	Retirement	2,990.00
07/31/2017	EFT	Mass Mutual	Retirement	3,572.39
07/31/2017	EFT	Mass Mutual	Retirement	949.00
07/31/2017	2191	AWC-Additional Life	Employee Paid Life Ins.	22.50
07/31/2017	2193	AFLAC	Employee Paid Coverage	77.82
07/31/2017	2192	United Way	Employee Contributions	500.00
07/31/2017	MF	LogMeIn	Communication Services	31.53
07/31/2017	MA	Facebook Inc.	Communication Services	23.74
08/02/2017	eft	NAVIA Benefits	Benefits	300.00
08/02/2017	RC	Google	Communication Services	79.16
08/02/2017	RC	Intuit Payroll Service	Office Equipment & Software	39.13
08/03/2017	MF	Amazon Web Services	Communication Services	263.16
08/03/2017	MF	Amazon Web Services	Communication Services	263.15
08/03/2017	BWV	Washington Chapter APA	Professional Development	275.00
08/04/2017	ach	NAVIA Benefits	Benefits	2.00
08/04/2017	BWV	Hardware Sales	Supplies	23.90
08/04/2017	BWV	ADT Security Systems	Utilities	55.46
08/04/2017	MA	Whatcom County	Travel	77.00
08/05/2017	RC	Comcast	Communication Services	160.20
08/05/2017	RC	FastSpring	Office Equipment & Software	20.00
08/06/2017	RC	Clearly Communications	Communication Services	176.70
08/06/2017	MF	GitHub.com	Communication Services	300.00
08/06/2017	MF	Rogers Media	Communication Services	42.80
08/07/2017	RC	Amazon	Office Equipment & Software	479.99
08/07/2017	RC	Catalyst	Repair & Maintenance	102.70
08/07/2017	JM	Pendragon Software Corporation	Communication Services	40.00
08/08/2017	RC	Amazon	Supplies	40.90

Page 3

9:12 AM

09/07/17

Cash Basis

Whatcom Council of Governments

CLAIMS LISTING

June through August 2017

Date	Num	Source Name	Memo	Paid Amount
08/08/2017	RC	Ting Inc.	Communication Services	8.35
08/09/2017	ACH	AWC	Benefits	11,275.89
08/09/2017	ACH	AWC	Benefits	1,323.00
08/09/2017	2194	Applied Digital Imaging	Printing	35.91
08/09/2017	2195	BC Ministry of Transportation - ve...	Subrecipient Pass-through	55,650.00
08/09/2017	2196	Bellingham Herald (advertising)	Public Hearing Notices	129.31
08/09/2017	2197	Bob Wilson	Expense Reimbursement	44.96
08/09/2017	2198	Bruce's Janitor Service	Janitorial	625.00
08/09/2017	2199	BTC Leasing	Office Equipment/Software	449.18
08/09/2017	2200	Cascade Natural Gas	Utilities	10.64
08/09/2017	2201	Champion Building LLC	Rental	24,924.89
08/09/2017	2202	Culligan Northwest	Supplies	5.25
08/09/2017	2203	Express Services Inc.	Temp Staff	2,006.13
08/09/2017	2204	Federal Express	Express mail	52.31
08/09/2017	2205	Jaymes McClain	Expense Reimbursement	32.10
08/09/2017	2206	Melissa Fanucci	Expense Reimbursement	41.20
08/09/2017	2207	Parker Northwest Associates	Professional Services	3,493.00
08/09/2017	2208	Pitney Bowes	Postage	184.61
08/09/2017	2209	Puget Sound Energy	Utilities	272.84
08/09/2017	2210	Ricoh USA Inc.	Office Equipment/Software	358.01
08/09/2017	2211	Sanitary Service Corporation	Utilities	52.93
08/09/2017	2212	Traffic Count Consultants Inc.	Traffic Counts	17,970.00
08/09/2017	2213	Unity Care NW	Employer Partner Match	100.00
08/09/2017	2214	US Bank	Purchase Card	3,829.25
08/09/2017	RC	Heroku	Communication Services	170.09
08/09/2017	RC	Heroku	Communication Services	9.00
08/10/2017	Transfer	WCOG Petty Cash	Petty Cash Refill	1,382.45
08/10/2017	1023	Bellingham Farmers Market	Employer Campaign Prize	400.00
08/10/2017	SH	Lake Quinalut Lodge	Miscellaneous Expenses	500.00
08/10/2017	SH	Lake Quinalut Lodge	Miscellaneous Expenses	400.00
08/11/2017	RC	Amazon	Repair & Maintenance	57.56
08/14/2017	RC	Amazon	Repair & Maintenance	67.53
08/14/2017	RC	Pacific Power Batteries	Repair & Maintenance	347.19
08/15/2017	RC	Hardware Sales	Supplies	35.86
08/17/2017	RC	Amazon	Repair & Maintenance	60.27
08/17/2017	RC	Hardware Sales	Supplies	1.60
08/17/2017	RC	Hardware Sales	Repair & Maintenance	27.17
08/18/2017	RC	Hardware Sales	Supplies	39.51
08/18/2017	RC	GroupSpaces Ltd	Communication Services	19.99
08/23/2017	1024	Starr, Fiona	Incentives	250.00
08/23/2017	RC	Waterfront Place Garage	Travel	16.00
08/29/2017	1025	Jaymes McClain	Travel	77.58
08/30/2017		Intuit Payroll Service	Created by Payroll Service on 08/25/2017	39,763.32
08/31/2017	ACH	WA Dept of Retirement Systems	PERS Contribution	4,263.02
08/31/2017	ACH	WA Dept of Retirement Systems	PERS Contribution	7,336.11
08/31/2017	E-pay	Internal Revenue Service	Federal employment tax QB Tracking # 369914002	8,278.00
08/31/2017	E-pay	Internal Revenue Service	Federal employment tax QB Tracking # 369914002	887.92
08/31/2017	E-pay	Internal Revenue Service	Federal employment tax QB Tracking # 369914002	887.92
08/31/2017	E-pay	Internal Revenue Service	Federal employment tax QB Tracking # 369914002	0.00
08/31/2017	EFT	Mass Mutual	Retirement	2,990.00
08/31/2017	EFT	Mass Mutual	Retirement	3,581.40
08/31/2017	EFT	Mass Mutual	Retirement	949.00
08/31/2017	eft	AWC	Benefits	11,275.89
08/31/2017	ach	AWC	Benefits	1,323.00
08/31/2017	2215	AFLAC	Employee Paid Coverage	77.82
08/31/2017	2216	AWC-Additional Life	Employee Paid Life Ins.	22.50
08/31/2017	2217	United Way	Employee Contributions	500.00

Jun - Aug 17

457,076.57

The Council Board retroactively approves the payments made during June 2017 through August 2017 for the above listed claims in the total amount of: \$457,076.57*

Board Officer

Title

Date

Whatcom Council of Governments

Board Budget Report

June through August 2017

(67% of the year)

	<u>Jan - Aug 17</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
333 · Federal Grants	627,796	870,186	72%
334 · State Grants	177,547	276,984	64%
337 · Local Grants	98,000	86,861	113%
361 · Interest Income	981	1,500	65%
367 · Contributions & Donations	700	0	
368 · Membership Dues	146,047	146,299	100%
369 · Other Income	1,326	0	
369.1 · Canadian Funding	13,804	36,922	37%
389 · Other Nonrevenues	4,399	0	
Total Income	1,070,600	1,418,752	75%
Expense			
505 · Communication Services	20,828	35,900	58%
510 · Consultants & Contract Services	127,834	178,193	72%
515 · Incentives	7,228	10,600	68%
520 · Insurance- Property & Liability	0	11,000	0%
530 · Office Equipment & Software	18,198	19,420	94%
535 · Pass-Through Funding	55,857	61,150	91%
545 · Printing	17,750	4,600	386%
550 · Professional Development	7,107	7,900	90%
555 · Rent	62,870	68,000	92%
560 · Repair & Maintenance	2,842	6,000	47%
565 · Payroll - Salaries & Wages	462,617	678,326	68%
566 · Payroll - Taxes & Benefits	199,367	276,659	72%
575 · Supplies	6,559	9,600	68%
580 · Travel	7,557	13,200	57%
585 · Utilities	9,261	13,000	71%
590 · Miscellaneous Expense	6,553	0	
Total Expense	1,012,428	1,393,548	73%
Revenues Less Expenses	58,172	25,204	231%

Balance Sheet as of:	<u>1/1/2017</u>	<u>8/31/2017</u>
Cash on hand	\$ 6,950	\$ 15,648
Investment Account	74,125	130,106
Accounts Receivable	180,868	194,269
Total	\$ 261,943	\$ 340,023
Accounts Payable	36,531	5,700
Working Capital	\$ 225,412	\$ 334,323



MEMORANDUM

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

Attached to this memo please find the first draft of WCOG’s 2018 Budget for your review prior to the Council Board meeting on September 13th. 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 2.11 percent COLA that the staff is receiving this year is used as an estimate for 2018 (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’ 2018 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. 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 COLA, which for the purpose of this draft budget is the 2.11 percent COLA we are receiving this year. 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, that position has been restructured from a full-time, mid-level (Planner II) position to a much lower-level “Program Assistant” position, which will also be part-time, budgeted at 30 hours (75 percent time) per week.

The result of all of these adjustments is an aggregate increase in 2018 salaries of \$30,311, or 4.5 percent.

Employee Benefits. The COG’s 2018 expense for all employee benefits – health insurance, retirement, workers comp, etc. – is expected to decrease next year by 0.6 percent. This slight

reduction is primarily attributable to the significant savings to be realized when Mary and her family are no longer covered under WCOG's health insurance plan, which will more than offset the estimated 10 to 16 percent rate increase that the Association of Washington Cities anticipates for next year. The final draft of this budget will reflect actual 2018 premium costs when it is presented to the Council Board in December.

Consultants. The largest line-item increase in the 2018 Budget is the consultant expense, which will be approximately \$390,000 more than the amount budgeted for the current year. Consultants will be used on a number of projects, including the regional household travel survey, updating the regional travel demand model, and a joint traffic data collection project with the Skagit Council of Governments. These projects are funded, and consultant and other project expenses will be reimbursed.

Please don't hesitate to call Ron or me if you have any questions. We look forward to discussing the draft 2018 Budget with you next week.

Whatcom Council of Governments
2018 Budget (draft #1)

	2017	2018
CONSOLIDATED	Adopted 12-14-2016	Draft #1 9-5-2017
Beginning Net Cash and Investments	\$ 84,074	\$ 109,277
REVENUE		
Programs & Projects		
Local	\$ 86,861	\$ 81,766
State	276,984	167,000
Federal	870,186	1,330,444
Canadian	36,922	14,000
Miscellaneous	0	85,000
Total Programs & Projects	\$ 1,270,953	\$ 1,678,210
Dues		
Bellingham	\$ 49,213	\$ 51,338
Blaine	2,859	3,004
Everson	1,508	1,557
Ferndale	7,685	7,974
Lynden	7,760	8,063
Nooksack	856	882
Sumas	880	930
Whatcom County (unincorporated)	49,615	51,344
Lummi Nation	2,897	2,957
Port of Bellingham	21,946	22,816
Lake Whatcom Water & Sewer	230	230
Birch Bay Water & Sewer	150	150
Opportunity Council	150	150
Sudden Valley Association	150	150
Western Washington University	150	150
Total Dues	\$ 146,299	\$ 151,695
Other Revenue		
Interest Income	1,500	1,500
Total Other Revenue	\$ 1,500	\$ 1,500
Total Revenue	\$ 1,418,752	\$ 1,831,406
EXPENSES		
Salaries & Benefits		
Salaries	\$ 678,326	\$ 708,637
Dental Insurance	12,043	10,792
Disability Insurance	2,869	2,998
Health Insurance	116,327	105,768
Life Insurance	939	989
Retirement Contribution	84,926	89,997
Social Security Equivalent	52,064	54,382
Unemployment Insurance Tax	1,875	4,942
Vision Insurance	2,586	2,389
Workers Compensation Insurance	3,030	2,869
Total Benefits	\$ 276,659	\$ 275,126
Total Salaries & Benefits	\$ 954,985	\$ 983,763

Whatcom Council of Governments
2018 Budget (draft #1)

	2017	2018
CONSOLIDATED	Adopted 12-14-2016	Draft #1 9-5-2017
Other Expenses		
Communication Services	\$ 35,900	\$ 28,000
Consultants & Contracted Services	178,193	568,979
Incentives	10,600	11,000
Insurance - Property & Liability	11,000	10,000
Office Equipment & Software	19,420	26,300
Pass Through to Partners	61,150	94,000
Printing	4,600	22,300
Professional Development	7,900	9,400
Rent	68,000	67,000
Repair & Maintenance	6,000	3,000
Supplies	9,600	9,900
Travel	13,200	14,340
Utilities	13,000	15,000
Total Other Expenses	\$ 438,563	\$ 879,219
Total Expenses	\$ 1,393,548	\$ 1,862,982
Ending Net Cash and Investments	\$ 109,277	\$ 77,701

Capital Expenditures by Category

	<u>Quantity</u>	<u>Total Cost</u>
Fixed Assets (\$5,000+)		
none		\$ -
Office Equipment		
Copier Lease & Maintenance	1	\$ 4,000
Phone System lease	1	5,400
Workstation computer replacements	1	1,500
Laptop replacement	1	700
Contingency		1,000
		<u>\$ 12,600</u>
Software		
Antivirus license & updates	12	\$ 1,500
Adobe licenses & updates	10	1,800
GIS licences & updates	2	5,000
Microsoft licenses & updates	10	1,800
TransCAD Transportation Modeling license & updates	2	2,600
Contingency		1,000
		<u>\$ 13,700</u>

Whatcom Council of Governments

2018 Budget (draft #1)

<i>BY PROGRAM/PROJECT</i>	COG Administration	Accessible Communities Transportation Improvements	Human Services Transportation Plan Update	IMTC Core Program Funding
Type of Work	Administration	Implementation	Planning	Implementation
Major Funding Sources	Local	EasterSeals Foundation	FTA	FHWA
REVENUE				
Program Revenue Available	\$ 1,500	\$ 85,000	\$ 40,879	\$ 213,247
Dues / Dues used as match	10,268	-	-	16,200
Cash Match provided by Partners	-	-	-	10,000
Prior Yr. Fringe Benefits Recovered	(7)	n/a	n/a	n/a
Indirect Costs Recovered	326,145	n/a	n/a	n/a
Total Revenue	\$ 337,906	\$ 85,000	\$ 40,879	\$ 239,447
EXPENSES				
Salary	\$ 99,853	\$ -	\$ 2,137	\$ 98,731
Benefits	63,233	-	1,353	62,521
Indirect (overhead) Costs	n/a	-	1,389	64,195
Total Salary, Benefits & Indirect	\$ 163,086	\$ -	\$ 4,879	\$ 225,447
Other Expenses				
Communication Services	14,000	-	-	2,000
Consultants & Contracted Services	63,079	-	36,000	3,000
Incentives	-	-	-	-
Insurance - Property & Liability	10,000	-	-	-
Office Equipment & Software	26,300	-	-	-
Pass Through to Partners	-	85,000	-	-
Printing	-	-	-	3,000
Professional Development	1,300	-	-	-
Rent	67,000	-	-	-
Repair & Maintenance	3,000	-	-	-
Supplies	6,000	-	-	2,000
Travel	1,000	-	-	4,000
Utilities	15,000	-	-	-
Total Other Expenses	\$ 206,679	\$ 85,000	\$ 36,000	\$ 14,000
Total Expenses	\$ 369,765	\$ 85,000	\$ 40,879	\$ 239,447
Total Revenue	\$ 337,906	\$ 85,000	\$ 40,879	\$ 239,447
Total Expenses	369,765	85,000	40,879	239,447
Net Cash Flow	\$ (31,859)	\$ -	\$ -	\$ -

Whatcom Council of Governments

2018 Budget (draft #1)

<i>BY PROGRAM/PROJECT</i>	IMTC Border Data Warehouse	IMTC Dynamic Border Management	Mobility Management & Travel Training	MPO/RTPO Transportation Planning
Type of Work	Implementation	Implementation	Implementation	Planning
Major Funding Sources	FHWA/Canada	FHWA/Canada	FTA/WTA	FHWA/FTA/WSDOT/WTA
REVENUE				
Program Revenue Available	\$ 5,751	\$ 25,000	\$ 83,546	\$ 492,115
Dues / Dues used as match	5,751	1,078	-	50,616
Cash Match provided by Partners	-	4,000	-	12,766
Prior Yr. Fringe Benefits Recovered	n/a	n/a	n/a	n/a
Indirect Costs Recovered	n/a	n/a	n/a	n/a
Total Revenue	\$ 11,502	\$ 30,078	\$ 83,546	\$ 555,497
EXPENSES				
Salary	\$ 1,753	\$ 13,169	\$ 33,085	\$ 206,642
Benefits	1,110	8,340	20,951	130,849
Indirect (overhead) Costs	1,139	8,569	21,510	134,806
Total Salary, Benefits & Indirect	\$ 4,002	\$ 30,078	\$ 75,546	\$ 472,297
Other Expenses				
Communication Services	4,000	-	-	600
Consultants & Contracted Services	3,500	-	2,000	67,000
Incentives	-	-	-	-
Insurance - Property & Liability	-	-	-	-
Office Equipment & Software	-	-	-	-
Pass Through to Partners	-	-	-	-
Printing	-	-	5,500	1,000
Professional Development	-	-	-	7,600
Rent	-	-	-	-
Repair & Maintenance	-	-	-	-
Supplies	-	-	-	1,000
Travel	-	-	500	6,000
Utilities	-	-	-	-
Total Other Expenses	\$ 7,500	\$ -	\$ 8,000	\$ 83,200
Total Expenses	\$ 11,502	\$ 30,078	\$ 83,546	\$ 555,497
Total Revenue	\$ 11,502	\$ 30,078	\$ 83,546	\$ 555,497
Total Expenses	11,502	30,078	83,546	555,497
Net Cash Flow	\$ -	\$ -	\$ -	\$ -

Whatcom Council of Governments
2018 Budget (draft #1)

<i>BY PROGRAM/PROJECT</i>	Pedestrian Safety Grant	Regional Data Collection & Analysis	Regional Model Update	Smart Trips Core Funding
Type of Work	Implementation	Planning	Planning	Implementation
Major Funding Sources	USDOT/WTSC	FHWA	FHWA	WSDOT/WTA/COB/NwCAA
REVENUE				
Program Revenue Available	\$ 21,594	\$ 140,260	\$ 214,052	\$ 249,677
Dues / Dues used as match	-	34,376	33,407	-
Cash Match provided by Partners	-	80,000	-	-
Prior Yr. Fringe Benefits Recovered	n/a	n/a	n/a	n/a
Indirect Costs Recovered	n/a	n/a	n/a	n/a
Total Revenue	\$ 21,594	\$ 254,636	\$ 247,459	\$ 249,677
EXPENSES				
Salary	\$ 1,843	\$ 23,926	\$ 29,541	\$ 91,653
Benefits	1,167	15,153	18,709	58,037
Indirect (overhead) Costs	184	15,557	19,209	59,587
Total Salary, Benefits & Indirect	\$ 3,194	\$ 54,636	\$ 67,459	\$ 209,277
Other Expenses				
Communication Services	2,000	-	-	5,400
Consultants & Contracted Services	2,400	200,000	180,000	12,000
Incentives	-	-	-	11,000
Insurance - Property & Liability	-	-	-	-
Office Equipment & Software	-	-	-	-
Pass Through to Partners	9,000	-	-	-
Printing	5,000	-	-	7,800
Professional Development	-	-	-	500
Rent	-	-	-	-
Repair & Maintenance	-	-	-	-
Supplies	-	-	-	900
Travel	-	-	-	2,800
Utilities	-	-	-	-
Total Other Expenses	\$ 18,400	\$ 200,000	\$ 180,000	\$ 40,400
Total Expenses	\$ 21,594	\$ 254,636	\$ 247,459	\$ 249,677
Total Revenue	\$ 21,594	\$ 254,636	\$ 247,459	\$ 249,677
Total Expenses	21,594	254,636	247,459	249,677
Net Cash Flow	\$ -	\$ -	\$ -	\$ -



MEMORANDUM

To: The Council Board
From: Bob Wilson, Executive Director
Date: September 7, 2017
Subject: **Proposed 2018 Transportation Funding Requests**

At the Council Board meeting on Wednesday you will be asked to adopt a set of transportation funding requests for the consideration of the State Legislature in its 2018 session. Requests have been put forth by the cities of Blaine and Lynden, WCOG (on behalf of the Kendall community), Whatcom County, and a joint request from the City of Bellingham, Western Washington University and WTA. Brief descriptions of these requests follow:

Blaine

I-5 Exit 274 Interchange Justification Report (IJR) – This request would fund an update of the IJR that was prepared for Exit 274 in 2009. The City is 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 to British Columbia, and deficient freeway access to the Blaine Industrial Area. This request is necessitated as a result of 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. 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 community)

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

I-5/Slater Road Roundabouts – This project will improve channelization and stop control by constructing five roundabouts on Slater Road at Northwest Road, Pacific Highway, I-5 northbound, I-5 southbound, and Rural Avenue. This interchange provides access to I-5 for the fast-growing area south of Ferndale and north of Bellingham which has significant industrial and commercial land uses. This area is also likely to see significant commercial development initiated by the Lummi Nation. Request: **\$21-\$25-million**

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: **\$13-\$16-million**

WWU, 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: **\$5-\$8-million**

I look forward to discussing this with you next week at the Council Board meeting.