



MEETING OF THE BOARD OF THE  
WHATCOM COUNCIL OF GOVERNMENTS  
**Wednesday, December 12, 2018, 3:30 p.m.**  
Gordon W. Rogers Conference Room  
314 East Champion Street, Bellingham

**AGENDA**

PAGES

- |       |     |   |
|-------|-----|---|
|       | A.  | CALL TO ORDER   |
|       | B.  | PUBLIC COMMENT<br>Citizens may speak informally to the Board on agenda items or other matters relating to the business of the Whatcom Council of Governments.<br><i>Each speaker is allowed a maximum of three minutes.</i> |
|       | C.  | AGENDA APPROVAL*  |
|       | D.  | CONSENT AGENDA*   |
| 2-5   | D.1 | Minutes of the Meeting of October 10, 2018  |
| 6-8   | D.2 | October–November 2018 Claims  |
|       | E.  | BUDGET REPORT<br>Budget Report for the Period Ending November 30, 2018 – Ron Cubellis   |
| 9     |     |   |
|       | F.  | OLD BUSINESS  |
|       | G.  | NEW BUSINESS  |
| 10    | G.1 | Adoption of 2019 WCOG Meeting Schedule – Bob Wilson*  |
| 11-14 | G.2 | Adoption of the Draft 2019 WCOG Budget – Messrs. Cubellis and Wilson*   |
| 15-23 | G.3 | Amendments to WCOG Bylaws – Mr. Wilson*   |
| 24-27 | G.4 | 2019 Unfunded Transportation Needs of Whatcom County – Mr. Wilson*  |
|       | G.5 | Other New Business (if any)   |
|       | H.  | EXECUTIVE DIRECTOR’S REPORT – Mr. Wilson  |
|       | I.  | BOARD OPEN FORUM  |
|       | J.  | ADJOURN   |

\* Action item

Persons with disabilities needing 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 llame al (360) 676-6974.

WHATCOM COUNCIL OF GOVERNMENTS  
BOARD MINUTES – DRAFT  
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.



**Deferred Compensation Program (DCP)**  
**Resolution No. 2018-10-2**

Send completed form to:  
Department of Retirement Systems  
Employer Support Services  
PO Box 48380 • Olympia, WA 98504-8380

*drs.wa.gov/dcp* • 800.547.6657  
email: *employersupport@drs.wa.gov*

This resolution can be used to:

- Authorize an organization's participation in the Washington State Deferred Compensation Program (DCP)
- Change the automatic enrollment option for organizations currently participating in DCP

**Participation Status**

WHATCOM COUNCIL OF GOVERNMENTS \_\_\_\_\_(legal name of organization),  
a political subdivision of Washington state, authorizes and approves this resolution.

- This organization is requesting to participate in the Washington State Deferred Compensation Program.  
Or  
 This organization already offers DCP and is changing the automatic enrollment option.

**Automatic Enrollment Option**

RCW 41.50.770 permits counties, municipalities, and other political subdivisions to participate in the DCP automatic enrollment provision as outlined in WAC Chapter 415-501.

Does the organization want to participate in automatic enrollment?  Yes  No

**Employer Contributions**

Does (or will) the organization contribute dollars to any employee DCP account?  Yes  No

If yes, and the organization will participate in automatic enrollment, delay submitting employer contributions for DCP participants until at least 90 days following the initial employee deferral.

**Authorizing Signature(s)**

**The organization:**

1. Requests to participate in DCP, as allowed by RCW 41.50.770.
2. Has reviewed the program provisions and agrees to accept all terms and conditions.
3. Understands and agrees that all employee deferrals are held in trust by the Washington State Investment Board for the exclusive benefit of program participants and eligible beneficiaries.

Passed this 10th day of October, 2018

Signature

Title

Chairman

Printed Name

Jon Mutchler

Optional: To include additional Resolution signatures, add a separate sheet of paper.

**Whatcom Council of Governments**  
**CLAIMS LISTING**  
October through November 2018

Date	Num	Source Name	Memo	Paid Amount
<b>Oct - Nov 18</b>				
10/01/2018	RC 090118	Clearly Communications	Communication Services	177.41
10/01/2018	RC 090118	Google	Communication Services	49.73
10/01/2018	RC 090218	Intuit Payroll Service	Office Equipment & Software	39.13
10/01/2018	RC 090518	Comcast	Communication Services	307.00
10/01/2018	RC 090718	Ting Inc.	Communication Services	7.43
10/01/2018	RC 091318	Heroku	Communication Services	170.16
10/01/2018	RC 091718	Sanitary Service Corporation	Utilities	60.20
10/01/2018	RC 092218	Community Food Co-op	Supplies	25.19
10/01/2018	RC 091818	GroupSpaces Ltd	Communication Services	19.99
10/01/2018	MF 090318	Amazon Web Services	Communication Services	206.95
10/01/2018	MF 090618	Rogers Media	Communication Services	40.95
10/01/2018	MF 091318	Starbucks	Supplies	36.85
10/01/2018	MF 091418	Whistle Stop Coffee Shop	Supplies	116.10
10/01/2018	SH 092018	Community Food Co-op	Supplies	11.97
10/01/2018	JM 082818	Image That	Professional Development	2,500.00
10/01/2018	JM 090418	Alaska Airlines	Travel	366.30
10/01/2018	JM 091218	BoltBus	Travel	12.00
10/01/2018	JM 091318	BoltBus	Travel	13.50
10/01/2018	JM 091318	Pendragon Software Corporation	Office Equipment & Software	40.00
10/01/2018	JM 091218	Delta Airlines	Travel	238.80
10/01/2018	JM 091518	Alaska Airlines	Travel	25.00
10/01/2018	JM 091318	The Bagelry	Supplies	50.70
10/01/2018	JM 092218	Hampton Inn	Travel	691.05
10/01/2018	BW 082818	Oxford Suites	Travel	105.42
10/01/2018	BW 083118	Amazon	Supplies	31.16
10/01/2018	BW 090418	ADT Security Systems	Utilities	58.56
10/01/2018	BW 091218	US Postal Service	Communication Services	10.75
10/01/2018	MG 091818	Facebook Inc.	Communication Services	74.93
10/01/2018	RC 092218	Ting Inc.	Communication Services	7.43
10/02/2018	eft	NAVIA Benefits	Benefits	300.00
10/05/2018	E-pay	WA Dept of Employment Security	Payroll Taxes QB Tracking # -1574557378	18.20
10/05/2018	E-pay	WA Dept of Employment Security	Payroll Taxes QB Tracking # -1574557378	1,778.01
10/09/2018	eft	NAVIA Benefits	Benefits	2.00
10/11/2018	2525	Applied Digital Imaging	Printing	11.09
10/11/2018	2526	Bay City Supply	Supplies	161.76
10/11/2018	2527	Bellingham Herald (advertising)	Public Hearing Notices	73.34
10/11/2018	2528	Bellingham Police Department	Pass-through Grant	4,649.83
10/11/2018	2529	Bob Wilson	Expense Reimbursement	327.15
10/11/2018	2530	Bruce's Janitor Service	Janitorial	625.00
10/11/2018	2531	BTC Leasing	Office Equipment/Software	449.18
10/11/2018	2532	Cascade Natural Gas	Utilities	19.46
10/11/2018	2533	Champion Building LLC	Rental	5,786.25
10/11/2018	2534	Enduris	Property & Liability Insurance	9,484.00
10/11/2018	2535	Haugen Advertising & Grpahics LLC	Printing	121.30
10/11/2018	2536	IBI Group US	Professional Services	2,160.00
10/11/2018	2537	Melissa Fanucci	Expense Reimbursement	217.46
10/11/2018	2538	Parker Northwest Associates	Professional Services	3,590.00
10/11/2018	2539	Puget Sound Energy	Utilities	265.88
10/11/2018	2540	Ricoh USA Inc.	Office Equipment/Software	276.79
10/11/2018	2541	US Bank	Purchase Card	5,494.66
10/11/2018	2542	Washington State Ridesharing Organization	Employer Training	1,130.00
10/11/2018	2543	Whatcom Transportation Authority (vendor)	Pass-through Grant Funds	18,141.13
10/11/2018	Transfer	WCOG Petty Cash	Petty Cash Refill	679.00
10/12/2018	eft	WA Dept of L&I	Payroll Taxes	680.92
10/16/2018	1067	Oommen, Marc	Incentives	250.00
10/16/2018	1068	Burmester, Sally	Incentives	1,000.00
10/30/2018		QuickBooks Payroll Service	Created by Payroll Service on 10/29/2018	42,618.15
10/30/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -2014594478	7,890.00
10/30/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -2014594478	922.91
10/30/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -2014594478	922.91
10/30/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -2014594478	0.00
10/31/2018	2544	AFLAC	Employee Paid Coverage	77.82
10/31/2018	2545	AWC-Additional Life	Employee Paid Life Ins.	22.50
10/31/2018	2546	United Way	Employee Contributions	320.00
10/31/2018	eft	WA Dept of Retirement Systems	PERS Contribution	4,442.39
10/31/2018	eft	WA Dept of Retirement Systems	PERS Contribution	7,691.72
10/31/2018	eft	AWC	Benefits	8,451.65
10/31/2018	eft	AWC	Benefits	1,216.00
10/31/2018	eft	Mass Mutual	Retirement	2,565.00



**Whatcom Council of Governments**  
**CLAIMS LISTING**  
 October through November 2018

Date	Num	Source Name	Memo	Paid Amount
10/31/2018	eft	Mass Mutual	Retirement	3,514.76
10/31/2018	eft	Mass Mutual	Retirement	1,151.32
11/01/2018	eft	NAVIA Benefits	Benefits	300.00
11/01/2018	HC 092518	Air Canada	Travel	580.69
11/01/2018	RC 100118	Clearly Communications	Communication Services	179.61
11/01/2018	RC 100218	Intuit Payroll Service	Office Equipment & Software	39.13
11/01/2018	RC 100218	Google	Communication Services	49.73
11/01/2018	RC 100518	Comcast	Communication Services	307.00
11/01/2018	RC 100518	Amazon	Supplies	101.01
11/01/2018	RC 100818	Heroku	Communication Services	170.07
11/01/2018	RC 100818	Nest Labs	Communication Services	214.14
11/01/2018	RC 100818	Intuit Payroll Service	Supplies	157.59
11/01/2018	RC 101518	Sanitary Service Corporation	Utilities	60.20
11/01/2018	RC 101818	Amazon	Supplies	21.73
11/01/2018	RC 101818	GroupSpaces Ltd	Communication Services	19.99
11/01/2018	RC 101818	Hardware Sales	Supplies	11.94
11/01/2018	MF 092618	SFU Burnaby	Professional Development	494.86
11/01/2018	MF 100318	Amazon Web Services	Communication Services	204.61
11/01/2018	MF 100518	Whistle Stop Coffee Shop	Supplies	112.58
11/01/2018	MF 100718	Rogers Media	Communication Services	68.25
11/01/2018	MF 100718	Rogers Media	Communication Services	17.99
11/01/2018	MF 100918	Amazon	Supplies	39.72
11/01/2018	MF 101018	Amazon	Supplies	17.52
11/01/2018	MF 100918	South River Technologies Inc.	Office Equipment & Software	28.00
11/01/2018	MF 101518	Infotopics	Office Equipment & Software	0.01
11/01/2018	MF 101818	Starbucks	Supplies	36.85
11/01/2018	JM 092618	Delta Airlines	Travel	25.00
11/01/2018	JM 100918	Community Food Co-op	Supplies	14.86
11/01/2018	JM 101318	Pendragon Software Corporation	Office Equipment & Software	40.00
11/01/2018	JM 101818	The Bagelry	Supplies	38.57
11/01/2018	KW 092918	Fiamma Burger	Supplies	66.14
11/01/2018	KW 092918	Fiamma Burger	Supplies	65.65
11/01/2018	KW 100418	Earl's Bike Shop	Repair & Maintenance	30.33
11/01/2018	KW 100818	Fanatik Bike Co.	Supplies	95.87
11/01/2018	BW 100418	ADT Security Systems	Utilities	58.56
11/01/2018	BW 101018	Haggen	Supplies	9.98
11/01/2018	BW 101018	Starbucks	Supplies	18.42
11/09/2018	eft	NAVIA Benefits	Benefits	2.00
11/09/2018	2547	Applied Digital Imaging	Printing	54.28
11/09/2018	2548	Bay City Supply	Supplies	50.31
11/09/2018	2549	Bruce's Janitor Service	Janitorial	625.00
11/09/2018	2550	BTC Leasing	Office Equipment/Software	449.18
11/09/2018	2551	Cascade Natural Gas	Utilities	85.19
11/09/2018	2552	Champion Building LLC	Rental	5,786.25
11/09/2018	2553	Jaymes McClain	Expense Reimbursement	349.36
11/09/2018	2554	Melissa Fanucci	Expense Reimbursement	97.56
11/09/2018	2555	Parker Northwest Associates	Professional Services	3,590.00
11/09/2018	2556	Pitney Bowes	Postage	277.15
11/09/2018	2557	Puget Sound Energy	Utilities	216.63
11/09/2018	2558	Ricoh USA Inc.	Office Equipment/Software	327.18
11/09/2018	2559	US Bank	Purchase Card	3,396.60
11/09/2018	2560	Western Washington University	Partner Pass-Through	38,686.21
11/09/2018	2561	Wilson Engineering LLC	Professional Services	6,992.00
11/14/2018	1069	Glimm, Tilmann	Incentives	250.00
11/19/2018	2562	IBI Group US	Professional Services	1,080.00
11/19/2018	2563	RSG Consultants	Professional Services	47,832.38
11/19/2018	2564	Whatcom Transportation Authority (vendor)	Pass-through Grant Funds	41,008.26
11/28/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -663751378	7,693.00
11/28/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -663751378	909.64
11/28/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -663751378	909.64
11/28/2018	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -663751378	0.00
11/28/2018	eft	Mass Mutual	Retirement	1,240.00
11/28/2018	eft	Mass Mutual	Retirement	857.98
11/28/2018	eft	Mass Mutual	Retirement	1,151.32
11/28/2018	eft	AWC	Benefits	8,451.65
11/28/2018	eft	AWC	Benefits	1,216.00
11/29/2018		QuickBooks Payroll Service	Created by Payroll Service on 11/28/2018	41,704.18
11/30/2018	eft	WA Dept of Retirement Systems	PERS Contribution	4,378.56
11/30/2018	eft	WA Dept of Retirement Systems	PERS Contribution	7,581.21
11/30/2018	2565	WA Dept of Retirement Systems	PERS Contribution	1,651.70

**Whatcom Council of Governments**  
**CLAIMS LISTING**  
 October through November 2018

<u>Date</u>	<u>Num</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
11/30/2018	2565	WA Dept of Retirement Systems	PERS Contribution	2,688.10
11/30/2018	2566	AFLAC	Employee Paid Coverage	77.82
11/30/2018	2567	AWC-Additional Life	Employee Paid Life Ins.	22.50
11/30/2018	2568	United Way	Employee Contributions	320.00
<b>Oct - Nov 18</b>				<b><u>380,699.64</u></b>

The Council Board retroactively approves the payments made during October through November 2018 for the above listed claims in the total amount of: \$380,699.64\*

<u>Board Officer</u>	<u>Title</u>	<u>Date</u>
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**Whatcom Council of Governments**  
**Board Budget Report**  
 January through November 2018  
 (92% of the year)

	<u>Jan - Nov 18</u>	<u>2018 Budget</u>	<u>% of Budget</u>
<b>Income</b>			
333 · Federal Grants	960,878	1,430,105	67%
334 · State Grants	117,640	166,354	71%
337 · Local Grants	134,273	129,766	103%
361 · Interest Income	3,164	1,500	211%
367 · Contributions & Donations	1,581	90,000	2%
368 · Membership Dues	152,463	152,464	100%
369 · Other Income	11,549	20,000	58%
389 · Other Nonrevenues	0		
<b>Total Income</b>	<u>1,381,548</u>	<u>1,990,189</u>	<u>69%</u>
	1,381,548	1,990,189	69%
<b>Expense</b>			
505 · Communication Services	23,178	33,000	70%
510 · Consultants & Contract Services	207,270	581,729	36%
515 · Incentives	11,626	12,000	97%
520 · Insurance- Property & Liability	9,484	10,000	95%
530 · Office Equipment & Software	37,117	34,200	109%
535 · Pass-Through Funding	105,291	99,000	106%
545 · Printing	10,442	28,700	36%
550 · Professional Development	7,777	9,600	81%
555 · Rent	66,677	67,000	100%
560 · Repair & Maintenance	1,867	3,000	62%
565 · Payroll - Salaries & Wages	659,802	718,953	92%
566 · Payroll - Taxes & Benefits	262,695	285,261	92%
575 · Supplies	12,282	9,900	124%
580 · Travel	10,130	14,340	71%
585 · Utilities	12,041	15,000	80%
590 · Miscellaneous Expense	4,824		
<b>Total Expense</b>	<u>1,442,503</u>	<u>1,921,683</u>	<u>75%</u>
	<u><b>-60,955</b></u>	<u><b>68,506</b></u>	<u><b>-89%</b></u>

Balance Sheet as of:	<u>1/1/2018</u>	<u>11/30/2018</u>	<u>Cash Target</u>
			<u>\$310,238</u>
Cash on hand	\$ 110,119	\$ 16,603	} \$175,660
Investment Account	125,893	159,057	
Accounts Receivable	93,004	395,318	
<b>Total</b>	<u>\$ 329,016</u>	<u>\$ 570,978</u>	
Accounts Payable	7,515	118,184	
<b>Working Capital</b>	<u>\$ 321,501</u>	<u>\$ 452,794</u>	



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**MEMORANDUM**

To: The Council Board  
From: Bob Wilson, Executive Director  
Date: December 3, 2018  
Subject: **Proposed 2019 WCOG Meeting Schedule**

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The following is the proposed schedule for meetings of the Council Board, Executive Committee and the Whatcom Transportation Policy Board for 2019 and January 2020. The second meeting indicated on any given date would normally end at or before 5:00 p.m.

January 16, 2019	Council Board 3:00 p.m., Policy Board 3:30 p.m.
March 13, 2019	Executive Committee 3:00 p.m., Policy Board 3:30 p.m.
May 8, 2019	Council Board 3:00 p.m., Policy Board 3:30 p.m.
July 10, 2019	Executive Committee 3:00 p.m., Policy Board 3:30 p.m.
October 9, 2019	Policy Board 3:00 p.m., Council Board 4:00 p.m.
December 11, 2019	Executive Committee 3:00 p.m., Council Board 3:30 p.m.
January 15, 2020	Council Board 3:00 p.m., Policy Board 3:30 p.m.

Please be aware that there is always the possibility that special meetings may be called in the event that critical, time-sensitive business needs to be addressed, but those instances are rare.

Also, you will recall that the Executive Committee meeting scheduled for May of this year was replaced with a Council Board meeting. I asked for that change because I believe that nine months (January to October) is just too long between Council Board meetings, especially for those members who *only* belong to the Council Board. With your approval, I intend to make this change permanent.

**SUGGESTED MOTION:** Move to approve the 2019 schedule of meetings for the Council Board, Executive Committee and Whatcom Transportation Policy Board.



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**MEMORANDUM**

To: Executive Committee  
From: Bob Wilson, Executive Director  
Date: December 5, 2018  
Subject: **Proposed 2019 Budget**

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Attached to this memo please find the final draft of the proposed 2019 Budget for your review prior to the Council Board meeting on December 12<sup>th</sup>. 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. Annual population change is drawn from Office of Financial Management estimates for Whatcom County, the seven cities and the Lummi Nation. A COLA of 2.63 percent is proposed for 2019.

Salaries. No salary adjustments beyond COLAs and step increases are called for in 2019. All staff members except me will receive step increases, and everyone will receive the COLA. It should be noted, however, that Susan Horst, Kirsten Wert and Michelle Grandy are permanent part-time staff (56.5, 80 and 75 percent time, respectively), and the amount of their increases will be prorated accordingly.

The COLA and step increases represent an aggregate increase in 2019 salaries of \$37,234, or 5.2 percent.

Employee Benefits. The COG's 2019 expense for all employee benefits – health insurance, retirement, workers' compensation, unemployment insurance, etc. – increase next year by 11.04 percent.

Consultants. As in 2018, the largest line-item increase in the 2019 Budget is the consultant expense, which will increase by approximately six percent, to \$617,473. Consultants will be used on a number of planning activities and projects, including the State Route 547 Pedestrian and Bicycle Safety Trail, updating the regional travel demand model, and others. All of these are funded, and consultant and other project expenses will be reimbursed.

**SUGGESTED MOTION:** Move to recommend to the Council Board that it adopt the proposed 2019 WCOG Budget, as presented.

Whatcom Council of Governments  
2019 Budget (draft #2 12-05-2018)

	2018	2019	2019	2019
<i>CONSOLIDATED</i>	Adopted 12-13-2017	Draft #1 10-03-2018	Draft #2 12-05-2018	Changes 10/3 to 12/5/18
<b>Beginning Net Cash and Investments</b>	\$ 109,277	\$ 245,000	\$ 245,000	\$ -
<b>REVENUE</b>				
<b>Programs &amp; Projects</b>				
Local	\$ 129,766	\$ 86,705	\$ 86,705	\$ -
State	166,354	452,185	425,456	(26,729)
Federal	1,430,105	1,331,108	1,371,011	39,903
Canadian	20,000	10,000	10,000	-
Miscellaneous (foundations, classes, rebates)	90,000	0	24,845	24,845
<b>Total Programs &amp; Projects</b>	\$ 1,836,225	\$ 1,879,998	\$ 1,918,017	\$ 38,019
<b>Dues</b>				
Bellingham	\$ 51,598	\$ 53,985	\$ 54,074	\$ 89
Blaine	3,020	3,242	3,247	5
Everson	1,565	1,665	1,668	3
Ferndale	8,015	8,320	8,334	14
Lynden	8,104	8,638	8,652	14
Nooksack	887	915	917	2
Sumas	935	970	971	1
Whatcom County (unincorporated)	51,551	53,546	53,634	88
Lummi Nation	3,024	3,132	3,137	5
Port of Bellingham	22,935	23,953	23,992	39
Lake Whatcom Water & Sewer	230	230	230	-
Birch Bay Water & Sewer	150	150	150	-
Opportunity Council	150	150	150	-
Sudden Valley Association	150	150	150	-
Western Washington University	150	150	150	-
<b>Total Dues</b>	\$ 152,464	\$ 159,196	\$ 159,456	\$ 260
<b>Other Revenue</b>				
Interest Income	1,500	2,500	2,500	-
<b>Total Other Revenue</b>	\$ 1,500	\$ 2,500	\$ 2,500	\$ -
<b>Total Revenue</b>	\$ 1,990,189	\$ 2,041,694	\$ 2,079,973	\$ 38,279
<b>EXPENSES</b>				
<b>Salaries &amp; Benefits</b>				
Salaries	\$ 718,953	\$ 755,501	\$ 756,443	\$ 942
Dental Insurance	12,202	12,202	12,202	-
Disability Insurance	3,041	3,196	3,200	4
Health Insurance	111,978	107,950	129,022	21,072
Life Insurance	1,007	1,006	1,006	-
Retirement Contribution	91,307	95,949	96,068	119
Social Security Equivalent	55,169	57,965	57,724	(241)
Unemployment Insurance Tax	5,037	12,424	12,425	1
Vision Insurance	2,651	2,572	2,134	(438)
Workers Compensation Insurance	2,869	2,983	2,983	-
<b>Total Benefits</b>	\$ 285,261	\$ 296,247	\$ 316,764	\$ 20,517
<b>Total Salaries &amp; Benefits</b>	\$ 1,004,214	\$ 1,051,748	\$ 1,073,207	\$ 21,459

Whatcom Council of Governments  
2019 Budget (draft #2 12-05-2018)

	2018	2019	2019	2019
<i>CONSOLIDATED</i>	Adopted 12-13-2017	Draft #1 10-03-2018	Draft #2 12-05-2018	Changes 10/3 to 12/5/18
<b>Other Expenses</b>				
Communication Services	\$ 33,000	\$ 28,600	\$ 28,600	-
Consultants & Contracted Services	581,729	639,473	617,473	(22,000)
Incentives	12,000	12,000	12,000	-
Insurance - Property & Liability	10,000	10,500	10,500	-
Office Equipment & Software	34,200	36,120	36,120	-
Pass Through to Partners	99,000	33,000	62,845	29,845
Printing	28,700	19,500	19,500	-
Professional Development	9,600	18,650	19,750	1,100
Rent	67,000	70,000	74,000	4,000
Repair & Maintenance	3,000	3,000	3,000	-
Supplies	9,900	10,600	12,600	2,000
Travel	14,340	14,890	14,890	-
Utilities	15,000	13,000	13,000	-
Total Other Expenses	\$ 917,469	\$ 909,333	\$ 924,278	\$ 14,945
<b>Total Expenses</b>	<b>\$ 1,921,683</b>	<b>\$ 1,961,081</b>	<b>\$ 1,997,485</b>	<b>\$ 36,404</b>
<b>Ending Net Cash and Investments</b>	<b>\$ 177,783</b>	<b>\$ 325,613</b>	<b>\$ 327,488</b>	<b>\$ 1,875</b>

## Capital Expenditures by Category

	<u>Quantity</u>	<u>Total Cost</u>
<b>Fixed Assets (\$5,000+)</b>		
none		\$ -
<b>Office Equipment</b>		
Copier Lease & Maintenance	1	\$ 3,600
Phone System lease	1	5,400
Workstation replacements	2	3,600
Monitor replacements	4	1,200
Laptop replacements	1	1,800
Contingency		<u>2,000</u>
		\$ 17,600
<b>Software</b>		
Accounting & Payroll updates	2	\$ 1,600
Adobe licenses & updates	10	1,200
GIS licences & updates	2	7,400
Microsoft licenses & updates	10	1,200
TransCAD Transportation Modeling license & updates	2	2,600
Contingency		<u>2,000</u>
		\$ 18,520



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## MEMORANDUM

To: The Council Board  
From: Bob Wilson, Executive Director  
Date: December 5, 2018  
Subject: **Proposed Amendments to WCOG Bylaws**

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Attached please find a marked-up version of WCOG's Bylaws indicating amendments that I'm proposing for the Council Board's consideration at its meeting on December 12<sup>th</sup>. You'll recall that I sent you that document along with the following comments in an e-mail on November 26<sup>th</sup>. Since I sent them to you, though, I've modified the revision to Section 7 (Meetings), subsection "D. Quorum" that I proposed then. That is explained below.

Although many of the proposed amendments are grammatical or stylistic in nature and require no explanation, several are substantive and are explained below.

### General

The organizational outline in the current Bylaws is inconsistent: some subsections are lettered, some are not. A consistent organizational protocol is employed in the proposed version.

### Section 3: Membership

The Birch Bay Water & Sewer District is removed from the list of voting members. In 2016, it changed its membership status to non-voting.

In subsection "C. Associate Membership," the current version seems to imply that prospective associate members need merely sign a "membership agreement," although the Interlocal Agreement is clear that associate memberships must be approved by the Council Board. The proposed version is explicit on that point, and it also eliminates the reference to the membership agreement, which does not exist.

### Section 6: Committees

A new subsection "C. Ad Hoc Committees" is added.

### Section 7: Meetings

In subsection "D. Quorum," a quorum is redefined as a simple majority of the voting members in good standing, rather than as a specified number of members, as is currently



the case. This will avoid the need to amend the Bylaws again if the size of the Council Board changes.

I'm proposing a new subsection "E. Absence of Chairperson, Vice-Person and Secretary-Treasurer" that addresses the situation where all three are absent from a scheduled meeting.

### **Section 8: Voting**

I'm proposing a subsection that would require that a minimum of two-thirds of the full voting membership (ten of the 15 members) approve the hiring or termination of the executive director. Currently, as few as five members could conceivably make those decisions. This would not prevent the Executive Committee from suspending the executive director if it determines that such action is warranted.

### **Section 12: Use of Council Services**

This amendment would memorialize our actual practice, which is charging non-members for whom we perform work (which is rare) the average, fully-allocated hourly rate of the staff, which is approved annually by the Council Board.

**SUGGESTED MOTION:** Move to approve the proposed amendments to the Bylaws of the Whatcom Council of Governments, as presented.

**NOTE:** The Bylaws stipulate that amendments must be approved by a two-thirds majority of the members at a meeting at which there is a quorum.

Bylaws of the  
Whatcom Council of Governments

- Section 1: Authority
- Section 2: Bylaws in Compliance with the Interlocal Agreement of December 10, 2014
- Section 3: Membership and Representation
- Section 4: Membership Dues
- Section 5: Officers
- Section 6: Committees
- Section 7: Meetings
- Section 8: Voting
- Section 9: Executive Director
- Section 10: Budget
- Section 11: Expenses and Lawful Claims against Expenditures
- Section 12: Use of Council Services and Resources
- Section 13: Amendments
- Appendix: Interlocal Agreement of December 10, 2014

Section 1: **Authority**

These Bylaws are promulgated in compliance with Section 2 of the “Interlocal Agreement for Participation in the Whatcom Council of Governments,” dated December 10, 2014, as amended (hereafter referred to as “the Interlocal Agreement”).

Section 2: **Bylaws in Compliance with Interlocal Agreement**

These Bylaws shall be in accord with the Interlocal Agreement of December 10, 2014, as amended, and the Whatcom Council of Governments (hereafter “the Council”) shall have only those powers as set forth therein. in the Intergovernmental Agreement of December 10, 2014

Section 3: **Membership and Representation**

The following entities are voting members of the Council. Each representative must be an elected official.

Voting Member	No. of Representatives
Whatcom County (Executive & 2 Council Members)	3
City of Bellingham (Mayor & 2 Council Members)	3
City of Blaine	1
City of Everson	1
City of Ferndale	1
City of Lynden	1
City of Nooksack	1
City of Sumas	1
Lummi Nation	1
Port of Bellingham	1
Birch Bay Water & Sewer District	4
Lake Whatcom Water & Sewer District	1

**A.** Other Jurisdictions and Special Purpose Districts Allowed

Other governmental units or special purpose districts with jurisdiction in all or part of Whatcom County and governed by elected officials are eligible for voting membership on the Council. Boards, advisory committees and other entities that are part of any voting member of the Council are ineligible for either voting or non-voting membership on the Council.

**B.** Assent Agreement to Intergovernmental Interlocal Agreement Required

Governmental units or special purpose districts meeting the aforementioned requirements may become voting members of the Council upon signing the Intergovernmental Interlocal Agreement of December 10, 2014, paying annual dues, and upon amendment of these Bylaws by the Council.

**C.** Associate Membership

Associate members are authorized and shall be subject to annual dues in an amount to be determined annually by the Council. Associate members are non-voting members of the Council. Community organizations and public agencies not part of a voting member of the Council may become associate members of the Council after signing a membership agreement upon the approval of the Council and paying payment of annual dues.

**Section 4: Membership Dues**

Annual contributions from the participating entities shall be due no later than February 28.

**Section 5: Officers**

The officers of the Council shall be the Chairperson, Vice-Chairperson and Secretary-Treasurer. The officers shall be elected at the January meeting of the Council from among the representatives of the voting members that are also members of the Whatcom Transportation Policy Board. Officers shall serve until such time as they are replaced at an election of officers.

Duties of Officers

**A.** Chairperson

The Chairperson shall: 1) preside at all meetings of the Council, Executive Committee and Whatcom Transportation Policy Board; 2) be authorized to approve expenditures; 3) be authorized to call special meetings; 4) set the time and place of meetings unless otherwise directed by the membership; 5) establish committees and appoint members to committees; and 6) perform other duties as the membership shall direct.

**B.** Vice-Chairperson

The Vice-Chairperson shall serve act in the Chairperson's place in his/her absence and be authorized to approve expenditures. The Vice-Chairperson shall also serve as First Vice-Chairperson of the Whatcom Transportation Policy Board.

**C.** Secretary-Treasurer

The Secretary-Treasurer shall: 1) ensure that all records of the Council and Executive Committee, including necessary budget and financial records, are maintained in accordance with applicable laws; 2) attend all meetings of the Council and Executive Committee and ensure that the proceedings are properly recorded; 3) be authorized to approve expenditures; 4) ~~serve~~ **act** as Chair in the absence of the Chairperson and Vice-Chairperson; and; 5) serve as Second Vice-Chairperson of the Whatcom Transportation Policy Board.

**D.** Unforeseen Departure of Officers

In the event that any officer leaves a post prior to the end of his/her term, the next ranking officer in succession shall fill the position. Vacancies created by this method shall be filled by election.

Section 6: **Committees**

**A.** Executive Committee

The Executive Committee shall consist of eight members, who shall be drawn from the voting representatives of the Council. The Chairperson, Vice-Chairperson and Secretary-Treasurer of the Council are automatically members of the Executive Committee and shall exercise the duties of their offices in Executive Committee meetings. The membership of the Executive Committee shall include the following Council representatives: the mayor and one councilperson from the City of Bellingham; the Whatcom County Executive and one Whatcom County councilperson; one commissioner from the Port of Bellingham; and three representatives of the six small cities in Whatcom County.

1. Unforeseen Changes to the Executive Committee

In the event that a particular member jurisdiction has newly elected officials within a given calendar year, and if such a change causes a vacancy on the Executive Committee for that year, the unaffected Executive Committee members ~~will~~ **shall** appoint a new representative to fill the vacant position at their next meeting. Such appointment will be subject to ratification of the Council at its next meeting.

2. Powers and Functions

The Executive Committee shall have the following authority and functions:

- a. To ensure that policy decisions made by the Council are carried out, and to oversee the continuing administration of the functions and purposes of the Council.
- b. To recommend the preliminary budget and schedule of assessments to the Council for approval. The Executive Committee shall ensure that all expenditures are in accord with the budget.
- c. To establish subcommittees to address matters it has identified.
- d. To receive recommendations for policy decisions from committees and to submit such recommendations with the Executive Committee's own comments and recommendations to the Council for action.
- e. To authorize execution of contracts and agreements.
- f. To provide oversight of and guidance to the Executive Director.

B. Whatcom Transportation Policy Board

The Whatcom Transportation Policy Board (~~WTPB~~) is established to serve as the Metropolitan Planning Organization (~~MPO~~) for the Bellingham Urbanized Area and the Regional Transportation Planning Organization (~~RTPO~~) for Whatcom County. The Whatcom Transportation Policy Board operates under its own set of bylaws approved by the Council.

C. Ad Hoc Committees

The Council may establish ad hoc committees by a majority vote of the representatives present at any duly called meeting at which a quorum is present.

Section 7: **Meetings**

A. Regular Meetings

Regular meetings of the Council and its committees shall be held in a location and on a schedule approved by the Council at its last meeting of the previous calendar year. Notice of meetings shall be sent to all representatives at least five (5) days prior to the date of such meetings.

B. Special Meetings

Special meetings may be called:

1. by the Chairperson;
2. by majority vote of the Executive Committee; or
3. by written request of a majority of the Council voting members.

Notice of special meetings may be by telephone or electronic mail, and all members of the Council shall be notified.

C. Conduct of Meetings

Meetings shall be conducted in accordance with these Bylaws. When procedural questions arise that are not addressed in these Bylaws, the current authorized edition of *Robert's Rules of Order* shall be followed.

D. Quorum

A quorum for all Council and Executive Committee meetings shall be a simple majority of the eight voting members in good standing. ~~A quorum for all Executive Committee meetings shall be five members.~~ A simple majority of those present shall be required to decide an issue unless otherwise specified in these Bylaws.

E. Absence of Chairperson, Vice-Chairperson and Secretary-Treasurer

In cases where the Chairperson, Vice-Chairperson and Treasurer are absent at the start time of a scheduled meeting, the voting members present shall elect a voting member to act as Chairperson for that meeting.

Section 8: **Voting**

All matters coming before the Council, including the amendment of these Bylaws, shall be decided by representatives of the **voting membership** subject to the requirements of the Interlocal Agreement of ~~December 10, 2014, and subsequent modifications.~~

**A.** Voting at Council Meetings

Each representative shall be entitled to one vote. At any duly called meeting at which a quorum is present (as stipulated in Section 7 of these Bylaws), a vote of a majority of the representatives present shall be required to decide any question. A two-thirds majority of the representatives present shall be required to decide questions pertaining to:

1. Approval of and amendments to the annual budget
2. Membership dues assessments
3. Amendment of these Bylaws or the Interlocal Agreement of ~~December 10, 2014~~

**An affirmative vote of a minimum of two-thirds of the full voting membership of the Council shall be required to hire or terminate the Executive Director.**

**B.** Voting at Executive Committee Meetings

Each Executive Committee representative shall be entitled to one vote.

**C.** Proxy Voting and Alternates

Voting by proxy is not permitted at either Council or Executive Committee meetings. Alternates may be designated by each member of the Council provided that the person so designated is also an elected official serving in the same body as the regular representative to the Council, except in the case of the Whatcom County Executive, whose alternate may only be the Executive Pro Tem, and the Mayor of Bellingham, whose alternate may only be the Mayor Pro Tem. Only the regular representative or the designated alternate may vote at meetings.

Section 9: **Executive Director**

The Council may retain an Executive Director to implement its mission, goals, and policies. Subject to Executive Committee oversight, the Executive Director is authorized to establish and implement business, management, administrative, and employment policies, and to employ such personnel as he/she determines necessary to effectively operate the Council.

**A.** The Executive Director shall be responsible for management of the Council, including, but not limited to: a) receiving monies payable to the Council and disbursement thereof as authorized; b) maintaining accurate and complete accounts of all receipts and disbursements; c) supervising all studies and programs authorized by the Council; d) supervising all staff, including the hiring and firing of staff; and e) performing such other duties ~~or authorities~~ as may be assigned to the Executive Director from time to time by the Council, Executive Committee, or Chairperson.

**B.** The Executive Director shall have authority to execute procurements with a value of fifty thousand dollars (\$50,000) or less in the name of the Council which are in conformance with

the approved budget or annual work program. Procurements greater than fifty thousand dollars (\$50,000) shall require the prior approval of the Council or Executive Committee before execution by the Executive Director.

- C. The Executive Director is authorized to enter into funding agreements and contracts on behalf of the Council when the scope of work is part of the Council's normal operations and within the approved budget.
- D. In such instances when the Executive Director is not and shall not be available to execute contracts, agreements or invoices on behalf of the Council within the timeframe allotted for said execution, the Deputy Executive Director is authorized to do so within the constraints imposed by Section 9, subsections ~~2~~ A and ~~3~~ B of these Bylaws. The Deputy Executive Director shall inform the Chairperson and Executive Director as expeditiously as practicable that he/she has exercised such authority.
- E. The Executive Director shall prepare a budget annually in accordance with these Bylaws.

#### Section 10: Budget

A. Estimate

A budget estimate for the ensuing year shall be prepared by the staff and sent to each member not later than August 15, of each year.

B. Preliminary

The preliminary budget shall include recommendations for projects to be undertaken for the following year. It shall include the expected expenditures and income approved for the current year and recommended for the following year. Expenditures shall be divided into the major classifications of salaries and benefits, items of maintenance and operation, and capital outlays. The revenue section of the budget shall indicate by source the expected contribution of each participating member agency and all other revenue. Each member entity shall review this estimate, making additional recommendations it deems appropriate, no later than October 31 of each calendar year.

C. Review

The Executive Committee, at a meeting prior to the December meeting of the Council Board, shall consider the preliminary budget and make such additional changes as may be necessary, and recommend it for Council approval.

D. Approval

At its regular December meeting, the Council shall review the preliminary budget, make such additional changes as may be necessary, and adopt the final budget.

E. Amendment

The Council may amend its budget from time-to-time, provided that at no time may its budget expenditures exceed funds reasonably expected to be available.



**Section 11: Expenses and Lawful Claims Against Expenditures**

Expenditures of the Council shall be audited and verified, and listings thereof signed by a Council officer and the Executive Director. The Executive Committee or Council shall review and approve the expenditures retroactively. ~~The list of expenditures shall be signed by the Secretary-Treasurer or another Council officer.~~

**Section 12: Use of Council Services and Resources**

**A.** Voting Members

Technical assistance shall be provided by Council staff to the members whenever a request can be satisfied within the limitations of staff expertise, time and available resources. When requests exceed staff expertise and/or available resources, the Executive Director shall communicate those concerns to the requesting party and make every reasonable effort to provide an alternative solution.

**B.** Associate Members and Non-Members

Associate members and entities which are not members of the Council may request technical assistance. The Executive Director shall determine if there is adequate staff expertise and capacity to fulfill the request. Associate and non-members that receive technical assistance shall be charged at an hourly rate approved annually by the Council. ~~the actual cost to the Council for performing the work, including the fully allocated hourly rate of each staff member involved in satisfying the request.~~

In all cases, the timing of any technical assistance provided shall be at the sole discretion of the Executive Director.

**Section 13: Amendments**

These Bylaws, together with the Interlocal Agreement ~~of December 10, 2014,~~ may be amended at any regular or special meeting of the Council by a two-thirds vote of the representatives present provided, however, that a copy of the proposed amendment has been sent to each representative least fifteen (15) days prior to the meeting at which the vote to amend is to be taken. A vote to amend may be taken without notice, ~~however,~~ if each representative waives the right to notice.



# Unfunded Transportation Needs of Whatcom County 2019

Adopted by the Board of the Whatcom Council of Governments  
December 12, 2018



## MEMORANDUM

December 13, 2018

TO: Whatcom County's State Legislative Delegation

FROM: Bob Wilson, Executive Director

RE: **Unfunded Regional Transportation Funding Priorities for 2019**

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The Board of the Whatcom Council of Governments has unanimously approved the following five transportation funding requests, and it requests your support for them in the 2019 State Legislative Session:

**Grade Separation Rail-Traffic Solution at State Route 548 (Blaine)** – The U.S Department of Homeland Security's "VACIS" rail freight-car inspection array is located alongside BNSF Railway's tracks immediately south of the City of Blaine's southern limit. While the VACIS is in operation, freight trains must slow down to a virtual crawl, which has the unintended effect of blocking the busy intersection of Peace Portal Drive and Blaine Road (both of



*Traffic backed up on State Route 548 due to VACIS inspection.*

which are links of State Route 548). Back-ups typically last 30 minutes or longer, severely affecting school bus schedules and, more importantly, potentially cutting off the neighborhoods to the west of the intersection from first responders. These back-ups also impede through-traffic to and from the City's commercial and industrial districts and disrupt flow on and off Interstate 5 at Exit 274.

A grade separation at this intersection would enhance public safety, promote economic development and support the efficient movement of goods between the U.S. and Canada along Whatcom County's northern border, which amounted to approximately \$16.6-billion (USD) in 2017. Request: **\$TBD**

**Operating Support for Regional Transit Service** (Whatcom Transportation Authority) – Based on a model developed by the North Sound Transportation Alliance (also known as

“The Farmhouse Gang”), the three northwest Washington transit systems – the Whatcom Transportation Authority (WTA), Skagit Transit and Island Transit – operate a coordinated set of services linking the five northwestern counties of Whatcom, Skagit, Island, San Juan and Snohomish. This includes express service provided by WTA, linking Bellingham Station to Skagit Station in Mt. Vernon with continuing service provided by Skagit Transit to Everett Station. Similarly, service operated by Island Transit and Skagit Transit allow residents of Island, Skagit and San Juan counties to access services in Bellingham through the connection at Skagit Station.

All three systems operate outside the boundaries of their individual service areas to provide these linkages. The current funding source is a mix of local funds and competitive grants. This funding model is unreliable and unsustainable, and it threatens the viability of these critical regional transportation services, which advance the State’s interests by relieving congestion, supporting economic development and improving mobility, especially for Washington’s transportation-disadvantaged population. A dedicated and reliable source of operating funding to sustain and enhance extra-regional services like the WTA/Skagit/Island County Connector service is requested. Request: **Ongoing operating support in an amount to be determined**

**Lincoln Creek Transportation Center Improvements** (Western Washington University, Bellingham and WTA) – This facility – owned and operated by WWU – serves as both a park-and-ride lot and a regional transit center, providing parking for about 500 cars along with regular WTA bus service to Western and employment centers in Whatcom, Skagit and Snohomish counties. This project involves grading and paving the site to create 566 marked parking stalls, the construction of a transit concourse, new traffic signalization for bus priority on Lincoln Street, and badly-needed drainage and storm-water treatment improvements. Benefits include improved access and safety for pedestrians, bicyclists and people with disabilities, as well reduced delay on local roads and nearby I-5 interchanges.



WTA will apply for a SFY 2019-21 Regional Mobility Grant through WSDOT in the amount of \$9,867,971, with the land serving as the required local match. It is requested of the State Legislature that it authorize this request. Request: **\$9.87-million.**

**Bellingham Station Expansion** (WTA) – WTA has developed design concepts to expand its station in downtown Bellingham, which was built in 1980 with ten bus gates. Bellingham Station is at capacity and must be expanded to build out the High-Frequency Transit Network (WTA’s GO Line services) and to support transit service to the rapidly-developing

Waterfront District. The station would be expanded by adding a passenger concourse and four bus gates in the Railroad Avenue right-of-way to the southwest of the existing station. The new gates would accommodate articulated coaches and provide charging for electric buses. Request: **\$4-million**



**Support for Transit Electrification (WTA)** – The cost of an electric bus and charger is double that of a standard diesel coach. With a fleet of 61 coaches – at up to \$550,000 per coach – the unfunded marginal cost to WTA of electrification would be up to \$35-million over 10 years. There is significant pressure on Washington’s transit systems from the State to move to an electric bus fleet. This should be accompanied by a commitment from the Legislature to assume the costs associated with this important environmental initiative. Request: **TBD**

Please call Tom Parker of Parker Northwest at (206) 200-7898, or me at (360) 685-8389, if you have questions about any of these requests. Thank you for your help in addressing these critical regional needs.