

SKAGIT COUNCIL OF GOVERNMENTS MEETING MINUTES

Wednesday, May 21st, 2014
Burlington City Council Chambers
Burlington, WA

MEMBERS PRESENT

Mayor Steve Sexton, City of Burlington, Chair; Mayor Jill Boudreau, City of Mount Vernon; Commissioner Jim Cook, Skagit PUD; Mayor Joan Cromley, Town of Hamilton; Commissioner Sharon Dillon, Skagit County; Mayor Laurie Gere, City of Anacortes; Katie Jungquist, Skagit County Treasurer, alternate for Commissioner Ron Wesen; Commissioner Ray Niver, Port of Anacortes; Commissioner Bill Shuler, Councilman Keith Wagoner, City of Sedro-Woolley, alternate for Mayor Mike Anderson; Port of Skagit; Jeanne Youngquist, Skagit County Auditor, alternate for Commissioner Ken Dahlstedt.

STAFF PRESENT

Kevin Murphy, Executive Director; Pam Carlson, Finance Manager; Mark Hamilton, Transportation Planner; Gabe Philips, Transportation Planner.

MINUTES

1. Mayor Sexton called the meeting to order at 2:32 PM.

Roll Call: Roll was taken with a quorum present.

2. Public Comments: There were no public comments.
3. SCOG Chair Report: The SCOG Chair said he had nothing to report.
4. Executive Director's Report: Kevin Murphy reported the SCOG 2013 Annual Report has been completed and distributed to member jurisdictions. He also informed the Board that he received a United States Department of Agriculture grant application after the meeting packets were distributed. This item was simply for the Board's information.
5. Consent Agenda:
 - a. Approval of the April 16th, 2014 SCOG Board meeting minutes.
 - b. Approval of Accounts Payable Vouchers and Payroll Certification: AP voucher batch #105190 and 105443 in the amount of \$28,450.76, and payroll certification for April 2014 in the amount of \$28,005.64.

Commissioner Dillon made a motion to approve the May 21st, 2014 consent agenda. The motion was seconded by Mayor Boudreau. The motion carried unanimously.

6. Action Item:
 - a. Resolution 2014-3 to Appoint RLF Committee Member: Pam Carlson presented to the Board a nominee for the Revolving Loan Fund (RLF) Committee. The nominee is Elizabeth Crenna who has been in commercial banking for the last 12 years.

Mayor Boudreau made a motion to appoint Elizabeth Crenna to the RLF Committee. Councilman Wagoner seconded the motion. The motion carried unanimously.

- b. Resolution 2014-4 to Approve Procurement Policy and Purchase Request Form: Pam Carlson presented an updated draft of the SCOG Procurement Policy and Purchase Request Form. A draft of the policy was presented at the last Board meeting. Staff authorization to purchase goods and/or services without prior approval was reduced from \$3,000 to \$500 in response to Board comments. Mayor Boudreau said that the City of Mount Vernon's Finance Director reviewed the policy and said it was good.

Mayor Boudreau made a motion to approve the SCOG Procurement Policy and Purchase Request Form as presented. Commissioner Shuler seconded the motion. The motion carried unanimously.

- c. Revised SCOG Agreement and Bylaws: Kevin Murphy explained the process of updating the agreement and bylaws up to this point. It was discovered that one city would not ratify the agreement as it was recommended by the SCOG Board at the March meeting. In the interest of having all of the cities and town mutually agree, a subcommittee was formed at the April SCOG Board meeting to prepare a recommended agreement that would address the expressed concerns of member jurisdictions relating to membership and voting. The current proposed agreement and bylaws have been independently recommended for approval by both the Metropolitan Planning Organization Policy Board and the Regional Transportation Planning Organization Policy Board.

The major changes to the current proposal include: the 15 votes on the Transportation Policy Board (TPB) have been reduced to 11; the four towns will share one vote; the two ports will now share one vote; Skagit Transit will not have a vote; the Major Employer Representative will now be an ex-officio member. For the agencies that would share a vote, some sort of agreement on how representation will occur must be provided to the SCOG Board prior to ratification. If member jurisdictions that would share a vote cannot determine how their vote will be shared, the SCOG Board will determine how representation will occur. For the TPB, ports would receive one total vote, tribes would receive one total vote and towns would receive one total vote under the proposal recommended by the MPO and sub-RTPO.

Kevin said that if the Board approves this recommendation, ratification materials will be sent to each of the member agencies for approval.

Commissioner Dillon said that the County feels it is important that Skagit Transit is represented on the Technical Advisory Committee (TAC). The current TAC bylaws state that membership mirrors that of the TPB. Kevin said that once the new TPB is formed they will approve new TAC bylaws, which they can change to include Skagit Transit.

Mayor Boudreau made a motion to approve the agreement and bylaws as presented. Councilman Wagoner seconded the motion. The motion carried, nine votes to two, with Commissioner Niver and Commissioner Cook opposed.

7. Discussion Items:

- a. 2013 Audit Report: Pam Carlson happily reported that this is the third year in a row that SCOG has had a clean audit.

- b. Council Round Table and Open Topic Discussion: Commissioner Dillon reminded the Board that Skagit Emergency Management Services is having a spaghetti feed tonight.

8. Information Items:

- a. SCOG financial update: The Board was presented with a monthly financial update. There were no questions.
- b. Revolving Loan Fund Meeting Information: The Board was presented with information from the recent RLF meeting. There were no questions.
- c. Revolving Loan Fund Record of Payments: The Board was presented with a record of payments. There were no questions.

9. The next SCOG Board meeting will be June 18th, 2014 at the Sedro-Woolley City Council Chambers.

The meeting was adjourned at 3:03 PM.



Kevin Murphy, Executive Director
Skagit Council of Governments

Dated: 6-18-2014

Approved,



Mayor Mike Anderson, City of Sedro-Woolley
Vice-Chair
Skagit Council of Governments

Dated: 06/18/2014