



MEETING OF THE EXECUTIVE COMMITTEE OF THE
WHATCOM COUNCIL OF GOVERNMENTS
Wednesday, December 9, 2020, 3:15-3:30 p.m.
Login: <https://zoom.us/j/94910619640>
Or join by phone: (253) 215-8782

AGENDA

PAGES

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| | A. | CALL TO ORDER |
| | B. | AGENDA APPROVAL* |
| | C. | APPROVAL OF MINUTES* |
| 3-4 | | Meeting of July 8, 2020 |
| | D. | OLD BUSINESS (if any) |
| | E. | NEW BUSINESS |
| 5-7 | | 1. Recommendation to Council Board on Proposed 2021 Budget – Bob Wilson and Ron Cubellis* |
| | | 2. Other New Business (if any) |
| | F. | ADJOURN |

* Action item



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
EXECUTIVE COMMITTEE MINUTES – DRAFT
JULY 8, 2020

IN ATTENDANCE (VIA GOTOMEETING)

COMMITTEE MEMBERS Scott Korthuis (Chairman), Lynden; Seth Fleetwood (Secretary-Treasurer) and Pinky Vargas, Bellingham; Bonnie Onyon, Blaine; Tom Jones, Nooksack

GUESTS Todd Carlson and John Shambaugh, WSDOT; Michael Lilliquist and Pete Stark, WTA; Kirk Vinish, Lummi Nation

STAFF Bob Wilson, Hugh Conroy

A. CALL TO ORDER AND ROLL CALL

Chairman Korthuis called the meeting to order at 3:10 p.m. Secretary Wilson then called the roll and determined that a quorum was present.

B. AGENDA APPROVAL

AGENDA APPROVED BY ACCLAMATION

C. APPROVAL OF MINUTES OF DECEMBER 11, 2019

MOTION: Mr. Jones moved, Ms. Vargas seconded, to approve the minutes of the meeting of December 11, 2019.

D. CLAIMS

MOTION: Mr. Fleetwood moved, Mr. Jones seconded, to approve list of claims from May 1 through June 30, 2020, inclusive, in the amount of \$248,399.58, which was included in the meeting packet e-mailed to the representatives on July 1, 2020, 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. OLD BUSINESS

No old business was discussed.

F. NEW BUSINESS

Amendment to WCOG Personnel Manual

Mr. Wilson explained the need to amend the existing personnel manual to include a section on employee furloughs.

MOTION: Mr. Jones moved, Mr. Fleetwood seconded, to approve the WCOG Personnel Manual changes, as presented.

MOTION PASSED

G. EXECUTIVE DIRECTOR'S REPORT

Mr. Wilson provided an update on staffing, the office lease and WCOG's state lobbying program.

H. ADJOURN

There being no further business, the meeting adjourned at 3:28 p.m.

Scott Korthuis
Chairman

Robert H. Wilson, AICP
Executive Director

DRAFT



MEMORANDUM

To: The Council Board
From: Bob Wilson, Executive Director
Date: December 2, 2020
Subject: **Proposed 2021 Budget – Final Draft**

Attached to this memo please find the final draft of the proposed 2021 Budget for your review prior to the Council Board meeting next week. I draw your attention to the following:

Dues. Recognizing the financial stress all our member jurisdictions and agencies are experiencing this year, *the 2021 Budget freezes dues at their current (2020) levels.* Dues are normally determined using both population and the average cost-of-living adjustment (COLA) of the member jurisdictions. Annual population change is drawn from Office of Financial Management estimates for Whatcom County, the seven cities and the Lummi Nation. The Port's dues increase is the average increase of the eight jurisdictions.

Salaries. No salary adjustments beyond annual step increases are budgeted for 2021. All staff members except me will receive step increases, but there will be no COLA next year. It should be noted that the 2021 Budget reflects the retirement of Susan Horst and the reduction to half-time of Kirsten Wert and Michelle Grandy, who until earlier this year worked 80 and 75 percent time, respectively. The amount of their step increases will be prorated accordingly. WCOG's salary expense will decline in 2021 by 6.9 percent, to \$754,306.

Employee Benefits. The COG's 2021 expense for all employee benefits – health insurance, retirement, workers' compensation, etc. – is expected to decrease next year by approximately eight percent, attributable primarily to Susan's retirement.

Consultants. The 2020 consultant expense is anticipated to decline by about 47 percent, to \$191,173. It is important to note, however, that that amount could increase in the event WCOG engages in currently unanticipated projects. Consultant expenses are fully reimbursed under the grant programs through which WCOG funds planning activities and studies.

Office Lease. The lease we negotiated in 2015 ended in June of this year. Prior to its expiration on June 30th, I informed our landlord that I could not commit WCOG to another long-term lease at that time, and I proposed freezing our rent at the 2019-20 level, which he accepted. Ron and I will be paying close attention to the local commercial real estate market in the first half of 2021 – and perhaps engage an appraiser – to determine whether our current rent is in line with market conditions ahead of the lease extension's end in June.

Ron and I look forward to discussing the draft 2021 Budget with you next week.

Whatcom Council of Governments
2021 Budget (draft #2 12-1-2020)

	2021	2021	2021
	Draft #1 10-6-2020	Draft #2 12-2-2020 for Adoption	Changes from 10/6 to 12/2/20
CONSOLIDATED			
Beginning Net Cash and Investments	\$ 305,126	\$ 305,126	\$ -
REVENUE			
Programs & Projects			
Local	\$ 88,146	\$ 88,146	\$ -
State	136,310	136,310	-
Federal	1,089,828	1,059,010	(30,818)
Canadian	15,000	34,948	19,948
Miscellaneous (foundations, classes, rebates)	0	0	-
Total Programs & Projects	\$ 1,329,283	\$ 1,318,413	\$ (10,870)
Dues			
Bellingham	\$ 55,147	\$ 55,147	\$ -
Blaine	3,320	3,320	-
Everson	1,714	1,714	-
Ferndale	8,752	8,752	-
Lummi Nation	-	3,219	3,219
Lynden	8,856	8,856	-
Nooksack	982	982	-
Sumas	982	982	-
Whatcom County (unincorporated)	54,912	54,912	-
Port of Bellingham	24,572	24,572	-
Lake Whatcom Water & Sewer	230	230	-
Birch Bay Water & Sewer	150	150	-
Opportunity Council	150	150	-
Public Utilities District #1	150	150	-
Sudden Valley Association	150	150	-
Western Washington University	150	150	-
Total Dues	\$ 160,217	\$ 163,436	\$ 3,219
Other Revenue			
Interest Income	4,000	4,000	-
Total Other Revenue	\$ 4,000	\$ 4,000	\$ -
Total Revenue	\$ 1,493,500	\$ 1,485,849	\$ (7,651)
EXPENSES			
Salaries & Benefits			
Salaries	\$ 754,306	\$ 754,306	\$ -
Dental Insurance	11,842	11,842	-
Disability Insurance	3,191	3,191	-
Health Insurance	121,781	121,780	(1)
Life Insurance	906	906	-
Retirement Contribution	87,575	87,575	-
Social Security Equivalent	57,547	57,547	-
Unemployment Insurance Tax	20,875	20,875	-
Vision Insurance	1,923	1,923	-
Workers Compensation Insurance	2,699	2,672	(27)
Total Benefits	\$ 308,339	\$ 308,311	\$ (28)
Total Salaries & Benefits	\$ 1,062,645	\$ 1,062,617	\$ (28)

Whatcom Council of Governments
2021 Budget (draft #2 12-1-2020)

	2021	2021	2021
CONSOLIDATED	Draft #1 10-6-2020	Draft #2 12-2-2020 for Adoption	Changes from 10/6 to 12/2/20
Other Expenses			
Communication Services	\$ 25,600	\$ 25,600	-
Consultants & Contracted Services	191,173	191,173	-
Incentives	10,000	10,000	-
Insurance - Property & Liability	10,500	10,500	-
Office Equipment & Software	37,960	37,960	-
Printing	15,700	15,700	-
Professional Development	11,500	11,500	-
Rent	71,100	71,100	-
Repair & Maintenance	3,000	3,000	-
Supplies	9,800	9,800	-
Travel	14,900	14,900	-
Utilities	13,000	13,000	-
Total Other Expenses	\$ 414,233	\$ 414,233	\$ -
Total Expenses	\$ 1,476,878	\$ 1,476,850	\$ (28)
Ending Net Cash and Investments	\$ 321,748	\$ 314,125	\$ (7,623)

Board Officer

Robert Wilson, Executive Director