



MEETING OF THE EXECUTIVE COMMITTEE OF THE
WHATCOM COUNCIL OF GOVERNMENTS
Wednesday, December 8, 2021, 2:45 p.m.
Gordon W. Rogers Conference Room
314 East Champion Street
Bellingham, Washington

Click [here](#) to join using Zoom
Or join by phone: (253) 215-8782

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. APPROVAL OF MINUTES*
Meeting of July 14, 2021
- E. NEW BUSINESS
5-7
 - 1. Recommendation to Council Board on Proposed 2022 WCOG Budget – Messrs. Cubellis and Wilson*
 - 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 14, 2021

IN ATTENDANCE (IN PERSON OR VIA ZOOM):

MEMBERS VOTING: **Bellingham:** Pinky Vargas (Vice-Chairwoman); **Ferndale:** Greg Hansen (Secretary-Treasurer); **Lynden:** Scott Korthuis (Chairman); **Nooksack:** Tom Jones; **Whatcom County:** Satpal Sidhu, Carol Frazey

GUESTS Bonnie Onyon and John Perry, Council Board; Terry Terry, CTAG

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

A. CALL TO ORDER

Chairman Korthuis called the meeting to order at 3:29 p.m. with a quorum present.

B. PUBLIC COMMENT

No members of the public were in attendance.

C. AGENDA APPROVAL

APPROVED BY ACCLAMATION

D. CONSENT AGENDA

MOTION: Ms. Vargas moved, Mr. Jones seconded, to approve the consent agenda, which included the minutes of the Executive Committee meeting of December 9, 2020, and the list of claims from January 1 through June 30, 2021, in the amount of \$803,160.59, which was e-mailed to the representatives on July 7, 2021, 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. Wilson presented the budget report for the period ending June 30, 2021.

F. OLD BUSINESS

No old business was discussed.

G. NEW BUSINESS

No new business was discussed.

H. ADJOURN

There being no further business, the meeting adjourned at 3:30 p.m.

Scott Korthuis
Chairman

Robert H. Wilson, AICP
Executive Director

Approved December 8, 2021

DRAFT



MEMORANDUM

To: The Council Board
From: Bob Wilson, Executive Director
Date: December 1, 2021
Subject: **Proposed 2022 Budget – Final Draft**

Attached to this memo, please find the final draft of the proposed 2022 WCOG Budget for your review prior to the Council Board meeting next week. You will recall that the first draft was presented to the Board at its October meeting. I draw your attention to the following:

Dues. Out of concern for the financial stress our member jurisdictions and agencies were expected to experience this year due to the pandemic, staff presented a 2021 Budget that froze dues at their 2020 levels. Dues are determined using both population and the average cost-of-living adjustment (COLA) of the member jurisdictions, as is our longtime practice. 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 nine jurisdictions. We have received the 2022 COLAs from the member jurisdictions, from which we have determined the average to be 3.74 percent, which is incorporated into the final draft.

Salaries. Three members of the staff will receive a three percent step increase, while the other five will receive one percent longevity increases, all in addition to the 3.74 percent COLA. WCOG’s salary expense will increase in 2022 by 5.3 percent, to \$794,297.

Employee Benefits. The COG’s 2022 expense for all employee benefits – health insurance, retirement, workers’ compensation, etc. – is expected to increase by \$2,310, or less than one percent of the amount budgeted in 2021.

Consultants. The 2022 consultant expense is anticipated to decrease by about 41 percent, to \$112,612, as several projects wrap up. 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.

Ron and I look forward to discussing the final draft 2022 Budget with you next week.

Whatcom Council of Governments
2022 Budget (Draft #2 12-01-2021)

	2022	2022	2022
	Draft #1 10/05/2021	Draft #2 12/01/2021 for Adoption	Changes 10/5/21 to 12/1/21
CONSOLIDATED			
Beginning Net Cash and Investments	\$ 414,125	\$ 414,125	\$ (0)
REVENUE			
Programs & Projects			
Local	\$ 116,461	\$ 122,109	\$ 5,648
State	165,260	165,260	-
Federal	864,317	863,692	(624)
Canadian	35,000	35,000	-
Miscellaneous (foundations, classes, rebates)	0	0	-
Total Programs & Projects	\$ 1,181,037	\$ 1,186,061	\$ 5,024
Dues			
Bellingham	\$ 57,000	\$ 57,061	\$ 61
Blaine	3,585	3,823	238
Everson	1,843	1,864	21
Ferndale	9,605	9,887	282
Lummi Nation	3,344	3,376	32
Lynden	9,504	10,116	612
Nooksack	1,069	962	(107)
Sumas	1,107	1,105	(2)
Whatcom County (unincorporated)	56,794	58,884	2,090
Port of Bellingham	25,635	26,210	575
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	\$ 170,466	\$ 174,268	\$ 3,802
Other Revenue			
Interest Income	3,000	3,000	-
Total Other Revenue	\$ 3,000	\$ 3,000	\$ -
Total Revenue	\$ 1,354,503	\$ 1,363,329	\$ 8,826
EXPENSES			
Salaries & Benefits			
Salaries	\$ 787,266	\$ 794,297	\$ 7,031
Dental Insurance	12,068	12,067	(1)
Disability Insurance	3,330	3,360	30
Health Insurance	126,738	126,739	1
Life Insurance	720	720	-
Retirement Contribution	80,695	81,415	720
Social Security Equivalent	60,068	60,606	538
Unemployment Insurance Tax	21,013	21,036	23
Vision Insurance	1,923	1,923	-
Workers Compensation Insurance	2,755	2,755	-
Total Benefits	\$ 309,310	\$ 310,621	\$ 1,311
Total Salaries & Benefits	\$ 1,096,576	\$ 1,104,918	\$ 8,342

Whatcom Council of Governments
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	2022	2022	2022
	Draft #1 10/05/2021	Draft #2 12/01/2021 for Adoption	Changes 10/5/21 to 12/1/21
CONSOLIDATED			
Other Expenses			
Communication Services	\$ 37,200	\$ 28,800	(8,400)
Consultants & Contracted Services	112,204	112,612	408
Incentives	10,000	10,000	-
Insurance - Property & Liability	10,500	10,500	-
Office Equipment & Software	30,650	21,350	(9,300)
Pass Through to Partners	30,000	19,000	(11,000)
Printing	15,700	15,700	-
Professional Development	11,500	9,050	(2,450)
Rent	71,100	71,100	-
Repair & Maintenance	3,000	3,000	-
Supplies	9,800	9,800	-
Travel	14,900	6,600	(8,300)
Utilities	13,000	13,000	-
Total Other Expenses	\$ 369,554	\$ 330,512	\$ (39,042)
Total Expenses	\$ 1,466,130	\$ 1,435,430	\$ (30,700)
Ending Net Cash and Investments	\$ 302,499	\$ 342,024	\$ 39,525

Board Officer

Robert Wilson, Executive Director