



MEETING OF THE EXECUTIVE COMMITTEE OF THE
WHATCOM COUNCIL OF GOVERNMENTS
Wednesday, March 13, 2019, 3:00-3:25 p.m.
Gordon W. Rogers Conference Room
314 East Champion Street
Bellingham, Washington

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. CONSENT AGENDA*
 - D.1 Minutes of Meeting of December 12, 2018
 - D.2 January–February 2019 Claims
- 2-3
4-6
- 7 E. BUDGET REPORT
- F. OLD BUSINESS (if any)
- G. NEW BUSINESS
 - 8 F.1 Executive Director’s Request for Vacation Leave Increase – Bob Wilson*
 - F.2 Other New Business (if any)
- H. ADJOURN

* Action item

WHATCOM COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE MINUTES – DRAFT
DECEMBER 12, 2018

ATTENDANCE

COMMITTEE MEMBERS: Jon Mutchler (Chairman), Ferndale; Tom Jones (Vice Chairman), Nooksack; Jack Louws (Secretary-Treasurer) and Satpal Sidhu, Whatcom County; Kelli Linville and Terry Bornemann, Bellingham; Bonnie Onyon, Blaine; Bobby Briscoe, Port of Bellingham

BOARD MEMBERS: Pete Stark, WTA

GUESTS: Jay Drye, WSDOT

STAFF: Bob Wilson, Ron Cubellis, Hugh Conroy

A. CALL TO ORDER

Chairman Mutchler called the meeting to order at 3:00 p.m. with a quorum present.

B. PUBLIC COMMENT

No members of the public were in attendance.

C. AGENDA APPROVAL

ADOPTED BY UNANIMOUS CONSENT

D. APPROVAL OF MINUTES OF MARCH 14, 2018

ADOPTED BY UNANIMOUS CONSENT

E. OLD BUSINESS

No old business was discussed.

F. NEW BUSINESS

F.1 Recommendation to Council Board on Proposed 2019 Budget

Messrs. Cubellis and Wilson described the changes to the proposed budget since it was first presented to the Council Board in October, and then answered questions.

MOTION: Mr. Louws moved, Mr. Jones seconded, to recommend to the Council Board that it adopt the proposed 2019 WCOG Budget, as presented.

MOTION PASSED

G. ADJOURN

There being no further business, the meeting adjourned at 3:07 p.m.

Jack Louws
Secretary-Treasurer

Robert H. Wilson, AICP
Executive Director

DRAFT

Whatcom Council of Governments
CLAIMS LISTING
 January through February 2019

Date	Num	Source Name	Memo	Paid Amount
Jan - Feb 19				
01/01/2019	LC 120618	TRB Webinar	Professional Development	95.00
01/01/2019	HC 12/1/18	The Prince George Hotel	Travel	432.74
01/01/2019	HC 11/30/18	Casino Taxi	Travel	48.47
01/01/2019	RC 12/1/18	Clearly Communications	Communication Services	179.61
01/01/2019	RC 12/01/18	Google	Communication Services	49.73
01/01/2019	RC 12/02/18	Intuit Payroll Service	Office Equipment & Software	39.13
01/01/2019	RC 12/03/18	Society for Human Resource Management	Professional Development	209.00
01/01/2019	RC 12/05/18	Comcast	Communication Services	312.01
01/01/2019	RC 12/11/19	Heroku	Communication Services	170.11
01/01/2019	RC 12/17/18	Sanitary Service Corporation	Utilities	60.20
01/01/2019	RC 12/18/19	GroupSpaces Ltd	Communication Services	19.99
01/01/2019	MF 11/30/18	LogMeIn	Office Equipment & Software	378.28
01/01/2019	MF 12/3/18	Amazon Web Services	Communication Services	205.08
01/01/2019	MF 12/08/18	Rogers Media	Communication Services	40.56
01/01/2019	MF 12/13/18	American Planning Association	Professional Development	790.00
01/01/2019	MF 12/12/18	Alaska Airlines	Travel	327.59
01/01/2019	MF 12/15/18	Conference Badge	Supplies	12.75
01/01/2019	MF 12/21/18	Port of Bellingham (vendor)	Supplies	545.00
01/01/2019	JM 12/11/18	American Planning Association	Professional Development	70.00
01/01/2019	JM 12/13/18	Pendragon Software Corporation	Office Equipment & Software	40.00
01/01/2019	BW 120418	ADT Security Systems	Utilities	58.56
01/01/2019	BW 12/12/18	Haggen	Supplies	15.02
01/01/2019	MG 12/09/18	Amazon	Supplies	6.48
01/01/2019	MG 12/09/18	Amazon	Supplies	14.85
01/01/2019	MG 12/12/18	Earl's Bike Shop	Healthcare	34.24
01/01/2019	MG 12/18/18	Facebook Inc.	Communication Services	40.00
01/01/2019	eft	HSA Bank	Benefits	2,100.00
01/02/2019	E-pay	WA Dept of Employment Security	Payroll Taxes QB Tracking # -677320478	48.80
01/02/2019	E-pay	WA Dept of Employment Security	Payroll Taxes QB Tracking # -677320478	645.88
01/04/2019	eft	WA Dept of L&I	Payroll Taxes	667.46
01/08/2019	eft	AWC	Benefits	8,714.95
01/08/2019	1072	Johnston, Michael	Incentives	250.00
01/08/2019	1073	Hogan, Jason	Incentives	1,000.00
01/10/2019	2597	1123 Productions	Professional Services	5,850.00
01/10/2019	2598	Applied Digital Imaging	Printing	111.72
01/10/2019	2599	AWC	Benefits	791.37
01/10/2019	2600	Bellingham Herald (advertising)	Public Hearing Notices	65.62
01/10/2019	2601	Bellingham Regional Chamber of Commerce	Membership	330.00
01/10/2019	2602	Bob Wilson	Expense Reimbursement	906.97
01/10/2019	2603	Bruce's Janitor Service	Janitorial	625.00
01/10/2019	2604	BTC Leasing	Office Equipment/Software	449.18
01/10/2019	2605	Capitol City Press	Printing	1,897.76
01/10/2019	2606	Cascade Natural Gas	Utilities	231.41
01/10/2019	2607	Champion Building LLC	Rental	5,786.25
01/10/2019	2608	IBI Group US	Professional Services	1,080.00
01/10/2019	2609	Jaymes McClain	Expense Reimbursement	30.55
01/10/2019	2610	KeyBank	Account Fees	114.91
01/10/2019	2611	Lethal Coe III	Expense Reimbursement	227.51
01/10/2019	2612	Mallard Ice Cream	Incentives	307.97
01/10/2019	2613	Melissa Fanucci	Expense Reimbursement	66.49
01/10/2019	2614	Michelle Grandy	Expense Reimbursement	25.07
01/10/2019	2615	Nathan Carnes	Professional Services	739.00
01/10/2019	2616	National Association of Regional Councils	Membership	1,100.00
01/10/2019	2617	Parker Northwest Associates	Professional Services	3,590.00
01/10/2019	2618	Puget Sound Energy	Utilities	252.51
01/10/2019	2619	Purchase Power	Postage	57.55
01/10/2019	2620	Ricoh USA Inc.	Office Equipment/Software	336.59
01/10/2019	2621	RSG Consultants	Professional Services	16,734.27
01/10/2019	2622	Sole Graphics LLC	Professional Services	560.00
01/10/2019	2623	US Bank	Purchase Card	4,194.40
01/10/2019	1074	Modacity	Consultants & Contracted Services	300.00
01/11/2019	Transfer	WCOG Petty Cash	Petty Cash Refill	250.00
01/11/2019	eft	AWC	Benefits	300.00
01/24/2019	eft	WA Dept of Revenue	57859	34.00
01/24/2019	eft	WA Dept of Revenue	Miscellaneous	515.19
01/25/2019	eft	NAVIA Benefits	Benefits	2.00
01/30/2019	eft	QuickBooks Payroll Service	Created by Payroll Service on 01/29/2019	44,425.62
01/30/2019	eft	Mass Mutual	Retirement	990.00

Whatcom Council of Governments
CLAIMS LISTING
January through February 2019

Date	Num	Source Name	Memo	Paid Amount
01/30/2019	eft	Mass Mutual	Retirement	933.21
01/30/2019	eft	Mass Mutual	Retirement	1,157.16
01/31/2019	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -1215789774	8,432.00
01/31/2019	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -1215789774	987.18
01/31/2019	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -1215789774	987.18
01/31/2019	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -1215789774	0.00
01/31/2019	eft	WA Dept of Retirement Systems	PERS Contribution	4,750.27
01/31/2019	eft	WA Dept of Retirement Systems	PERS Contribution	8,224.82
01/31/2019	eft	WA Dept of Retirement Systems	PERS Contribution	2,821.91
01/31/2019	eft	WA Dept of Retirement Systems	PERS Contribution	3,041.38
01/31/2019	2624	AFLAC	Employee Paid Coverage	77.82
01/31/2019	2625	AWC-Additional Life	Employee Paid Life Ins.	22.50
01/31/2019	2626	United Way	Employee Contributions	354.00
01/31/2019	eft	AWC	Benefits	9,010.07
02/01/2019	eft	HSA Bank		2,100.00
02/01/2019	eft	HSA Bank		1,197.00
02/01/2019	HC 011619	City Mac	Office Equipment & Software	1,008.74
02/01/2019	HC 011719	Apple	Office Equipment & Software	10.86
02/01/2019	RC 010119	Clearly Communications	Communication Services	173.36
02/01/2019	RC 010119	Google	Communication Services	49.73
02/01/2019	RC 010219	Washington Finance Officers Association	Professional Development	75.00
02/01/2019	RC 010219	Intuit Payroll Service	Office Equipment & Software	39.13
02/01/2019	RC 010519	Comcast	Communication Services	312.01
02/01/2019	RC 010719	Amazon	Supplies	32.58
02/01/2019	RC 010819	MRSC	Professional Development	35.00
02/01/2019	RC 011019	Heroku	Communication Services	170.06
02/01/2019	RC 011119	Amazon	Supplies	16.29
02/01/2019	RC 011519	Sanitary Service Corporation	Utilities	60.20
02/01/2019	RC 011719	Amazon	Supplies	129.35
02/01/2019	RC 011719	Amazon	Supplies	153.01
02/01/2019	RC 011819	Community Food Co-op	Supplies	11.72
02/01/2019	RC 011819	Office Depot	Supplies	220.07
02/01/2019	RC 011919	Dropbox Inc.	Office Equipment & Software	107.61
02/01/2019	RC 011819	GroupSpaces Ltd	Communication Services	19.99
02/01/2019	RC 012419	Adobe Systems Inc.	Office Equipment & Software	195.53
02/01/2019	MF 122819	Petite Sweet Bakery	Supplies	252.31
02/01/2019	MF 010319	Amazon Web Services	Communication Services	210.93
02/01/2019	MF 010619	Rogers Media	Communication Services	40.19
02/01/2019	MF 010819	Amazon	Supplies	11.26
02/01/2019	MF 011019	Tableau Software Inc	Office Equipment & Software	1,145.68
02/01/2019	MF 011619	Amazon	Office Equipment & Software	631.91
02/01/2019	MF 012419	Adobe Systems Inc.	Office Equipment & Software	652.07
02/01/2019	JM 011319	Pendragon Software Corporation	Office Equipment & Software	40.00
02/01/2019	JM 011519	Community Food Co-op	Supplies	18.40
02/01/2019	JM 011719	The Bagelry	Supplies	34.50
02/01/2019	JM 012419	American Planning Association	Professional Development	425.00
02/01/2019	JM 012519	Pendragon Software Corporation	Office Equipment & Software	140.00
02/01/2019	BW 122819	Fred Meyer	Supplies	11.55
02/01/2019	BW 123119	American Planning Association	Professional Development	775.00
02/01/2019	BW 123119	American Planning Association	Professional Development	698.00
02/01/2019	BW 010519	National Association of Regional Councils	Professional Development	527.70
02/01/2019	BW 010419	ADT Security Systems	Utilities	58.56
02/01/2019	BW 011019	Hotels.com	Travel	103.15
02/01/2019	BW 011619	Fred Meyer	Supplies	14.58
02/01/2019	MG 011819	Facebook Inc.	Communication Services	22.82
02/09/2019	1075	Wilson, Yana	Incentives	250.00
02/11/2019	2627	A-1 Shredding, Inc.	Shredding	160.00
02/11/2019	2628	AMPO	Membership	686.84
02/11/2019	2629	Bruce's Janitor Service	Janitorial	625.00
02/11/2019	2630	Capitol City Press	Printing	2,471.34
02/11/2019	2631	Cascade Natural Gas	Utilities	219.35
02/11/2019	2632	Champion Building LLC	Rental	5,786.25
02/11/2019	2633	Parker Northwest Associates	Professional Services	3,690.00
02/11/2019	2634	Pitney Bowes	Postage	177.10
02/11/2019	2635	Puget Sound Energy	Utilities	217.23
02/11/2019	2636	Ricoh USA Inc.	Office Equipment/Software	335.04
02/11/2019	2637	Robeks Fruit Smoothies	Incentives	27.45
02/11/2019	2638	Sole Graphics LLC	Professional Services	980.00
02/11/2019	2639	US Bank	Purchase Card	8,424.85

Whatcom Council of Governments
CLAIMS LISTING
 January through February 2019

<u>Date</u>	<u>Num</u>	<u>Source Name</u>	<u>Memo</u>	<u>Paid Amount</u>
02/11/2019	2640	Whatcom Transportation Authority (vendor)	Pass-through Grant Funds	6,370.78
02/11/2019	2641	Wilson Engineering LLC	Professional Services	58,752.55
02/11/2019	2642	WSDOT Local Programs (vendor)	Overpayment Refund	15,006.52
02/11/2019	Transfer	WCOG Petty Cash	Petty Cash Refill	2,081.76
02/26/2019	eft	HSA Bank	HSA Fees	18.00
02/27/2019	eft	QuickBooks Payroll Service	Created by Payroll Service on 02/26/2019	43,016.44
02/28/2019	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 812366326	8,107.00
02/28/2019	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 812366326	957.74
02/28/2019	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 812366326	957.74
02/28/2019	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # 812366326	0.00
02/28/2019	EFT	Mass Mutual	Retirement	990.00
02/28/2019	EFT	Mass Mutual	Retirement	877.44
02/28/2019	EFT	Mass Mutual	Retirement	1,157.16
02/28/2019	EFT	WA Dept of Retirement Systems	PERS Contribution	4,608.74
02/28/2019	EFT	WA Dept of Retirement Systems	PERS Contribution	7,979.75
02/28/2019	EFT	WA Dept of Retirement Systems	PERS Contribution	2,821.91
02/28/2019	EFT	WA Dept of Retirement Systems	PERS Contribution	2,978.73
02/28/2019	2643	AFLAC	Employee Paid Coverage	77.82
02/28/2019	2644	AWC-Additional Life	Employee Paid Life Ins.	22.50
02/28/2019	2645	United Way	Employee Contributions	354.00
02/28/2019	1076	Capitol City Press	Printing	495.62
02/28/2019	eft	AWC	Benefits	8,862.51
				354,175.91

Jan - Feb 19

The Council Board retroactively approves the payments made during January through February 2019 for the above listed claims in the total amount of: **\$354,176.91***

Board Officer

Title

Date

Whatcom Council of Governments
Board Budget Report
 January through February 2019
 (17% of the year)

	<u>Jan - Feb '19</u>	<u>2019 Budget</u>	<u>% of Budget</u>
Income			
333 · Federal Grants	95,240	1,371,011	7%
334 · State Grants	4,796	425,456	1%
337 · Local Grants	13,300	86,705	15%
361 · Interest Income	472	2,500	19%
367 · Contributions & Donations	30,523	24,845	123%
368 · Membership Dues	150,954	159,456	95%
369 · Other Income	22,830	10,000	228%
389 · Other Nonrevenues	15,007	0	n/a
Total Income	<u>333,122</u>	<u>2,079,973</u>	<u>16%</u>
	333,122	2,079,973	16%
Expense			
505 · Communication Services	2,755	28,600	10%
510 · Consultants & Contract Services	92,276	617,473	15%
515 · Incentives	1,835	12,000	15%
520 · Insurance- Property & Liability	0	10,500	0%
530 · Office Equipment & Software	5,550	36,120	15%
535 · Pass-Through Funding	6,371	62,845	10%
545 · Printing	4,481	19,500	23%
550 · Professional Development	5,608	19,750	28%
555 · Rent	11,573	74,000	16%
560 · Repair & Maintenance	0	3,000	0%
565 · Payroll - Salaries & Wages	126,302	756,443	17%
566 · Payroll - Taxes & Benefits	67,822	316,764	21%
575 · Supplies	1,500	12,600	12%
580 · Travel	2,169	14,890	15%
585 · Utilities	2,568	13,000	20%
590 · Miscellaneous Expense	15,694	0	n/a
Total Expense	<u>346,504</u>	<u>1,997,485</u>	<u>17%</u>
	<u>-13,382</u>	<u>82,488</u>	<u>-16%</u>

Balance Sheet as of:	<u>1/1/2019</u>	<u>2/28/2019</u>	<u>Cash Target</u> <u>\$329,292</u>
Cash on hand	\$ 266,134	\$ 23,104	} \$310,391
Investment Account	72,815	287,287	
Accounts Receivable	142,859	296,596	
Total	<u>\$ 481,808</u>	<u>\$ 606,987</u>	
Accounts Payable	94,835	53,060	
Working Capital	<u>\$ 386,973</u>	<u>\$ 553,927</u>	



MEMORANDUM

To: The Executive Committee
From: Bob Wilson, Executive Director
Date: March 6, 2019
Subject: **Request for Vacation Leave Increase**

Next month, I'll have been on board as Executive Director for seven years. According to WCOG's Personnel Manual, the Executive Director becomes eligible for 25 days of annual vacation leave following the completion of his or her ninth year of service, meaning I'm two years away from reaching that milestone. That said, I hereby request the Executive Committee to waive those two years and allow me to begin accruing vacation leave at the 25-day per year rate beginning on my anniversary date of April 23rd.

Since my wife died last year, I've found that I've needed to use more personal leave to pick up the slack left in her absence, particularly as it relates to our kids' needs. However, in using my vacation time for that purpose, I'm concerned that I won't be able to take actual vacations as often as I'd like, and I feel that I need those opportunities to "recharge my batteries" more than ever.

For your information, since joining WCOG I have never requested a salary increase, nor have I received one beyond annual cost of living adjustments that all staff members receive.

Please feel free to call me at 685-8389 if you have any questions or concerns you'd like to discuss before the meeting next week. Thank you for your consideration.

SUGGESTED MOTION: Move to waive the nine-year service requirement in the WCOG Personnel Manual and allow the Executive Director, Bob Wilson, to begin accruing vacation leave at the rate of 25 days per year beginning immediately upon the completion of his seventh year of service, acknowledging that by this action the Executive Committee is not amending said section of the Personnel Manual.