



Meeting of the Executive Committee of the
Whatcom Council of Governments

Wednesday, December 13, 2023, 3:15 p.m.

Gordon W. Rogers Conference Room

314 East Champion Street

Bellingham, Washington

Join using Zoom <https://us06web.zoom.us/j/88129681123>

Or phone: (253) 215-8782

Agenda

Page(s)

- A. **Call to Order**
- B. **Public Comment**
Citizens may speak informally to the Executive Committee on agenda items or other matters relating to the governance and/or business of the Whatcom Council of Governments. *Each speaker is allowed a maximum of three minutes.*
- C. **Additions to the Agenda**
- 2 D. **Approval of Minutes***
Meeting of April 12, 2023
- 3-6 E. **New Business**
 1. Recommendation to Council Board on Proposed 2024 WCOG Budget -- Ron Cubellis and Hugh Conroy*
 2. Other new business (if any)
- F. **Adjourn**

* *Action item*

WHATCOM COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE MINUTES – DRAFT
APRIL 12, 2023

IN ATTENDANCE (IN PERSON OR VIA ZOOM):

MEMBERS VOTING: **Bellingham:** Seth Fleetwood, Michael Lilliquist (Vice Chairman);
Ferndale: Greg Hansen (Secretary-Treasurer); **Lynden:** Scott Korthuis
(Chairman); **Nooksack:** Kevin Hester; **Whatcom County:** Satpal Sidhu, Kaylee
Galloway

STAFF Bob Wilson, Ron Cubellis

A. CALL TO ORDER

Mr. Wilson determined that a quorum was present, and Chairman Korthuis called the meeting to order at 4:03 p.m.

B. PUBLIC COMMENT

No members of the public were in attendance, either in person or online.

C. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

D. APPROVAL OF MINUTES OF DECEMBER 14, 2022

MOTION: Mr. Sidhu moved, second by Mr. Hester, to approve the minutes of the meeting of December 14, 2022, as presented.

MOTION PASSED

E. NEW BUSINESS

Resignation of the Executive Director and Transition Planning

The Committee discussed and agreed upon a process for replacing Mr. Wilson, and they expressed their confidence in Mr. Cubellis to serve as Interim Executive Director until someone is appointed to the position permanently.

F. ADJOURN

There being no further business, the meeting adjourned at 5:01 p.m.

Greg Hansen
Secretary-Treasurer

Hugh Conroy
Director

Approval scheduled for December 13, 2023



whatcom council of governments

Memo

To: The WCOG Council Board Executive Committee & Council Board

From: Hugh Conroy, Director *HC*

Date: December 6, 2023

Subject: Proposed 2024 Budget – Draft

Attached to this memo please find the final draft of the proposed 2024 Budget for review by the Executive Committee and the Council Board prior to your sequential meetings on December 13.. 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, as is WCOG's adopted practice. Annual population change is drawn from Office of Financial Management estimates for Whatcom County, the seven cities and the Lummi Nation. We have received the 2024 COLAs from the member jurisdictions and determined the average to be 3.6 percent, which is incorporated into the final draft. The Port's dues increase is the average increase of the nine jurisdictions.

Salaries

As discussed at last month's Council Board meeting, WCOG will be proceeding with hiring an entry-level planner in early 2024. Two members of the staff are receiving grade increases along the salary matrix in recognition of increasing project and program management responsibilities. All members of the staff will receive the approved COLA. One staff member will receive a one percent longevity increase. WCOG's expected salary expense will increase by 2.6% percent over 2023.

Notable Other Expenses

2024 will again see large consulting services costs. This is primarily a function of the IMTC-endorsed and USDOT grant-funded project to plan and design replacement border wait time systems with partner agencies in Canada.

Large increases in printing and supplies are anticipated as part of a robust public engagement effort as part of the USDOT grant-funded Safe Streets and Roads for All (SS4A) Safety Action Planning project.

Ron and I look forward to discussing the draft 2024 Budget with you next week.

Whatcom Council of Governments
2024 Budget DRAFT #2 12-06-2023

<i>CONSOLIDATED</i>	2024 Draft #1 10/4/2023	2024 Draft #2 12/6/2023	2024 Changes 10/4/23 to 12/6/23
Beginning Net Cash and Investments	\$ 400,000	\$ 400,000	\$ -
REVENUE			
Programs & Projects			
Local	\$ 115,270	\$ 114,859	\$ (411)
State	189,185	194,422	5,237
Federal	1,653,477	1,614,228	(39,249)
Canadian	0	18,000	18,000
Miscellaneous (foundations, classes, rebates)	3,000	3,000	-
Total Programs & Projects	\$ 1,960,931	\$ 1,944,508	\$ (16,423)
Dues			
Bellingham	\$ 69,091	\$ 67,172	\$ (1,919)
Blaine	4,543	4,417	(126)
Everson	2,257	2,195	(62)
Ferndale	11,758	11,431	(327)
Lummi Nation	4,162	4,080	(82)
Lynden	11,894	11,564	(330)
Nooksack	1,123	1,092	(31)
Sumas	1,303	1,267	(36)
Whatcom County (unincorporated)	63,644	61,842	(1,802)
Port of Bellingham	30,255	29,414	(841)
Lake Whatcom Water & Sewer	230	230	-
Opportunity Council	150	150	-
Public Utilities District #1	150	150	-
Sudden Valley Association	150	150	-
Western Washington University	150	150	-
Total Dues	\$ 201,860	\$ 195,304	\$ (6,556)
Other Revenue			
Interest Income	5,000	5,000	-
Total Other Revenue	\$ 5,000	\$ 5,000	\$ -
Total Revenue	\$ 2,166,791	\$ 2,144,812	\$ (21,979)
EXPENSES			
Salaries & Benefits			
Salaries	\$ 912,393	\$ 899,113	\$ (13,280)
Dental Insurance	13,378	13,378	-
Disability Insurance	3,859	3,803	(56)
Health Insurance	152,796	152,798	2
Life Insurance	810	810	-
Retirement Contribution	94,798	85,685	(9,113)
Social Security Equivalent	69,571	68,555	(1,016)
Vision Insurance	2,318	2,318	-
Workers Compensation Insurance	3,679	3,906	227
Total Benefits	\$ 341,209	\$ 331,253	\$ (9,956)
Total Salaries & Benefits	\$ 1,253,602	\$ 1,230,366	\$ (23,236)

Whatcom Council of Governments
 2024 Budget DRAFT #2 12-06-2023

<i>CONSOLIDATED</i>	2024	2024	2024
	Draft #1 10/4/2023	Draft #2 12/6/2023	Changes 10/4/23 to 12/6/23
Other Expenses			
Communication Services	\$ 59,600	\$ 59,600	-
Consultants & Contracted Services	577,922	576,598	(1,324)
Incentives	18,000	18,000	-
Insurance - Property & Liability	12,360	12,360	-
Office Equipment & Software	29,560	29,560	-
Pass Through to Partners	45,000	45,000	-
Printing	36,000	36,000	-
Professional Development	8,000	8,000	-
Rent	74,967	74,967	-
Repair & Maintenance	3,000	3,000	-
Supplies	26,700	26,700	-
Travel	12,000	12,000	-
Utilities	16,000	16,000	-
Total Other Expenses	\$ 919,109	\$ 917,785	\$ (1,324)
			0
Total Expenses	\$ 2,172,711	\$ 2,148,151	\$ (24,560)
			0
Ending Net Cash and Investments	\$ 394,231	\$ 396,662	\$ 2,431

 Board Officer

 Executive Director

Capital Expenditures by Category

	<u>Quantity</u>	<u>Total Cost</u>
Office Equipment		
Postage Meter Lease	1	\$ 700
Workstation/Laptop additions/replacements	1	3,200
Monitor additions/replacements	4	1,600
Contingency		<u>1,000</u>
		\$ 6,500
Software		
Accounting & Payroll updates	2	\$ 2,180
Adobe licenses & updates	10	4,880
Cloud computing & storage	10	2,500
GIS licences & updates	2	4,500
Microsoft licenses & updates	10	1,300
TransCAD Transportation Modeling licenses & updates	2	3,200
Website & web-based applications		2,500
Contingency		<u>2,000</u>
		\$ 23,060