

SKAGIT COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING MINUTES

Wednesday, September 17th, 2014
Burlington City Council Chambers
Burlington, WA

MEMBERS PRESENT

Mayor Steve Sexton, City of Burlington, Chair; Mayor Mike Anderson, City of Sedro-Woolley, Vice-Chair; Mayor Jill Boudreau, City of Mount Vernon (entered meeting at 3:10 PM); Commissioner Jim Cook, Skagit PUD; Mayor Joan Cromley, Town of Hamilton; Commissioner Ken Dahlstedt, Skagit County (left meeting at 3:40 PM); Commissioner Sharon Dillon, Skagit County; Mayor Laurie Gere, City of Anacortes (left meeting at 3:40 PM); Mayor Jason Miller, Town of Concrete (left meeting at 3:28 PM); Commissioner Ray Niver, Port of Anacortes; Commissioner Ron Wesen, Skagit County.

STAFF PRESENT

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

MINUTES

1. Mayor Sexton called the meeting to order at 3:05 PM.

Roll Call: Roll was taken with a quorum present.

2. Public Comments: There were no public comments.
3. Board of Directors Chair Report: Mayor Sexton gave a status update on the Tourism Promotion Area. He would like to meet with local hoteliers over the next month regarding approval of the plan. Mayor Sexton said he would give an additional status update at next month's meeting.
4. Executive Director's Report: Kevin Murphy said that he has distributed copies of the signed SCOG Agreement to all of the members.
5. Consent Agenda:
 - a. Approval of the August 20th, 2014 SCOG Board of Directors meeting minutes.
 - b. Approval of Accounts Payable Vouchers and Payroll Certification: AP voucher batches #106864 and #106866 in the amount of \$50,694.90, and payroll certification for August 2014 in the amount of \$29,220.80.

Commissioner Niver made a motion to approve the September 17th, 2014 consent agenda. The motion was seconded by Commissioner Dillon. The motion carried unanimously.

6. Action Items:
 - a. Resolution 2014-10 to Amend Procurement Policy: Pam Carlson reminded the Board of Directors that the SCOG Procurement Policy was adopted in May 2014. Since then, staff has found that the Federal Highway Administration and the Federal Transit Administration require that certain language be included in contracts that utilize the funds they distribute via Washington State Department of Transportation agreements with SCOG. Staff recommends that the following text be added to the Procurement Policy: "The granting agency may require particular, prescribed contract text" and "If the granting agency requires particular, prescribed contract language, SCOG may elect to forgo legal

review at the discretion of the Executive Director.” (Mayor Boudreau entered the meeting at this point.)

A motion was made by Commissioner Sharon Dillon to approve Resolution 2014-10 to Amend Procurement Policy. The motion was seconded by Commissioner Jim Cook. The motion carried unanimously.

7. Discussion Items:

- a. Candice Bock, with the Association of Washington Cities (AWC), gave a presentation on Operation Strong Cities. Operation Strong Cities was formed to help cities and towns protect themselves from anticipated funding cuts by the state legislature. Candice distributed various informational guides and said that their website has additional information available.

Mayor Sexton said that this is a timely topic for Burlington. He said we have a recent example of a regional advertising campaign being launched after the I-5 Skagit River Bridge collapsed. He said there was a 368% increase in traffic to the visitor’s information center after the campaign.

Mayor Boudreau asked what can be done to have a conversation about the need for a new revenue structure in this state, stating that the current system is clearly broken. Candice replied that it is hard to get legislators to look long term because they run for reelection every two years and that many of the AWC member agencies strongly disagree about increasing taxation levels. (Mayor Miller left the meeting at this point.)

Mayor Laurie Gere stated that Washington used to have the eleventh-highest taxation rate in the country. Now that number has fallen to 35th. She said that it is mostly social services that will be cut, and the people who use those are the most vulnerable.

- b. Revolving Loan Fund Sequestered Funds: Pam Carlson reported that SCOG’s Revolving Loan Fund (RLF) is holding approximately \$290,000 in excess funds. The Economic Development Association (EDA) has the right to de-obligate excess funds on hand as of October 31, 2014. EDA will allow SCOG to request another twelve (12) month delay in de-obligation which must include a corrective action including SCOG’s planned marketing and outreach efforts. If the extension request is denied, the EDA will request that SCOG return the federal share (75%) of excess funds on hand to the federal government.

Commissioner Wesen asked if there had been any recent inquiries for loans. Pam said that there have been six recent inquiries and that SCOG is taking steps to loan the funds out. (Mayor Gere left the meeting at this point.)

- c. Council Round Table and Open Topic Discussion: Mayor Boudreau mentioned that Mount Vernon will be hosting a ribbon cutting for the Skagit Riverwalk on Saturday, September 20, 2014.

8. Executive Session: As per RCW 42.30.110, the Board of Directors entered into an executive session at 3:45 PM with the purpose to review the performance of the Executive Director. The executive session ended at 4:00 PM. No action was taken during the executive session.

9. Executive Director Performance Review: Commissioner Niver made a motion to accept the performance evaluation of the Executive Director. The motion was seconded by Commissioner Dillon. The motion carried unanimously.

The Board of Directors stated that the Executive Director’s salary will be reviewed at the next meeting.

10. Information Items:

- a. The Board of Directors was presented with a monthly financial update. There were no questions. The Board of Directors was presented with information from the recent RLF meeting. There were no



questions. The Board of Directors was presented with a record of payments. There were no questions.

11. The next SCOG Board of Directors meeting will be October 15th, 2014 at the Anacortes City Council Chambers at 1:30 PM.

The meeting adjourned at 4:03 PM.

Kevin Murphy, Executive Director
Skagit Council of Governments

Dated: 10-16-2014

Approved,

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

Dated: 10/15/2014