

## SKAGIT COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING MINUTES

Wednesday, November 19<sup>th</sup>, 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; Commissioner Jim Cook, Skagit PUD; Mayor Joan Cromley, Town of Hamilton; Mayor Laurie Gere, City of Anacortes; Katie Jungquist, County Treasurer, alternate for Commissioner Sharon Dillon, Skagit County; Mayor Jason Miller, Town of Concrete; Commissioner Ray Niver, Port of Anacortes; Nancy Scott, County Clerk, alternate for Commissioner Ken Dahlstedt, Skagit County; Jeanne Youngquist, County Auditor, alternate for Commissioner Ron Wesen, Skagit County.

### 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 2:44 PM.

Roll Call: Roll was taken with a quorum present.

2. Public Comments: There were no public comments.
3. Board of Directors Chair's Report: Mayor Sexton did not have a report.
4. Executive Director's Report: Kevin Murphy informed the Board of Directors that the Association of Washington Cities legislative agenda was included in the meeting packet. He also informed the Board of Directors that Skagit-Island Regional Transportation Planning Organization (SIRTPO) will be hosting a legislative forum in Coupeville following the SIRTPO Policy Board meeting on December 3<sup>rd</sup>, 2014.
5. Consent Agenda:
  - a. Approval of the October 15<sup>th</sup>, 2014 SCOG Board of Directors meeting minutes.
  - b. Approval of Accounts Payable Vouchers and Payroll Certification: AP voucher batches #107434, #107269 and #107656 in the amount totaling \$50,560.59, and payroll certification for October 2014 in the amount of \$28,463.30.

Mayor Boudreau moved to approve the November 19<sup>th</sup>, 2014 consent agenda. The motion was seconded by Mayor Gere. The motion carried unanimously.

6. Action Items:
  - a. Executive Director Annual Salary: Mayor Boudreau said she compared SCOG's executive director salary with other similar organizations throughout Washington State. One major difference is that there is not a salary step schedule for the executive director and Mayor Boudreau said that the Board of Directors should consider adopting one when SCOG's current contract with Kevin expires next year.

Mayor Boudreau moved to increase the executive director's salary by three percent. The motion was seconded by Commissioner Niver. The motion carried unanimously.

7. Discussion Items:

- a. 2015 Operating Budget: Kevin reported to the Board of Directors that the proposed 2015 SCOG budget is more than \$101,000 less than the 2014 budget. Most of the savings come from a reduction in the professional services portion of the budget.

Mayor Boudreau asked if the budget includes funding for SCOG to assist with local jurisdictions' comprehensive plan updates. Kevin said that other than the staff time identified to assist in local jurisdictions' planning efforts, there was no money specifically set aside for comprehensive plan updates. Kevin added that jurisdictions would be using SCOG's regional travel demand model as well as population and employment growth forecasts developed in consultation with SCOG in local comprehensive planning work.

- b. Council Round Table and Open Topic Discussion: Mayor Gere said that she would appreciate a presentation on the Revolving Loan Fund (RLF) at a future Board of Directors meeting and a discussion on how SCOG may make it more effective. She said she wants to see the program become more utilized as a countywide economic development tool.

8. Information Items:

- a. The Board of Directors was presented with a monthly financial update, information from the recent RLF meeting, an RLF record of payments, and a Washington Intergovernmental Review Form. There were no questions.

9. The next SCOG Board of Directors meeting will be December 17<sup>th</sup>, 2014 at the Burlington City Council Chambers at 2:30 PM.

The meeting adjourned at 2:57 PM.



Kevin Murphy, Executive Director  
Skagit Council of Governments

Dated: 12-18-2014

Approved,



Mayor Steve Sexton, City of Burlington  
Board of Directors Chair  
Skagit Council of Governments

Dated: 12/17/2014