

WHATCOM COUNCIL OF GOVERNMENTS
BOARD MINUTES
October 10, 2018

IN ATTENDANCE:

MEMBERS VOTING: Jon Mutchler (Chairman), Ferndale; Tom Jones (Vice Chairman), Nooksack; Jack Louws (Secretary-Treasurer), Whatcom County; Kelli Linville, Terry Bornemann and Michael Lilliquist, Bellingham; Bonnie Onyon, Blaine; John Perry, Everson; Scott Korthuis, Lynden; Satpal Sidhu, Whatcom County;
NON-VOTING: L.W. Brown, Sudden Valley Association; Pete Stark, WTA

GUESTS Greg Winter, Cathy Watson

STAFF Bob Wilson, Ron Cubellis, Hugh Conroy

A. CALL TO ORDER

Chairman Mutchler called the meeting to order at 4:06 p.m. with a quorum present.

B. PUBLIC COMMENT

No public comment was received.

C. AGENDA APPROVAL

APPROVED BY UNANIMOUS CONSENT

D. CONSENT AGENDA

MOTION: Mr. Bornemann moved, Mr. Lilliquist seconded, to approve the consent agenda, which included the minutes of the Council Board meeting of May 9, 2018, and a list of claims from May 1 through September 28, 2018, inclusive, in the amount of \$638,722.66, which was contained in the meeting packet sent to the representatives on October 5, 2018, 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 September 30, 2018.

F. OLD BUSINESS

None

G. NEW BUSINESS

G.1 Approval of Professional Services Agreement with Wilson Engineering

Mr. Wilson asked for the Board's authorization to enter into an agreement with Wilson Engineering of Bellingham to perform preliminary engineering and related services for the proposed State Route 547 Pedestrian and Bicycle Safety Trail.

Mr. Louws expressed his concerns about the potential difficulties associated with building the proposed trail, including the reluctance of several property owners along the corridor to provide easements. He reiterated that the County remains "supportive" of the project, but that the Washington State Department of Transportation must be the lead agency, since SR 547 is a state-owned facility.

MOTION: Mr. Bornemann moved, Mr. Jones seconded, to authorize the Executive Director to enter into a professional services agreement with Wilson Engineering, LLC, in an amount not to exceed \$284,000.

MOTION PASSED

G.2 Presentation of the Draft 2019 WCOG Budget

Messrs. Cubellis and Wilson presented the first draft of the proposed 2019 budget and answered questions posed by several Board members. Mr. Wilson reminded the members that the final draft will be brought before the Board for adoption at its next meeting on December Twelfth.

G.3 Resolution Authorizing Participation in the Washington State Deferred Compensation Program

Mr. Cubellis explained that the staff is requesting the option to participate in the State's Deferred Compensation Program due to its significantly lower fees (which are paid entirely by participating staff members) as compared to those of WCOG's current deferred compensation plan provided by Mass Mutual. He added that, if participation in the State plan is approved, it would supplement the Mass Mutual plan, not replace it.

MOTION: Ms. Linville moved, Mr. Louws seconded, to approve Resolution No. 2018-10-2, authorizing participation in the Washington State Deferred Compensation Program.

MOTION PASSED

G.4 Revisions to the WCOG Personnel Manual

Mr. Cubellis explained that the Board's action to authorize participation in the State's Deferred Compensation Program necessitates certain revisions to the Personnel Manual.

MOTION: Mr. Louws moved, Mr. Lilliquist seconded, to approve, as presented, the amendments to WCOG's Personnel Manual.

MOTION PASSED

G.5 Fund Balance

Mr. Cubellis explained to the Board that he and Mr. Wilson had longstanding concerns regarding the lack of a sufficient fund balance in the event of a disruption to WCOG's reimbursements, such as a federal government shutdown. He further explained that the Washington State Auditor's Office and the Government Finance Officers Association recommend maintaining a fund balance sufficient to cover two months of operating expenses, although that recommendation pertains to government entities with taxing authority. Because WCOG has no taxing authority, Messrs. Cubellis and Wilson have set a fund balance goal of three months of operating cash, which is currently about \$310,000. There was consensus from the Board that this was a prudent course of action.

H. EXECUTIVE DIRECTOR'S REPORT

Mr. Wilson informed the Board that the annual transportation legislative agenda would be on the agenda of the December Council Board meeting.

I. CORRESPONDENCE

Mr. Wilson directed the representatives' attention to the letter he sent to Steve Jilk of the Public Utility District (PUD), a copy of which was included in the meeting packet. Mr. Jilk e-mailed Mr. Wilson earlier today to inform him that the PUD Commission had, in fact, acted at its meeting last night to join WCOG as an ex-officio member, beginning in 2019.

J. BOARD OPEN FORUM


Mr. Winter expressed his enthusiasm for The Opportunity Council remaining as a member of the Council Board, following his recent meeting with Mr. Wilson, during which they discovered that both entities have a shared interest in the proposed SR 547 Pedestrian and Bicycle Safety Trail.

J. ADJOURNMENT

There being no further business, the meeting adjourned at 4:46 p.m.



Jack Louws
Secretary-Treasurer



Robert H. Wilson, AICP
Executive Director

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Approved December 12, 2018