



MEETING OF THE BOARD OF THE  
WHATCOM COUNCIL OF GOVERNMENTS  
**Wednesday, January 15, 2020, 3:00-3:30 p.m.**  
Gordon W. Rogers Conference Room  
314 East Champion Street, Bellingham

**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\*
- D. CONSENT AGENDA\*
  - 1. Minutes of the Meeting of December 11, 2019
  - 2. December 2019 Claims
  - 3. 2020 WCOG Meeting Calendar
  - 4. 2020 Fee Schedule
- E. BUDGET REPORT  
Budget Report for the Period Ending December 31, 2019 – Ron Cubellis
- F. OLD BUSINESS
- G. NEW BUSINESS
  - 1. Election of Chair, Vice-Chair and Secretary-Treasurer – Bob Wilson\*
  - 2. Appointment of Three Small Cities’ Representatives to the Executive Committee – Mr. Wilson\*
  - 3. Resolution No. 2020-01, Whatcom Complete Count Committee – Mr. Wilson\*
  - 4. Additions to List of Transportation Priorities of Whatcom County, 2020 – Mr. Wilson\*
  - 5. Other new business (if any)
- H. EXECUTIVE DIRECTOR’S REPORT – Mr. Wilson
- I. CORRESPONDENCE
- J. BOARD OPEN FORUM
- K. ADJOURN

\* Action item

Persons with disabilities needing a 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 enviar un correo electrónico a [espanol@wco.org](mailto:espanol@wco.org).



## **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  
DECEMBER 11, 2019

IN ATTENDANCE:

MEMBERS VOTING: Scott Korthuis (Vice Chairman), Lynden; Jack Louws (Secretary-Treasurer), Carol Frazey and Satpal Sidhu, Whatcom County; Kelli Linville, April Barker and Terry Bornemann, Bellingham; Bonnie Onyon, Blaine; John Perry, Everson; Travis Brockie (for Lawrence Solomon), Lummi Nation; John Carter, Lake Whatcom W&SD; Tom Jones, Nooksack; Bobby Briscoe, Port of Bellingham

GUESTS Mauri Ingram, Whatcom Community Foundation; Kirk Vinish, Lummi Nation; Tim Wilder, WTA

STAFF Bob Wilson, Ron Cubellis, Hugh Conroy, Melissa Fanucci, Lethal Coe

A. CALL TO ORDER

Vice Chairman Korthuis, acting as chairman, called the meeting to order at 3:32 p.m. with a quorum present.

B. PUBLIC COMMENT

No comment was offered.

C. AGENDA APPROVAL

Chairman Korthuis requested that the agenda be amended to add a new action item, “Petty Cash Policy.” Mr. Wilson explained that the need for such a policy had just been brought to his attention upon the conclusion of WCOG’s biennial accountability that week.

**MOTION:** Mr. Sidhu moved, Mr. Briscoe seconded, to approve the agenda as amended.

**MOTION PASSED**

D. MINUTES OF MEETING OF OCTOBER 9, 2019

**MOTION:** Mr. Bornemann moved, Mr. Sidhu seconded, to approve the minutes of the meeting of October 9, 2019.

**MOTION PASSED**

E. APPROVAL OF CLAIMS

Mr. Louws moved, Mr. Bornemann seconded, to approve the list of claims from October 1 through November 26, 2019, inclusive, in the amount of \$279,787.73, which was e-mailed to the representatives on December 6, 2019, and which was audited and certified by the Executive Director, acting as the Auditing Officer as required by RCW 42.24.090.

**MOTION PASSED**

F. BUDGET REPORT

Mr. Cubellis presented the budget report as of November 30, 2019.

G. OLD BUSINESS

None

H. PUBLIC HEARING

WCOG Combined Title VI and Limited English Proficiency Plan (“the Plan”)

Mr. Wilson described the rationale for adopting the Plan and the process he used in developing it. Ms. Frazey requested that those sections of the Plan which were translated into Spanish by the Spanish language translation consultant hired by WCOG be reviewed by a native Spanish speaker, and Mr. Wilson said he would make the necessary arrangements.

**PUBLIC HEARING OPENED AT 3:40 P.M.**

No comments were offered.

**PUBLIC HEARING CLOSED AT 3:40 P.M. BY UNANIMOUS CONSENT**

**MOTION:** Mr. Louws moved, Mr. Jones seconded, to adopt Whatcom Council of Governments’ Resolution No. 2019-01, “Adopting WCOG’s Combined Title VI and Limited English Proficiency Plan.”

**MOTION PASSED**

I. NEW BUSINESS

1. Proposed 2020 WCOG Budget

Messrs. Cubellis and Wilson presented the final draft of the proposed 2020 budget and answered questions posed by several Board members. Chairman Korthuis informed the Board that, at its meeting immediately preceding the Council Board

meeting, the Executive Committee reviewed the proposed budget and passed a motion recommending that the Council Board adopt it.

**MOTION:** Mr. Louws moved, Mr. Briscoe seconded, to adopt the 2020 Budget, as presented.

**MOTION PASSED**

2. Rank Unfunded Transportation Needs of Whatcom County, 2020

Following a lengthy discussion of the various options for ranking the road project funding requests adopted at the October Council Board meeting, there was consensus to send the list to both the region's state and federal legislative delegations without ranking them, but emphasizing in the cover memo that the projects for which funding is requested emphasize safety.

**MOTION:** Mr. Louws moved, Mr. Briscoe seconded, to adopt the list of *Transportation Priorities of Whatcom County, 2020*, without ranking the road projects, but with the revisions to the cover memo agreed upon by the Council Board.

**MOTION PASSED**

3. 2020 Census Complete Count Committee

Mr. Coe and Ms. Ingram explained the purpose of and need for a regional "Complete Count Committee."

**MOTION:** Ms. Barker moved, Mr. Bornemann seconded, to establish and facilitate the Whatcom Complete Count Committee and Work Group.

**MOTION PASSED**

4. WCOG Public Records Policy

Mr. Cubellis explained the purpose of and need for a public records policy.

**MOTION:** Mr. Louws moved, Mr. Jones seconded, to approve the Whatcom Council of Governments' Public Records Policy, as presented.

**MOTION PASSED**

5. WCOG Credit Card Program

Mr. Cubellis explained the purpose of and need for a credit card program.

**MOTION:** Ms. Onyon moved, Mr. Briscoe seconded, to approve the Whatcom Council of Governments' Credit Card Program, as presented.

**MOTION PASSED**

6. Approve Border Data Warehouse 3.0 Consultant Agreement

Ms. Fanucci explained the Border Data Warehouse program and the purpose of the pending consulting work.

**MOTION:** Mr. Briscoe moved, Ms. Frazey seconded, to authorize the Executive Director to enter into a professional services agreement with The IBI Group in an amount not to exceed \$150,000.

**MOTION PASSED**

7. Adopt WCOG Petty Cash Policy

Mr. Cubellis explained the purpose of and need for a petty cash policy.

**MOTION:** Mr. Louws moved, Mr. Briscoe seconded, to adopt the Whatcom Council of Governments' Petty Cash Policy, as presented.

**MOTION PASSED**

J. EXECUTIVE DIRECTOR'S REPORT

Mr. Wilson stated that he had nothing of urgency to report and ceded his time to Chairman Korthuis, who presented certificates of appreciation to Ms. Linville and Messrs. Bornemann, Louws and Mutchler – all of whom will be retiring from public service at the end of 2019 – for their exemplary service to WCOG and the region.

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 4:44 p.m.

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Scott Korthuis  
Vice Chairman

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Robert H. Wilson, AICP  
Executive Director

**Whatcom Council of Governments**

**CLAIMS LISTING**

December 2019

<u>Date</u>	<u>Num</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
Dec 19				
12/01/2019	LC 102819	Transportation Research Board	Professional Development	945.00
12/01/2019	HC 103119	Best Western	Travel	157.63
12/01/2019	HC 103019	Hertz	Travel	166.27
12/01/2019	RC 102619	Microsoft	Office Equipment & Software	35.39
12/01/2019	RC 102619	Pitney Bowes	Supplies	32.60
12/01/2019	RC 102719	Adobe Systems Inc.	Office Equipment & Software	322.79
12/01/2019	RC 110119	Google	Office Equipment & Software	65.10
12/01/2019	RC 110119	Clearly Communications	Communication Services	176.60
12/01/2019	RC 110219	Intuit Payroll Service	Office Equipment & Software	39.13
12/01/2019	RC 110519	Comcast	Communication Services	312.11
12/01/2019	RC 110619	American Planning Association	Professional Development	693.00
12/01/2019	RC 110719	Amazon	Supplies	27.08
12/01/2019	RC 110819	Community Food Co-op	Supplies	17.58
12/01/2019	RC 111219	WGAC	Supplies	52.18
12/01/2019	RC 111219	Heroku	Communication Services	184.79
12/01/2019	RC 111319	Amazon	Supplies	2.16
12/01/2019	RC 111519	Sanitary Service Corporation	Utilities	61.02
12/01/2019	MF 103119	Best Western	Travel	157.63
12/01/2019	MF 110219	Amazon Web Services	Communication Services	366.54
12/01/2019	MF 110719	Shutterstock	Supplies	216.32
12/01/2019	MF 110619	Rogers Media	Communication Services	40.91
12/01/2019	MF 110719	American Planning Association	Professional Development	558.00
12/01/2019	MF 111119	Hazelmere Golf & Tennis	Supplies	237.38
12/01/2019	MF 111419	Survey Monkey	Communication Services	53.27
12/01/2019	SH 110819	BoltBus	Travel	29.25
12/01/2019	SH 111419	Renaissance Hotel	Travel	220.48
12/01/2019	JM 110719	American Planning Association	Professional Development	558.00
12/01/2019	JM 111319	Pendragon Software Corporation	Office Equipment & Software	40.00
12/01/2019	BW 110419	ADT Security Systems	Utilities	69.05
12/01/2019	BW 110519	Waterfront Place Garage	Travel	17.00
12/01/2019	BW 110519	Hotel Five	Travel	28.84
12/01/2019	BW 111519	Office Depot	Supplies	20.97
12/01/2019	MG 110419	Amazon	Supplies	5.11
12/01/2019	MG 111819	Facebook Inc.	Communication Services	16.38
12/01/2019	EFT	ClubExpress	Communication Services	24.00
12/02/2019	ACH	HSA Bank	HSA Contributions	2,100.00
12/02/2019	ACH	HSA Bank	HSA Contributions	1,247.00
12/09/2019	2857	Applied Digital Imaging	Printing	17.83
12/09/2019	2858	Bellingham Herald (legal notices)	Public Hearing Notices	63.69
12/09/2019	2859	Bellingham Regional Chamber of Commerce	Membership	330.00
12/09/2019	2860	Bob Wilson	Expense Reimbursement	198.42

**Whatcom Council of Governments**  
**CLAIMS LISTING**  
December 2019

<u>Date</u>	<u>Num</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
12/09/2019	2861	Bruce's Janitor Service	Janitorial	625.00
12/09/2019	2862	BTC Leasing	Office Equipment/Software	449.18
12/09/2019	2863	Caliper Corporation	Consultant	24,550.00
12/09/2019	2864	Capitol City Press	Printing	6,224.24
12/09/2019	2865	Cascade Natural Gas	Utilities	154.13
12/09/2019	2866	Champion Building LLC	Rental	5,877.98
12/09/2019	2867	IBI Group US	Professional Services	1,080.00
12/09/2019	2868	NPI (formerly 3D Corporation)	Office Equipment/Software	168.75
12/09/2019	2869	Parker Northwest Associates	Professional Services	3,690.00
12/09/2019	2870	Puget Sound Energy	Utilities	230.22
12/09/2019	2871	Ricoh USA Inc.	Office Equipment/Software	283.45
12/09/2019	2872	Ron Cubellis	Expense Reimbursement	34.80
12/09/2019	2873	Square One Map Company LLC	Consultant	2,990.00
12/09/2019	2874	Susan Horst	Expense Reimbursement	50.00
12/09/2019	2875	US Bank	Purchase Card	5,730.90
12/09/2019	EFT	WCOG Petty Cash	Petty Cash Refill	1,667.50
12/13/2019	1097	Tribble, Kelsey	Incentives	250.00
12/17/2019	1098	Good Eye Design	Professional Services	2,338.65
12/27/2019	ACH	HSA Bank	HSA Fees	15.75
12/27/2019	E-pay	Internal Revenue Service	Payroll Taxes	8,197.00
12/27/2019	E-pay	Internal Revenue Service	Payroll Taxes	969.75
12/27/2019	E-pay	Internal Revenue Service	Payroll Taxes	969.75
12/27/2019	E-pay	Internal Revenue Service	Payroll Taxes	0.00
12/27/2019	ACH	HSA Bank	HSA Fees	1,247.00
12/30/2019		QuickBooks Payroll Service	Created by Payroll Service on 12/27/2019	43,155.66
12/30/2019	2876	AFLAC	Employee Paid Coverage	77.82
12/30/2019	2877	AWC-Additional Life	Employee Paid Life Ins.	22.50
12/30/2019	2878	United Way	Employee Contributions	354.00
12/31/2019	ACH	Mass Mutual	Retirement	990.00
12/31/2019	ACH	Mass Mutual	Retirement	916.80
12/31/2019	ACH	Mass Mutual	Retirement	1,157.16
12/31/2019	ACH	WA Dept of Retirement Systems	PERS Contribution	2,821.91
12/31/2019	ACH	WA Dept of Retirement Systems	PERS Contribution	2,979.63
12/31/2019	ACH	WA Dept of Retirement Systems	PERS Contribution	4,964.79
12/31/2019	ach	WA Dept of Retirement Systems	PERS Contribution	8,081.93
				<b>143,222.75</b>

Dec 19

**The Council Board retroactively approves the payments made during December 2019 for the above listed claims in the total amount of: \$143,222.75\***

**Board Officer**

**Title**

**Date**





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**MEMORANDUM**

To: The Council Board  
From: Bob Wilson, Executive Director  
Date: January 8, 2020  
Subject: **Proposed 2020 WCOG Meeting Schedule**

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The following is the proposed 2020 schedule for meetings of the Council Board, Executive Committee and the Whatcom Transportation Policy Board:

March 11, 2020	Executive Committee 3:00 p.m., Policy Board 3:30 p.m.
May 13, 2020	Council Board 3:00 p.m., Policy Board 3:30 p.m.
July 8, 2020	Executive Committee 3:00 p.m., Policy Board 3:30 p.m.
October 14, 2020	Council Board 3:00 p.m., Policy Board 3:30 p.m.
December 9, 2020	Executive Committee 3:00 p.m., Council Board 3:30 p.m.
January 20, 2021	Council Board 3:00 p.m., Policy Board 3:30 p.m.

**SUGGESTED MOTION:** Move to approve the 2020 schedule of meetings of the Council Board, Executive Committee and Whatcom Transportation Policy Board.



whatcom council of governments

## MEMORANDUM

To: WCOG Board  
 From: Ron Cubellis, Deputy Executive Director  
 Date: January 7, 2020  
 Subject: WCOG Fee Schedule revisions

The proposed revisions to the WCOG Fee Schedule incorporate fees necessary to fulfill public records requests.

# Whatcom Council of Governments Fee Schedule

Effective: January 15, 2020

<b>Records Inspection:</b>	
No Fee	Inspection of agency records on agency public internet web site or scheduled at agency office.
No Fee	Accessing or downloading records the agency routinely posts on its public internet web site, unless the requestor asks the agency for records to be provided through other means. (The following copy charges below then apply.)
<b>Copies:</b>	Copy charges below may be combined to the extent more than one type of charge applies to copies responsive to a particular request.
15 cents/page	Photocopies, printed copies of electronic records when requested by the requestor.
10 cents/page (new)	Scanned records
5 cents/ each for electronic files or attachment (new)	Records uploaded to email, or cloud-based data storage service, or other means of electronic delivery.
10 cents/gigabyte (new)	Records transmitted in electronic format
Actual Cost (new)	Digital Storage media or devices: CD, DVD, Thumb Drive, Other
Actual Cost (new)	Postage or delivery charges. Specific amount based upon postage/delivery charges for specific mailings or deliveries.
<b>Customized Service:</b>	
Actual Cost	Data compilations prepared or accessed as a customized service. (Cost is in addition to above fees for copies.)

**SUGGESTED MOTION:** Move to approve the revised fee schedule as presented.

**Whatcom Council of Governments**  
**Board Budget Report**  
 January through December 2019

	<u>Jan - Dec 19</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>			
333 · Federal Grants	1,113,187	1,371,011	81%
334 · State Grants	266,943	425,456	63%
337 · Local Grants	108,219	86,705	125%
361 · Interest Income	5,685	2,500	227%
367 · Contributions & Donations	65,495	34,845	188%
368 · Membership Dues	159,606	159,456	100%
369 · Other Income	1,741		
389 · Other Nonrevenues	16,802		
<b>Total Income</b>	<u>1,737,678</u>	<u>2,079,973</u>	<u>84%</u>
<b>Expense</b>			
505 · Communication Services	23,315	28,600	82%
510 · Consultants & Contract Services	384,572	617,473	62%
515 · Incentives	14,026	12,000	117%
520 · Insurance- Property & Liability	9,574	10,500	91%
530 · Office Equipment & Software	35,197	36,120	97%
535 · Pass-Through Funding	36,573	62,845	58%
545 · Printing	16,393	19,500	84%
550 · Professional Development	12,240	19,750	62%
555 · Rent	73,733	74,000	100%
560 · Repair & Maintenance	2,187	3,000	73%
565 · Payroll - Salaries & Wages	757,022	756,443	100%
566 · Payroll - Taxes & Benefits	327,432	316,764	103%
575 · Supplies	9,131	12,600	72%
580 · Travel	22,575	14,890	152%
585 · Utilities	13,400	13,000	103%
590 · Miscellaneous Expense	18,621		
<b>Total Expense</b>	<u>1,755,991</u>	<u>1,997,485</u>	<u>88%</u>
<b>Revenue less Expense</b>	<u><u>-18,313</u></u>	<u><u>82,488</u></u>	

Balance Sheet as of:	<u>1/1/2019</u>	<u>12/31/2019</u>	<u>Cash Target</u>
Cash on hand	\$ 266,134	\$ 17,947	\$329,292
Investment Account	72,815	319,446	\$337,393
Accounts Receivable	142,859	186,363	
<b>Total</b>	<u>\$ 481,808</u>	<u>\$ 523,756</u>	
Accounts Payable	94,835	124,243	
Working Capital	<u>\$ 386,973</u>	<u>\$ 399,513</u>	



**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 Fifteenth day of January, 2020, in the City of Bellingham, Washington, a quorum being present.

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Scott Korthuis, Vice Chairman

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Robert H. Wilson, Executive Director