



Meeting of the Executive Committee of the  
Whatcom Council of Governments

Wednesday, December 11, 2024, 3:00 p.m.

Gordon W. Rogers Conference Room

314 East Champion Street

Bellingham, Washington

Join using Zoom <https://us06web.zoom.us/j/85223754880>

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 December 13, 2023
- 3-6 E. **New Business**
  1. Recommendation to Council Board on Proposed 2025 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**  
December 13, 2023

In Attendance (In person or via Zoom)

Members     Voting: **Bellingham:** Seth Fleetwood,; **Ferndale:** Greg Hansen (Secretary-Treasurer); **Lynden:** Scott Korthuis (Chair); **Nooksack:** Kevin Hester;  
**Whatcom County:** Satpal Sidhu, Kaylee Galloway; **Sumas:** Bruce Bosch

Staff           Hugh Conroy, Ron Cubellis

A.     Call to order

Mr. Conroy determined that a quorum was present, and Chair Korthuis called the meeting to order at 3:24 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 April 12, 2023

**Motion:** Mr. Hansen moved, second by Mr. Fleetwood, to approve the minutes of the meeting of April 12, 2023, as presented.

**Motion Passed**

E.     New Business

1. Recommendation to Council Board on proposed 2024 WCOG Budget.

Mr. Cubellis reviewed the draft 2024 budget and recent additions of final COLA numbers.

**Motion:** Mr. Hansen moved, second by Mr. Fleetwood, to recommend to the Council Board, adoption of the draft 2024 WCOG budget as presented.

**Motion Passed**

F.     Adjourn

There being no further business, the meeting adjourned at 3:26 p.m.

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Greg Hansen  
Secretary-Treasurer

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Hugh Conroy  
Director

Approval scheduled for December 11, 2024



whatcom council of governments

## Memo

**To:** The WCOG Council Board  
**From:** Hugh Conroy, Director *HC*  
**Date:** October 3, 2024  
**Subject:** Proposed 2025 Budget – First Draft

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Attached to this memo please find the first draft of the proposed 2025 Budget for your review prior to the Council Board meeting next week. 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. For the purposes of this draft budget, the 3.6 percent COLA staff received this year is used as an estimate for 2024, 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 determine their COLAs later in the fall they will be averaged and incorporated into the final draft of the budget that will be presented to the Council Board for its adoption in December.

### Notable Other Expenses

Three projects in 2025 will include significant *passthrough to partners*. The IMTC cross-border personal vehicle survey will include hiring WWU students as surveyors. The state-funded, vehicle miles traveled (VMT) data collection improvements involve installation of vehicle detectors/counters with WSDOT. And, WCOG is contributing \$20,000 to planning studies associated with the 2025 comprehensive plan updates and urban-growth area review.

Ron and I look forward to discussing the draft 2025 Budget with you next week.

Whatcom Council of Governments  
2025 Budget DRAFT 12-04-2024

<i>CONSOLIDATED</i>	2025	2025	2025
	Draft #1 10/1/2024	Draft #2 12/4/2024	Changes 10/1/24 to 12/4/24
<b>Beginning Net Cash and Investments</b>	\$ 400,000	\$ 400,000	\$ -
<b>REVENUE</b>			
<b>Programs &amp; Projects</b>			
Local	\$ 128,281	\$ 128,150	\$ (131)
State	271,229	271,134	(95)
Federal	1,398,159	1,391,326	(6,833)
Canadian	25,000	25,000	-
Miscellaneous (foundations, classes, rebates)	3,000	3,000	-
Total Programs & Projects	\$ 1,825,669	\$ 1,818,610	\$ (7,059)
<b>Dues</b>			
Bellingham	\$ 71,007	\$ 70,034	\$ (973)
Blaine	4,730	4,666	
Everson	2,292	2,261	(31)
Ferndale	11,994	11,830	(164)
Lummi Nation	4,255	4,193	(62)
Lynden	12,198	12,031	(167)
Nooksack	1,219	1,202	(17)
Sumas	1,340	1,321	(19)
Whatcom County (unincorporated)	64,704	63,822	(882)
Port of Bellingham	30,961	30,961	-
Lake Whatcom Water & Sewer	250	250	-
Opportunity Council	150	150	-
Public Utilities District #1	150	150	-
Sudden Valley Association	150	150	-
Western Washington University	150	150	-
Total Dues	\$ 205,550	\$ 203,171	\$ (2,379)
<b>Other Revenue</b>			
Interest Income	7,000	7,000	-
Total Other Revenue	\$ 7,000	\$ 7,000	\$ -
<b>Total Revenue</b>	<b>\$ 2,038,219</b>	<b>\$ 2,028,781</b>	<b>\$ (9,438)</b>
<b>EXPENSES</b>			
<b>Salaries &amp; Benefits</b>			
Salaries	\$ 948,237	\$ 940,923	\$ (7,314)
Dental Insurance	11,278	11,278	-
Disability Insurance	4,011	3,980	(31)
Health Insurance	132,476	132,549	73
Life Insurance	810	810	-
Retirement Contribution	86,384	85,718	(666)
Social Security Equivalent	72,496	71,936	(560)
Vision Insurance	2,002	2,002	-
Workers Compensation Insurance	3,994	3,994	-
Total Benefits	\$ 313,451	\$ 312,267	\$ (1,184)
Total Salaries & Benefits	\$ 1,261,688	\$ 1,253,190	\$ (8,498)

Whatcom Council of Governments  
2025 Budget DRAFT 12-04-2024

<i>CONSOLIDATED</i>	<b>2025</b>	<b>2025</b>	2025
	Draft #1 10/1/2024	Draft #2 12/4/2024	Changes 10/1/24 to 12/4/24
<b>Other Expenses</b>			
Communication Services	\$ 39,600	\$ 39,600	-
Consultants & Contracted Services	231,928	231,520	(408)
Incentives	20,000	20,000	-
Insurance - Property & Liability	14,000	14,000	-
Office Equipment & Software	47,355	47,551	196
Pass Through to Partners	237,839	235,474	(2,365)
Printing	13,000	13,000	-
Professional Development	13,200	13,200	-
Rent	75,771	75,771	-
Repair & Maintenance	3,000	3,000	-
Supplies	13,000	13,000	-
Travel	30,000	30,000	-
Utilities	8,000	8,000	-
Total Other Expenses	\$ 746,693	\$ 744,116	\$ (2,577)
<b>Total Expenses</b>	<b>\$ 2,008,381</b>	<b>\$ 1,997,306</b>	<b>\$ (11,075)</b>
<b>Ending Net Cash and Investments</b>	<b>\$ 429,838</b>	<b>\$ 431,475</b>	<b>\$ 1,637</b>

## Office Equipment & Software Expenditures

	Quantity	Total Cost
<b>Office Equipment</b>		
Postage Meter Lease	1	\$ 700
Workstation/Laptop additions/replacements	1	3,200
Monitor additions/replacements	2	800
Contingency		1,000
		\$ 5,700
 <b>Software</b>		
Accounting & Payroll updates	2	\$ 5,480
Antivirus license & updates	10	600
Adobe licenses & updates	10	4,021
Cloud computing & storage	10	2,250
GIS licences & updates	3	12,000
Tableau licenses	3	3,000
Microsoft licenses & updates	10	1,500
TransCAD Transportation Modeling licenses & updates	2	4,000
Website & web-based applications		7,000
Contingency		2,000
		\$ 41,851