



MEETING OF THE EXECUTIVE COMMITTEE OF THE
WHATCOM COUNCIL OF GOVERNMENTS
Wednesday, March 14, 2018, 3:00-3:30 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 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. AGENDA APPROVAL*
- D. CONSENT AGENDA*
 - D.1 Approval of Minutes of the Meeting of December 13, 2017
 - D.2 January – February 2018 Claims
- E. OLD BUSINESS
- F. NEW BUSINESS
 - F.1 Amend WCOG Personnel Manual – Bob Wilson*
 - F.2 Approval of Professional Services Contract – Hugh Conroy*
 - F.3 Cancellation of May 9, 2018 Executive Committee Meeting and Call for Council Board Meeting – Bob Wilson*
 - F.4 Budget Report as of February 28, 2018 – Bob Wilson
 - F.5 Public Utility District No. 1 Expression of Intent to Join WCOG – Bob Wilson
 - F.6 Other New Business (if any)
- G. CORRESPONDENCE
- H. ADJOURN

* Action item

Persons with disabilities needing special accommodation for this meeting, please contact the WCOG office at (360) 676-6974, at least six (6) days prior to this meeting to receive assistance. Para asistencia en español, por favor llame al (360) 676-6974.

WHATCOM COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE MINUTES – DRAFT
DECEMBER 13, 2017

ATTENDANCE

COMMITTEE MEMBERS: Michael McAuley (Vice Chairman), Port of Bellingham; April Barker (for Kelli Linville), Terry Bornemann, Bellingham; Tom Jones, Nooksack; Rud Browne, Whatcom County

BOARD MEMBERS: Jon Mutchler, Ferndale; Pete Stark, WTA

STAFF: Ron Cubellis, Hugh Conroy

A. CALL TO ORDER

Vice-Chairman McAuley, acting as chair, called the meeting to order at 3:08 p.m., with a quorum present.

B. PUBLIC COMMENT

No members of the public were in attendance.

C. AGENDA APPROVAL

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

MOTION PASSED

D. APPROVAL OF MINUTES

MOTION: Mr. Bornemann moved, Mr. Jones seconded, to approve the minutes of the meeting of June 14, 2017.

MOTION PASSED (Ms. Barker abstained)

E. OLD BUSINESS

No old business was discussed.

F. NEW BUSINESS

F.1 Recommendation to Council Board on Proposed 2018 Budget

Mr. Cubellis briefed the Committee on the changes made to the proposed budget since the Council Board reviewed the first draft in October.

MOTION: Mr. Jones moved, Mr. Browne seconded, to recommend to the Council Board that it adopt the proposed 2018 Whatcom Council of Governments Budget, as presented.

MOTION PASSED

H. ADJOURN

There being no further business, the meeting adjourned at 3:16 p.m.

Jack Louws
Secretary-Treasurer

Robert H. Wilson, AICP
Executive Director

DRAFT

Whatcom Council of Governments

CLAIMS LISTING

January through February 2018

Date	Num	Source Name	Memo	Paid Amount
Jan - Feb 18				
01/01/2018	HC	Starbucks	Supplies	69.35
01/01/2018	RC	Clearly Communications	Communication Services	178.32
01/01/2018	RC	Comcast	Communication Services	495.94
01/01/2018	RC	Intuit Payroll Service	Supplies	110.30
01/01/2018	RC	Ting Inc.	Communication Services	8.40
01/01/2018	RC	Intuit Payroll Service	Office Equipment & Software	39.13
01/01/2018	RC	Society for Human Resource Management	Professional Development	199.00
01/01/2018	RC	Heroku	Communication Services	170.09
01/01/2018	RC	Heroku	Communication Services	3.86
01/01/2018	RC	Amazon	Supplies	6.51
01/01/2018	RC	Amazon	Office Equipment & Software	984.01
01/01/2018	RC	Amazon	Supplies	32.70
01/01/2018	RC	Amazon	Supplies	32.60
01/01/2018	RC	Dell Inc.	Office Equipment & Software	146.73
01/01/2018	RC	GroupSpaces Ltd	Communication Services	19.99
01/01/2018	RC	Amazon	Office Equipment & Software	983.75
01/01/2018	MF	Hazelmere Golf & Tennis	Supplies	202.13
01/01/2018	MF	Envato	Supplies	19.00
01/01/2018	MF	LogMeln	Communication Services	376.25
01/01/2018	MF	Amazon Web Services	Communication Services	204.44
01/01/2018	MF	Rogers Media	Communication Services	42.05
01/01/2018	MF	Incose	Professional Development	145.00
01/01/2018	MF	Amazon	Healthcare	31.61
01/01/2018	MF	The Bagelry	Supplies	69.37
01/01/2018	JM	Amazon	Healthcare	39.95
01/01/2018	BW	ADT Security Systems	Utilities	55.46
01/01/2018	BW	Bellingham Frameworks	Supplies	92.50
01/01/2018	BW	Starbucks	Supplies	17.34
01/01/2018	BW	Fred Meyer	Supplies	7.48
01/01/2018	RC	Google	Communication Services	85.89
01/02/2018	eft	NAVIA Benefits	Benefits	300.00
01/03/2018	eft	NAVIA Benefits	Benefits	300.00
01/10/2018	2321	AMPO	900113	686.84
01/10/2018	2322	Applied Digital Imaging	Printing	159.44
01/10/2018	2323	Avenue Bakery LLC	Incentives	92.50
01/10/2018	2324	AWC	Benefits	1,034.87
01/10/2018	2325	Bellingham/Whatcom Chamber	30576	330.00
01/10/2018	2308	Bob Wilson	Expense Reimbursement	31.03
01/10/2018	2309	Bruce's Janitor Service	Janitorial	625.00
01/10/2018	2310	BTC Leasing	Office Equipment/Software	449.18
01/10/2018	2311	Capitol City Press	Printing	1,923.76
01/10/2018	2312	Cascade Natural Gas	Utilities	294.22
01/10/2018	2313	Champion Building LLC	Rental	5,496.32
01/10/2018	2314	Hugh Conroy	Expense Reimbursement	35.31
01/10/2018	2315	IBI Group US	Professional Services	2,160.00
01/10/2018	2316	Kirsten Wert	Expense Reimbursement	86.22
01/10/2018	2317	Mallard Ice Cream	Incentives	248.17
01/10/2018	2318	Parker Northwest Associates	Professional Services	3,493.00
01/10/2018	2319	Puget Sound Energy	Utilities	218.17
01/10/2018	2320	US Bank	Purchase Card	4,869.15
01/10/2018	eft	NAVIA Benefits	Benefits	2.00
01/11/2018	eft	WA Dept of L&I	State Payroll Taxes	640.28
01/12/2018	eft	WA Dept of Employment Security	State Payroll Taxes	163.42
01/12/2018	1043	McMurren, Kay	Incentives	250.00
01/19/2018	1044	Kiffney, Brita	Incentives	1,000.00
01/19/2018	1045	Ricoh USA Inc.	Office Equipment & Software	0.00
01/19/2018	1046	Ricoh USA Inc.	Office Equipment/Software	328.11
01/23/2018	1047	KeyBank	Miscellaneous	114.93
01/30/2018		Intuit Payroll Service	Created by Payroll Service on 01/29/2018	43,363.28
01/30/2018	E-pay	Internal Revenue Service	26-3877986 QB Tracking # 422794312	7,866.00
01/30/2018	E-pay	Internal Revenue Service	26-3877986 QB Tracking # 422794312	204.25
01/30/2018	E-pay	Internal Revenue Service	26-3877986 QB Tracking # 422794312	204.25
01/30/2018	E-pay	Internal Revenue Service	26-3877986 QB Tracking # 422794312	939.75
01/30/2018	E-pay	Internal Revenue Service	26-3877986 QB Tracking # 422794312	939.75
01/30/2018	E-pay	Internal Revenue Service	26-3877986 QB Tracking # 422794312	0.00
01/30/2018	2326	AFLAC	Employee Paid Coverage	77.82
01/30/2018	2327	AWC-Additional Life	Employee Paid Life Ins.	22.50
01/30/2018	2328	United Way	Employee Contributions	320.00

Whatcom Council of Governments
CLAIMS LISTING
January through February 2018

Date	Num	Source Name	Memo	Paid Amount
01/31/2018	eft	WA Dept of Retirement Systems	PERS Contribution	4,534.82
01/31/2018	eft	WA Dept of Retirement Systems	PERS Contribution	7,803.84
01/31/2018	eft	Mass Mutual	Retirement	2,565.00
01/31/2018	eft	Mass Mutual	Retirement	3,595.07
01/31/2018	eft	Mass Mutual	Retirement	1,399.00
01/31/2018	eft	AWC	Benefits	8,948.17
01/31/2018	eft	AWC	Benefits	1,445.00
02/01/2018	RC	Google	Communication Services	85.89
02/01/2018	RC	Sherwin-Williams	Repair & Maintenance	49.23
02/01/2018	RC	Sherwin-Williams	Repair & Maintenance	44.50
02/01/2018	RC	Amazon	Office Equipment & Software	279.72
02/01/2018	RC	Amazon	Supplies	20.10
02/01/2018	RC	ServerSupply.com Inc.	Supplies	212.00
02/01/2018	RC	Community Food Co-op	Supplies	11.72
02/01/2018	RC	Amazon	Supplies	165.78
02/01/2018	RC	Clearly Communications	Communication Services	179.02
02/01/2018	RC	Home Depot	Repair & Maintenance	6.44
02/01/2018	RC	Intuit Payroll Service	Office Equipment & Software	36.96
02/01/2018	RC	Amazon	Supplies	211.90
02/01/2018	RC	WSP Background Checks	Miscellaneous	12.00
02/01/2018	RC	Comcast	Communication Services	306.94
02/01/2018	RC	Ting Inc.	Communication Services	7.43
02/01/2018	RC	Adobe Systems Inc.	Miscellaneous	76.08
02/01/2018	RC	Amazon	Repair & Maintenance	179.46
02/01/2018	RC	Amazon	Supplies	16.38
02/01/2018	RC	Dell Inc.	Office Equipment & Software	5,890.64
02/01/2018	RC	Heroku	Communication Services	170.11
02/01/2018	RC	Sanitary Service Corporation	Utilities	52.93
02/01/2018	RC	Amazon	Supplies	107.61
02/01/2018	RC	Amazon	Supplies	16.08
02/01/2018	RC	Amazon	Repair & Maintenance	107.48
02/01/2018	RC	WA Dept of Revenue	2017 Sales & Use Tax	
02/01/2018	RC	WA Dept of Revenue	Miscellaneous	604.23
02/01/2018	RC	WA Dept of Revenue	Miscellaneous	16.11
02/01/2018	RC	WA Dept of Revenue	Dept of Rev processing fee	
02/01/2018	RC	WA Dept of Revenue	Miscellaneous	15.51
02/01/2018	RC	Dropbox	Communication Services	107.61
02/01/2018	RC	GroupSpaces Ltd	Communication Services	19.99
02/01/2018	RC	Amazon	Repair & Maintenance	238.05
02/01/2018	RC	Adobe Systems Inc.	Office Equipment & Software	195.53
02/01/2018	MF	Amazon Web Services	Communication Services	208.35
02/01/2018	MF	Rogers Media	Communication Services	43.51
02/01/2018	MF	Starbucks	Supplies	34.68
02/01/2018	MF	Port of Bellingham (vendor)	Supplies	300.00
02/01/2018	JM	Amazon	Healthcare	39.95
02/01/2018	JM	Community Food Co-op	Supplies	19.03
02/01/2018	JM	The Bagelry	Supplies	36.18
02/01/2018	KW	Community Transportation Assn of the NW	Professional Development	450.00
02/01/2018	BW	American Planning Association	Professional Development	698.00
02/01/2018	BW	ADT Security Systems	Utilities	55.46
02/01/2018	BW	Fred Meyer	Supplies	7.98
02/01/2018	BW	Starbucks	Supplies	17.34
02/01/2018	MG	Amazon	Supplies	32.60
02/01/2018	MF	Adobe Systems Inc.	Office Equipment & Software	391.19
02/02/2018	1048	Whatcom Council of Governments	WWU dues via Square	150.00
02/08/2018	1049	Su, Fred	Incentives	250.00
02/13/2018	eft	Purchase Power	Postage	261.10
02/13/2018	EFT	NAVIA Benefits	Benefits	2.00
02/20/2018	2329	3D Corporation	28417	1,057.38
02/20/2018	2330	Applied Digital Imaging	Printing	64.78
02/20/2018	2331	Bellingham Herald (advertising)	Public Hearing Notices	195.82
02/20/2018	2332	Bruce's Janitor Service	Janitorial	625.00
02/20/2018	2333	BTC Leasing	Office Equipment/Software	449.18
02/20/2018	2334	Capitol City Press	Printing	288.28
02/20/2018	2335	Cascade Natural Gas	Utilities	247.37
02/20/2018	2336	Champion Building LLC	Rental	5,496.32
02/20/2018	2337	Chocolate Necessities	Incentives	436.50
02/20/2018	2338	Good Eye Design	Professional Services	956.31
02/20/2018	2339	Parker Northwest Associates	Professional Services	3,590.00

Whatcom Council of Governments
CLAIMS LISTING
 January through February 2018

<u>Date</u>	<u>Num</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
02/20/2018	2340	Puget Sound Energy	Utilities	239.46
02/20/2018	2341	Sole Graphics	Professional Services	1,530.00
02/20/2018	2342	US Bank	Purchase Card	11,777.70
02/20/2018	Transfer	WCOG Petty Cash	Petty Cash Refill	2,331.28
02/20/2018	EFT	Ricoh USA Inc.	Office Equipment/Software	273.67
02/20/2018	eft	Pitney Bowes	Postage	184.61
02/23/2018	1050	Bellingham Fitness	Healthcare	100.00
02/27/2018		QuickBooks Payroll Service	Created by Payroll Service on 02/26/2018	42,445.20
02/27/2018	E-pay	Internal Revenue Service	26-3877986 QB Tracking # 433214572	6,456.00
02/27/2018	E-pay	Internal Revenue Service	26-3877986 QB Tracking # 433214572	176.26
02/27/2018	E-pay	Internal Revenue Service	26-3877986 QB Tracking # 433214572	176.26
02/27/2018	E-pay	Internal Revenue Service	26-3877986 QB Tracking # 433214572	900.20
02/27/2018	E-pay	Internal Revenue Service	26-3877986 QB Tracking # 433214572	900.20
02/27/2018	E-pay	Internal Revenue Service	26-3877986 QB Tracking # 433214572	0.00
02/27/2018	eft	WA Dept of Retirement Systems	PERS Contribution	4,339.63
02/27/2018	eft	WA Dept of Retirement Systems	PERS Contribution	7,467.94
02/27/2018	eft	Mass Mutual	Retirement	2,565.00
02/27/2018	eft	Mass Mutual	Retirement	3,459.10
02/27/2018	eft	Mass Mutual	Retirement	1,399.00
02/27/2018	eft	AWC	Benefits	9,032.17
02/27/2018	eft	AWC	Benefits	1,361.00
02/27/2018	2343	AFLAC	Employee Paid Coverage	77.82
02/27/2018	2344	AWC-Additional Life	Employee Paid Life Ins.	22.50
02/27/2018	2345	United Way	Employee Contributions	320.00
Jan - Feb 18				237,812.31

The Council Board retroactively approves the payments made during January 2018 through February 2018 for the above listed claims in the total amount of: \$237,812.31*

Board Officer

Title

Date



whatcom council of governments

MEMORANDUM

To: WCOG Executive Committee
From: Ron Cubellis, Deputy Executive Director/CFO
Date: March 2, 2018

Subject: Personnel Manual updates

Staff is recommending 2 changes to the WCOG Personnel Manual to comply with federal and state law. The following are the issues address by the suggested changes:

1. Conflict of Interest - During our last federal compliance audit, the Washington State Auditor's Office noted that our conflict of interest statement does not explicitly apply to board officers, and that it did not include disciplinary actions for violations. These are required by federal Uniform Administrative Requirements (2 CFR 200.318) for federal awards.
2. Sick Leave – Washington State Initiative 1433 requires employers to provide paid sick leave to employees beginning January 1, 2018. Like most government employers, WCOG has not previously provided sick leave to temporary employees.

The language modifying the WCOG Personnel Manual to address these issues is on the following pages.

SUGGESTED MOTION: Move to approve the Personnel Manual changes as presented.

1.6 CONFLICT OF INTEREST

WCOG employees, officers and agents have a responsibility to be entirely free of any influence which might conflict, or appear to conflict, with the interests of WCOG. Areas where a conflict of interest might exist include, but are not limited to, the following situations:

- a. You or an immediate family member have a substantial financial interest in, or are involved directly or indirectly in the management of an organization which deals directly with WCOG as a supplier, contractor, purchaser or distributor of WCOG's products;
- b. You are employed outside WCOG and such employment interferes with the proper and efficient performance of your duties for WCOG;
- c. You or an immediate family member buys, sells, or leases any kind of property, facility or equipment from or to WCOG or renders service to WCOG other than as an employee;
- d. You provide services of another organization as an employee or consultant for an organization doing or seeking to do business with WCOG or competing with WCOG or its members;
- e. You use confidential information about WCOG or its customers to derive personal financial gain.

In addition, WCOG prevents its employees from performing "side work" for others or for themselves on company time, or using company resources for "side work." It is your responsibility to recognize and avoid these or other situations which may pose a possible conflict of interest. If you are in doubt as to what should be done in a particular situation, you should discuss the situation with the Executive Director prior to taking any action.

Disciplinary actions resulting from violation of this policy are listed in Section 9.2 DISCIPLINE GUIDELINES.

[5.2 SICK LEAVE]

Under WCOG policy, employees may also utilize sick leave to care for their siblings and grandchildren. Employees on an approved Medical Leave of Absence will be required to use all paid sick leave (and other forms of paid leave) prior to taking leave without pay.

Rate Earned

Sick leave shall be earned at the rate of 8 hours per calendar month for all regular, full-time employees. Part-time regular employees working 20 or more hours per week will accrue sick leave pro-rated based upon the percentage of hours worked. Temporary employees ~~are not eligible for sick leave accrual or pay~~ accrue one hour of paid sick leave per 40 hours worked. ~~Regular~~ Regular Employees may carryover a maximum 700 hours of sick leave at the end of each calendar year. Temporary employees may carryover a maximum of 40 hours sick leave at the end of the calendar year.

Recording

Sick leave will be taken and recorded in increments of not less than one ~~half~~ tenth-hour.

In Lieu of Vacation

Sick leave shall not be used in lieu of vacation, but vacation time off shall be used after accrued sick leave has been exhausted.

5.3 HOLIDAYS

All regular full-time employees shall be entitled to thirteen (13) holidays per year with pay as shown below. Full-time employees will receive eight (8) hours pay for each holiday. The Executive Director, at the beginning of each year, will establish a schedule of holidays and dates and distribute the schedule to employees. Holidays may change slightly from those listed below.

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Day next to Christmas
- Two (2) floating Holidays (8 hours awarded January 1 and July 1 of each year)

Part-Time Employees

Part-time employees working 20 hours or more per week will receive a pro-rated portion of holiday pay based on hours worked.



MEMORANDUM

To: Executive Committee
From: Ron Cubellis, CPA AICP
Deputy Executive Director/CFO
Date: March 6, 2018
Subject: Professional Services Contract Approval

Staff requests authorization for the Executive Director to enter into a contract between Whatcom Council of Governments and the RSG consulting firm for an update of WCOG's household travel survey, in the amount of \$249,146. The survey informs the region's travel demand model and provides detailed information for assessing other transportation needs.

We received proposals from 5 firms and chose to interview 2 of them. A consultant section team including WCOG, WTA, Bellingham Public Works and WSDOT staff interviewed representatives from RSG and Wesstat. RSG received 11 out 12 marks for 1st choice.

WCOG Planning Director, Hugh Conroy, will be at your meeting on the 14th to answer any questions about the update project and consultant selection process.

REQUESTED ACTION: Authorize the Executive Director to enter into a professional services agreement with RSG consulting group for \$249,146.

Whatcom Council of Governments

Board Budget Report

January through February 2018

(17% of the year)

	<u>Jan - Feb 18</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
333 · Federal Grants	64,471	1,430,105	5%
334 · State Grants	9,044	166,354	5%
337 · Local Grants	15,800	129,766	12%
361 · Interest Income	353	1,500	24%
367 · Contributions & Donations	1,581	90,000	2%
368 · Membership Dues	149,289	152,464	98%
369 · Other Income	10,320	20,000	52%
389 · Other Nonrevenues	0		
Total Income	<u>250,858</u>	<u>1,990,189</u>	<u>13%</u>
Expense			
505 · Communication Services	4,069	33,000	12%
510 · Consultants & Contract Services	11,729	581,729	2%
515 · Incentives	2,792	12,000	23%
520 · Insurance- Property & Liability	0	10,000	0%
530 · Office Equipment & Software	10,791	34,200	32%
535 · Pass-Through Funding	0	99,000	0%
545 · Printing	1,922	28,700	7%
550 · Professional Development	2,509	9,600	26%
555 · Rent	10,993	67,000	16%
560 · Repair & Maintenance	625	3,000	21%
565 · Payroll - Salaries & Wages	120,250	718,953	17%
566 · Payroll - Taxes & Benefits	50,945	285,261	18%
575 · Supplies	1,869	9,900	19%
580 · Travel	153	14,340	1%
585 · Utilities	2,413	15,000	16%
590 · Miscellaneous Expense	844		
Total Expense	<u>221,904</u>	<u>1,921,683</u>	<u>12%</u>
Revenues Less Expenses	<u>28,954</u>	<u>68,506</u>	<u>42%</u>

Balance Sheet as of:	<u>1/1/2018</u>	<u>2/28/2018</u>
Cash on hand	\$ 110,119	\$ 6,835
Investment Account	125,893	253,246
Accounts Receivable	93,004	185,788
Total	<u>\$ 329,016</u>	<u>\$ 445,869</u>
Accounts Payable	7,515	10,304
Working Capital	<u>\$ 321,501</u>	<u>\$ 435,565</u>



February 5, 2018

Joint Transportation Committee
Washington State Legislature
The State Capitol, Olympia

RE: **Senate Bill 6440, An Act Relating to an I-5/Exit 274 Interchange Project**

Honorable Members of the Committee:

The Whatcom Council of Governments is the state-designated regional transportation planning organization for Whatcom County and also serves as the federally-recognized metropolitan planning organization for the Bellingham Urbanized Area. As such, WCOG carries out the regional and metropolitan transportation-planning processes in Whatcom County pursuant to the Growth Management Act and federal statutes. In October of 2017, WCOG's Board acted unanimously to request of our legislative delegation that it pursue funding in the current session for long-needed improvements to the Exit 274 interchange in the City of Blaine.

This request was necessitated by the defunding in 2016 of the \$45-million approved for Exit 274 interchange improvements in *Connecting Washington*, and the Governor's veto of a \$12-million project at this location that was included in the adopted State Transportation Budget in 2017. At the urging of the Governor's Office, the City of Blaine, WSDOT and WCOG recently engaged in a "practical solutions" planning process to address the lack of southbound access to Blaine's city center from I-5 south of Exit 276, deficient freeway access to the Blaine Industrial Area, and congestion on local roads. That process established a preferred alternative that must now be analyzed in an "Interchange Justification Report" (IJR) – which is a requirement of the Federal Highway Administration – and a concurrent environmental analysis.

Senate Bill 6440 would provide the funding necessary to complete the federally-required IJR and the environmental analysis. Therefore, the Whatcom Council of Governments respectfully requests the Committee's support for SB 6440. On behalf of my Board, I thank you for your consideration.

Very truly yours,

A handwritten signature in black ink that reads "Robert H. Wilson".

Robert H. Wilson, AICP
Executive Director

Copy: Council Board, Whatcom Council of Governments