



MEETING OF THE EXECUTIVE COMMITTEE OF THE
WHATCOM COUNCIL OF GOVERNMENTS
Wednesday, December 12, 2018, 3:00-3:15 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. APPROVAL OF MINUTES*
Meeting of March 14, 2018
2-4
- E. OLD BUSINESS (if any)
- F. NEW BUSINESS
5-8
 - F.1 Recommendation to Council Board on Proposed 2019 Budget – Bob Wilson and Ron Cubellis*
 - F.2 Other New Business (if any)
- G. ADJOURN

* Action item

WHATCOM COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE MINUTES – DRAFT
MARCH 14, 2018

ATTENDANCE

COMMITTEE MEMBERS: Jon Mutchler (Chairman), Ferndale; Tom Jones (Vice Chairman), Nooksack; Jack Louws (Secretary-Treasurer), Whatcom County; Pinky Vargas (for Kelli Linville) and Terry Bornemann, Bellingham; Michael Shepard (for Bobby Briscoe), Port of Bellingham

BOARD MEMBERS: Scott Korthuis, Lynden; Kyle Christensen, Sumas

GUESTS: Kirk Vinish, Lummi Nation; Greg Young, Ferndale

STAFF: Bob Wilson, Hugh Conroy

A. CALL TO ORDER

Chairman Mutchler called the meeting to order at 3:02 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. CONSENT AGENDA

ADOPTED BY UNANIMOUS CONSENT

E. OLD BUSINESS

No old business was discussed.

F. NEW BUSINESS

F.1 Amend WCOG Personnel Manual

Mr. Wilson explained the need for the amendments to the Personnel Manual that staff was proposing.

MOTION: Mr. Louws moved, Mr. Jones seconded, to approve the amendments to the Personnel Manual, as presented.

MOTION PASSED

F.2 Approval of Professional Services Contract

Mr. Conroy explained that WCOG had received funding through the Surface Transportation Block Grant program to update the Household Travel Survey, which generates data that are essential to the regional travel-demand model. He also described the process used to select the consultant and answered questions.

MOTION: Mr. Bornemann moved, Ms. Vargas seconded, to authorize the Executive Director to enter into a professional services contract with RSG Consulting in the amount of \$249,146.

MOTION PASSED

F.3 Cancellation of May 9, 2018 Executive Committee Meeting and Call for Council Board Meeting

Mr. Wilson explained his belief that the long gap between the first and second meetings of the Council Board – from January to October – was too long and probably left those WCOG members who only serve on the Council Board feeling disconnected with WCOG. He recommended revising the 2018 meeting schedule to replace the May 9th Executive Committee meeting with a Council Board meeting, and making that the practice for the future.

MOTION: Mr. Jones moved, Mr. Bornemann seconded, to cancel the Executive Committee meeting scheduled for May 9, 2018, and replace it with a Council Board meeting.

MOTION PASSED

F.4 Budget Report as of February 28, 2018

Mr. Wilson presented the report.

F.5 Public Utility District No. 1 Expression of Intent to Join WCOG

Mr. Wilson explained that PUD General Manager Steve Jilk had recently informed him that the PUD Board of Commissioners has expressed its desire to join WCOG as a voting member. Because of the need to establish a methodology to assess dues for the PUD as a voting member, Mr. Jilk informed Mr. Wilson that it would be acceptable to the PUD's Board to join as an associate (non-voting) member for 2018 while the PUD and WCOG staffs develop a proposed dues structure for presentation to, and adoption by, both boards.

G. CORRESPONDENCE

Mr. Wilson directed the members' attention to a copy of a letter he had sent to the Joint Transportation Committee in support of Blaine's request for funding to update the Interchange Justification Report for Exit 274.

H. ADJOURN

There being no further business, the meeting adjourned at 3:21 p.m.

Jack Louws
Secretary-Treasurer

Robert H. Wilson, AICP
Executive Director

DRAFT



MEMORANDUM

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

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 12th. 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
	Adopted 12-13-2017	Draft #1 10-03-2018	Draft #2 12-05-2018	Changes 10/3 to 12/5/18
CONSOLIDATED				
Beginning Net Cash and Investments	\$ 109,277	\$ 245,000	\$ 245,000	\$ -
REVENUE				
Programs & Projects				
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
Total Programs & Projects	\$ 1,836,225	\$ 1,879,998	\$ 1,918,017	\$ 38,019
Dues				
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	-
Total Dues	\$ 152,464	\$ 159,196	\$ 159,456	\$ 260
Other Revenue				
Interest Income	1,500	2,500	2,500	-
Total Other Revenue	\$ 1,500	\$ 2,500	\$ 2,500	\$ -
Total Revenue	\$ 1,990,189	\$ 2,041,694	\$ 2,079,973	\$ 38,279
EXPENSES				
Salaries & Benefits				
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	-
Total Benefits	\$ 285,261	\$ 296,247	\$ 316,764	\$ 20,517
Total Salaries & Benefits	\$ 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
Other Expenses				
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
Total Expenses	\$ 1,921,683	\$ 1,961,081	\$ 1,997,485	\$ 36,404
Ending Net Cash and Investments	\$ 177,783	\$ 325,613	\$ 327,488	\$ 1,875

Capital Expenditures by Category

	<u>Quantity</u>	<u>Total Cost</u>
Fixed Assets (\$5,000+)		
none		\$ -
Office Equipment		
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
Software		
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