

SKAGIT COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING

Wednesday, January 17, 2018

Anticipated start time is 2:00 p.m. following the Transportation Policy Board meeting

[Burlington City Council Chambers](#)

833 South Spruce Street, Burlington, WA 98233

AGENDA

1. **Call to Order, Pledge of Allegiance and Roll Call**
2. **Public Comment** (three minute limit per person)
3. **Chair's Report**
4. **Executive Director's Report**
5. **Consent Agenda**
 - a. Approval of [December 20, 2017 Board of Directors Meeting Minutes](#)
 - b. Approval of [Accounts Payable Vouchers](#) and Payroll Certification
AP voucher batch #121690, #121973 and #121977 in an amount totaling \$29,339.44;
and payroll certification for December 2017 in the amount of \$48,037.52.
 - c. Approval of [Resolution 2018-01 to Dissolve Revolving Loan Fund Committee](#)
6. **Action Items**
 - a. Election of 2018 Vice-Chair – *Mayor Jason Miller, Board of Directors Chair*
7. **Discussion Items**
 - a. [SCOG 2018 Board Calendar](#) – *Kevin Murphy, SCOG Staff*
8. **Roundtable and Open Topic Discussion**
9. **Next Meeting:** Wednesday, February 21, 2018, 2:00 PM, [Burlington City Council Chambers](#)
10. **Adjourned**

Information:

[SCOG Financial Update](#)

[Meeting Packet](#)

Title VI Notice: SCOG fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations. For more information, or to obtain a Title VI Complaint Form, visit SCOG's website at <http://scog.net/about/nondiscrimination/>.

Notificación del Título VI: El SCOG cumple plenamente con el Título VI de la Ley de Derechos Civiles de 1964, así como los estatutos y reglamentos relacionados. Si desea más información o tener acceso al formulario de denuncia del Título VI, visite la página web del SCOG <http://scog.net/about/nondiscrimination/>.



BOARD OF DIRECTORS OFFICERS

Mayor Jason MillerChair

TBD.....Vice-Chair

BOARD OF DIRECTORS MEMBERSHIP AND VOTES

Anacortes.....1
 Burlington1
 Concrete.....1
 Hamilton.....1
 La Conner1
 Lyman1
 Mount Vernon1

Port of Anacortes.....1
 Port of Skagit.....1
 Samish Indian Nation.....1
 Sedro-Woolley1
 Skagit County3
 Skagit Public Utility District.....1
 Swinomish Tribal Community.....1

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SKAGIT COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING MINUTES

Wednesday, December 20, 2017
Burlington City Council Chambers
Burlington, Washington

MEMBERS PRESENT

Mayor Ramon Hayes, Town of La Conner, Chair; Mayor Jill Boudreau, City of Mount Vernon (Arrived 2:31 PM); Chairman Brian Cladoosby, Swinomish Indian Tribal Community; Mayor Joan Cromley, Town of Hamilton; Commissioner Ken Dahlstedt, Skagit County; Mayor Laurie Gere, City of Anacortes; Mayor Ramon Hayes, Town of La Conner; Commissioner Lisa Janicki, Skagit County; Commissioner Steve Omdal, Port of Skagit; Commissioner John Pope, Port of Anacortes; Commissioner Robbie Robertson, Skagit Public Utility District; Mayor Steve Sexton, City of Burlington; Mayor Keith Wagoner, City of Sedro-Woolley; Commissioner Ron Wesen, Skagit County.

STAFF PRESENT

Kevin Murphy, Executive Director; Pam Carlson, Finance Manager; Mark Hamilton, Senior Transportation Planner; Rose Howe, Assistant Planner.

MEMBERS OF PUBLIC PRESENT

Five members of the public attended the meeting.

MINUTES

1. Call to Order: Mayor Hayes called the meeting to order at 2:25 PM.
Roll Call: Roll was taken with a quorum present.
2. Public Comment: Carol Elhers discussed her concerns about inflation and urged the Board to keep inflation in mind during their affordable housing discussion.
3. Chair's Report: Mayor Hayes reported the agenda item recognizing Representative Kristine Lytton had already occurred. Mayor Hayes also announced the retirement of La Conner's Town Administrator, John Doyle. Mayor Hayes recognized Mr. Doyle and thanked him for his service to the community.
4. Executive Director's Report: Kevin Murphy reported that the Skagit Council of Governments office has moved to 315 South Third Street in Mount Vernon.
5. Consent Agenda:
 - a. Approval of October 18, 2017 SCOG Board of Directors Meeting Minutes
 - b. Approval of Accounts Payable Vouchers and Payroll Certification
November: AP voucher batch #120801, #120805, #120893, and #121107 in an amount totaling \$17,809.12; and payroll certification for October 2017 in the amount of \$36,418.77.
December: AP voucher batch #121290, #121517, and #121520 in an amount totaling \$48,095.15; and payroll certification for November 2017 in the amount of \$42,781.85.
 - c. Resolution 2017-12 To Approve Wire Transfer to NDC-EDL

d. Resolution 2017-13 To Close EDA RLF Accounts

Mayor Wagoner moved to approve the consent agenda. Mayor Gere seconded the motion. The motion passed unanimously.

6. Action Items:

- a. 2018 Budget: Kevin Murphy reported the 2018 Budget includes \$834,180 in expenses, which is slightly lower than last year's budget. Mr. Murphy discussed major budget assumptions, such as a dues increase, continued Growth Management Act administrative support, increased office space rent and utilities, one-time moving costs, staffing level changes and cost of living increases. Mr. Murphy also addressed other major budgetary categories, and asked Board members for their questions.

Mayor Boudreau moved to approve the 2018 Budget. Mayor Sexton seconded the motion, and the motion carried unanimously.

- b. Resolution 2017-15 to Appoint Legal Counsel: Kevin Murphy reported SCOG's current attorney, Brad Furlong, is leaving his current role and joining a new firm, Buri Funston Mumford, PLLC. Mr. Furlong's new firm has offered to serve as SCOG's legal counsel.

Mayor Boudreau asked for clarification about the cost of using the firm for legal counsel. Commissioner Robertson expressed concern with the legal counsel selection process. Mr. Robertson stated it did not sit right with him that a request for proposals or qualifications was not sent out when qualified lawyers are available locally in Skagit County.

Mr. Murphy provided additional explanation about SCOG's procurement policies, and stated the last procurement process for an attorney only brought forward two potential candidates for legal counsel. Mayor Boudreau commented on Mr. Furlong's specialized knowledge of SCOG's issues.

Mayor Boudreau moved to approve Resolution 2017-15 to Appoint Legal Counsel. Mayor Wagoner seconded the motion. The motion carried, with Commissioner Robertson opposed.

7. Discussion Items:

- a. Skagit County Housing Inventory and Transportation Analysis, Comment Responses: Mr. Murphy explained Board of Directors members, at their October meeting, received ECONorthwest's memo regarding the Skagit County Housing Inventory and Transportation Analysis as well as copies of a response letter submitted by the City of Mount Vernon. Since then, Mr. Murphy reported that he met with the Board Chair and asked for additional comments to be submitted to SCOG. Mr. Murphy stated ECONorthwest's strikeout version of changes to the final report and responses to comments from Burlington, Mount Vernon, and Concrete were included in the materials for this meeting. Mr. Murphy said this process was not intended to create housing policies; it was intended to help provide information to individual jurisdictions.

Board of Directors members further discussed the housing document, and expressed verbal agreement the document is strictly informational and does not represent housing policy. The Board requested that SCOG staff include a disclaimer on the first page of the report, explaining the report is an informational document only.

8. Council Roundtable and Open Topic Discussion:

Chairman Cladoosby thanked Mayor Gere and Commissioner Janicki for attending the dedication for the Swinomish Indian Tribal Community's new Opioid Addiction Treatment Center. Chairman Cladoosby also discussed the center's goals, facilities and the medical care available at the center.

Commissioner Pope reported that he was impressed by a roundtable discussion in Anacortes hosted by the Governor's Committee on Disabilities. He thanked the county officials and other professionals involved.

The SCOG Board of Directors discussed the legislative waiver necessary for Dakota Creek Industries' ship, *America's Finest*, to sail in United States waters. Chairman Cladoosby made a motion to direct SCOG's Executive

Director to write an email expressing SCOG’s support for the Dakota Creek waiver. Commissioner Robertson seconded the motion, and the motion carried unanimously.

9. Next Meeting: Wednesday, January 17, 2018, 2:00 PM, Burlington City Council Chambers.

10. Adjourned: The meeting adjourned at 2:58 PM.

Information Items: The Board of Directors was provided with a financial update, a budget update and information about the RLF Transition.

Approved,

Kevin Murphy, Executive Director
Skagit Council of Governments

Dated: _____

Mayor Jason Miller, Town of Concrete
Board of Directors Chair
Skagit Council of Governments

Dated: _____

DRAFT

SKAGIT COUNCIL OF GOVERNMENTS

BATCH NUMBER: 121690

DECEMBER 2017

BATCH TOTAL: \$7,185.92

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2017240	Employee Healthcare Benefits Association of WA Cities	01-2018	12/20/17	501 2400	\$7,185.92

BATCH NUMBER: 121977

DECEMBER 2017

BATCH TOTAL: \$6,705.32

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2017241	Supplies US Bank Visa		12/11/17	501 4910	\$233.21
2017242	Postage - FedEx US Bank Visa		12/15/17	501 4910	\$27.50
2017243	Supplies US Bank Visa		12/20/17	501 4910	\$40.21
2017244	Supplies US Bank Visa		12/20/17	501 4910	\$21.69
2017245	Rent & Phones Skagit Valley College	23874	12/04/17	501 4910	\$1,594.60
2017246	Supplies Crystal Springs	121017	12/10/17	501 4910	\$58.07
2017247	Professional Services Skagit County Public Works	20171101	12/11/17	501 4910	\$2,624.17
2017248	Supplies Collins Office Supply	0107771-001	12/22/17	501 4910	\$41.51
2017249	Professional Services Shred-It	8123813014	12/22/17	501 4910	\$29.00
2017250	Copier Rent & Printing Ricoh USA, Inc.	99906091	12/26/17	501 4910	\$317.09
2017251	Professional Services Furlong & Butler	11528	12/28/17	501 4910	\$253.00
2017252	Utilities Puget Sound Energy		12/29/17	501 4910	\$64.47
2017253	Expense Reimbursement Pam Carlson		12/31/17	501 4910	\$35.27
2017254	Expense Reimbursement Rose Howe		12/31/17	501 4910	\$1.93
2017255	Supplies Skagit Publishing	22699	12/31/17	501 4910	\$848.78
2017256	Utilities Puget Sound Energy		12/31/17	501 4910	\$141.26
2017257	Utilities Puget Sound Energy		12/31/17	501 4910	\$148.26
2017258	Professional Services Green Valley Clean	154	12/31/17	501 4910	\$198.75
2017259	Utilities City of Mount Vernon		12/31/17	501 4910	\$26.55

BATCH NUMBER: 121973

JANUARY 2018

BATCH TOTAL: \$15,448.20

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2018001	Training US Bank Visa	10707608	01/02/18	501 4910	\$618.00
2018002	Dues US Bank Visa	1330595-64879862	01/03/18	501 4910	\$50.00
2018003	Insurance Washington Cities Insurance Authority	14047	01/01/18	501 4910	\$5,229.00
2018004	Dues Assoc. of Metropolitan Planning Organizations	2018-129	01/01/18	501 4910	\$377.80
2018005	Fee Assoc. of Washington Cities	57734	01/01/18	501 4910	\$720.85
2018006	Dues Assoc. of Washington Cities	56444	01/01/18	501 4910	\$300.00
2018007	Furniture Maxon Furniture, Inc.	57377	01/03/18	501 4910	\$4,573.66
2018008	Supplies Collins Office Supply	0107833-001	01/04/18	501 4910	\$322.44
2018009	Supplies Crystal Springs	10118	01/07/18	501 4910	\$35.81
2018010	Supplies Collins Office Supply	0107855-001	01/08/18	501 4910	\$20.64
2018011	Rent NECA		02/01/18	501 4910	\$3,200.00

CONSENT AGENDA 5.C. – RESOLUTION 2018-01 TO DISSOLVE THE REVOLVING LOAN FUND COMMITTEE

Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Board of Directors	01/17/2018	Consent Agenda	Pam Carlson	(360) 416-7875

RECOMMENDED ACTION

Staff recommends approval of Resolution 2018-01.

DISCUSSION

SCOG no longer operates the Revolving Loan Fund (RLF) programs and all assets in the Economic Development Administration (EDA) RLF have been transferred to National Development Council Economic Lending, Inc. (NDC-EDL). The RLF Committee has been available on an as needed basis during the transition of the RLF to NDC-EDL. Skagit County Staff continue to work with CDBG Staff on a re-use plan for the remaining CDBG RLF assets. The services of the RLF Committee are no longer needed because decisions regarding the remaining CDBG RLF funds must be made by Skagit County and the Department of Commerce.

A draft of Resolution 2018-01 follows on the next page.

RESOLUTION 2018-01

TO DISSOLVE THE REVOLVING LOAN FUND COMMITTEE

WHEREAS, SCOG's Board of Directors approved the transfer of the Economic Development Administration (EDA) Revolving Loan Fund (RLF) to National Development Council Economic Lending, Inc. (NDC-EDL) on August 16, 2017;

WHEREAS, EDA approved the transfer of SCOG's RLF assets to NDC-EDL on December 11, 2017;

WHEREAS, SCOG's Board of Directors approved transfer of the funds remaining in SCOG's EDA RLF to NDC-EDL on December 20, 2017;

WHEREAS, The funds remaining in SCOG's EDA RLF, in the amount of \$554,671.97 were transferred to NDC-EDL on December 29, 2017; and

WHEREAS, Services of the Revolving Loan Fund Committee are no longer needed.

NOW THEREFORE BE IT RESOLVED BY THE SKAGIT COUNCIL OF GOVERNMENTS:

The Revolving Loan Committee is hereby dissolved and dismissed from further service.

Adopted: January 17, 2018

Mayor Jason Miller, Town of Concrete
SCOG Chair

Kevin Murphy
Executive Director

Skagit Council of Governments

Board Agenda Schedule

Last Revised January 10, 2018

2018

Item	Major Item and Description	Board	January	February	March	April	May	June	July	August	September	October	November	December
1	Meetings and Locations	BOD & TPB	Burlington City Hall Council Chambers	Burlington City Hall Council Chambers	La Conner Maple Hall	Burlington City Hall Council Chambers	Burlington City Hall Council Chambers	Sedro-Woolley City Hall Council Chambers	Burlington City Hall Council Chambers	Burlington City Hall Council Chambers	Anacortes City Hall Council Chambers	Burlington City Hall Council Chambers	Burlington City Hall Council Chambers	Burlington City Hall Council Chambers
2	Election of 2018 Officers (Vice Chair)	BOD & TPB	◆											
3	Performance Measures	TPB	Discussion Safety	◆							Discussion Pavement, Bridge, Congestion	◆		
4	Surface Transportation Program - Obligation Authority (OA) Tracking	TPB	Discussion	Possible Decision for Statewide			Possible Decsion for Region			August 1 Deadline for OA				
5	Origin and Destination Study	TPB				Scope Discussion		Agreement or Consultant Selection						
6	Unified Planning and Work Program (UPWP)	TPB				Discuss	◆							
7	Title VI Annual Report	TPB									Information			
8	Unified Planning and Work Program (UPWP) Annual Report	TPB								Information				
9	Regional Transportation Improvement Program	TPB									Discussion	◆		
10	2018 Operating Budget	BOD							Initial Dues Discussion	2018 Dues and Initial Budget		Review Draft Budget	◆	
11	Human Services Transportation Plan and Project Prioritization	TPB			Consultant Selection								Discussion	◆
12	Intelligent Transportation Systems Architecture Update	TPB											Discussion	

◆ Anticipated Decision Point

BOD = Board of Directors

TPB = Transportation Policy Board

Financial Position

For the Month Ended:	12/31/2017	11/30/2017	10/31/2017	09/30/17	08/31/17	07/31/17	06/30/17	05/31/17	04/30/17	03/31/17	02/28/17	01/31/17
General Fund Balance	231,689	202,247	171,202	220,924	219,628	212,457	197,986	244,706	281,047	250,207	313,234	258,192
Accounts Receivable	43,149	61,563	119,141	78,499	80,273	79,911	91,156	84,088	45,343	91,198	53,276	129,360
Accounts Payable	(6,705)	(15,214)	(2,654)	(8,020)	(11,920)	(6,266)	(12,332)	(27,114)	(10,047)	(10,917)	(29,473)	(24,063)
Net Working Capital	268,133	248,596	287,689	291,403	287,981	286,102	276,810	301,680	316,343	330,488	337,037	363,489