



SKAGIT COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING

Wednesday, April 18, 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 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 [March 21, 2018 Board of Directors Meeting Minutes](#)
 - b. Approval of [Accounts Payable Vouchers](#) and Payroll Certification
AP voucher batch #122931, #123088 and #123219 in an amount totaling \$14,326.36;
and payroll certification for March 2018 in the amount of \$32,722
6. **Roundtable and Open Topic Discussion**
7. **Next Meeting:** Wednesday, May 16, 2018, 2:30 PM, *Burlington City Council Chambers*
8. **Adjourned**

Information:

[SCOG Financial Update](#)

[Washington Intergovernmental Review Process Uniform Notification Forms – Town of Concrete](#)

[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

Mayor Laurie GereVice-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 Indian Tribal Community1

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SKAGIT COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS
MEETING MINUTES

Wednesday, March 21, 2018
La Conner Maple Hall
La Conner, Washington

MEMBERS PRESENT

Mayor Jill Boudreau, City of Mount Vernon; Mayor Joan Cromley, Town of Hamilton; Commissioner Ken Dahlstedt, Skagit County; Commissioner Ken Goodwin, Port of Anacortes; Mayor Ramon Hayes, Town of La Conner; Commissioner Lisa Janicki, Skagit County; Mayor Julia Johnson, City of Sedro-Woolley; Commissioner Robbie Robertson, Skagit Public Utility District; Mayor Steve Sexton, City of Burlington; Commissioner Ron Wesen, Skagit County; and Councilman Anthony Young, City of Anacortes.

STAFF PRESENT

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

MEMBERS OF PUBLIC PRESENT

No members of the public attended the meeting.

MINUTES

1. Call to Order: Commissioner Wesen called the meeting to order at 2:02 PM.
Roll Call: Roll was taken with a quorum present.
2. Public Comment: There were no public comments.
3. Chair's Report: The Chair was unable to attend the meeting.
4. Executive Director's Report: Kevin Murphy reported the Ruckelshaus Center—at the request of the Washington state legislature—is working on A Roadmap to Washington's Future, which is a statewide review of the Growth Management Act. Mr. Murphy reported there will be a workshop for local elected officials in April.
5. Consent Agenda
 - a. Approval of February 21, 2018 Board of Directors Meeting Minutes
 - b. Approval of Accounts Payable Vouchers and Payroll Certification
AP voucher batch #112637 and #122857 in an amount totaling \$18,730.36; payroll certification for February 2018 in the amount of \$33,491.
Mayor Boudreau moved to approve the consent agenda. Mayor Sexton seconded the motion. The motion carried unanimously.
6. Action Items
 - a. Resolution 2018-04 To Amend Personnel Handbook: Pam Carlson reported the sick leave laws in the State of Washington changed, effective January 1, 2018. Mrs. Carlson reported it was possible to amend the policy after January 1st because SCOG staff is covered by a more generous sick leave policy than what is required by law. Staff was also waiting for Summit Law Group to review and recommend language.

Mayor Boudreau made a motion to approve Resolution 2018-04. Councilman Young seconded the motion. The motion carried unanimously.

- b. Audit Options: Pam Carlson announced SCOG is no longer required to have a single audit. Mrs. Carlson explained that a single audit is a program-specific federal audit for entities that expend or awarded more than \$750,000 in federal funds over the course of a year. Mrs. Carlson stated SCOG is still required to have accountability audits, and the state auditor's office recommends moving to a 3-year accountability audit cycle.

Mrs. Carlson clarified the difference between the two audit types. Financial audits verify balances between SCOG's financial reports and the treasurer's reports; accountability audits examine whether SCOG is operating in compliance with regulations and policies.

Board members asked additional questions about audit cycle details and costs. The Board discussed its history with audits, and determined SCOG has had clean accountability and financial audits since 2012.

Mayor Boudreau, Commissioner Robertson, Councilman Young, and Mayor Hayes gave verbal support for a 2-year accountability and financial audit cycle—citing the importance of transparency. Commissioner Janicki suggested the Board should reevaluate their audit policy if the Executive Director or Finance Manager positions at SCOG change.

Mayor Hayes moved to approve a 2-year financial cycle and a 2-year accountability cycle. Councilman Young seconded the motion. Mrs. Carlson confirmed with the Board the 2-year cycles for financial and accountability audits would begin in 2018. The Board voted on the motion, and the motion carried unanimously.

7. Roundtable and Open Topic Discussion

Mayor Boudreau announced the City of Mount Vernon is preparing a banking request for proposals, and she encouraged the Board to examine their jurisdictions' banking fees. Councilman Young suggested that Mayor Boudreau reach out to Mayor Gere. Mayor Boudreau agreed.

Commissioner Robertson told the Board he once hand-swept the streets of La Conner for a bicycle race.

- 8. Next Meeting: Wednesday, April 18, 2018, 2:00 PM, *Burlington City Council Chambers*

- 9. Adjourned: The meeting adjourned at 2:21 PM.

Information Items: The Board of Directors was provided with a monthly financial update.

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: _____

SKAGIT COUNCIL OF GOVERNMENTS

BATCH NUMBER: 122931

MARCH 2018

BATCH TOTAL: \$7,189.26

| NO. | Vendor Name | Invoice Number | Invoice Date | GL Code | Inv Amount |
|---------|--|----------------|--------------|----------|------------|
| 2018056 | Employee Healthcare Benefits Association of WA Cities | 04-2018 | 03/20/18 | 501 2400 | \$7,189.26 |

BATCH NUMBER: 123088

MARCH 2018

BATCH TOTAL: \$475.82

| NO. | Vendor Name | Invoice Number | Invoice Date | GL Code | Inv Amount |
|---------|--|----------------|--------------|-----------------------|--------------------|
| 2018057 | Workman's Comp WA State Dept of L&I | Qtr 1 2018 | 03/31/18 | 699 21330 501 2300 | \$375.60 \$0.01 |
| 2018058 | SUTA Employment Security Department | Qtr 1 2018 | 03/31/18 | 501 2900 | \$100.21 |

BATCH NUMBER: 123219

APRIL 2018

BATCH TOTAL: \$6,661.28

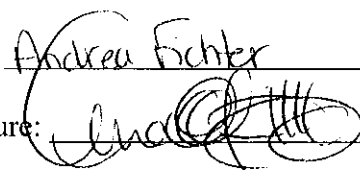
| NO. | Vendor Name | Invoice Number | Invoice Date | GL Code | Inv Amount |
|---------|--|-------------------|--------------|---------|------------|
| 2018059 | Furniture US Bank Visa | 180366N | 03/07/18 | 4910 | \$942.43 |
| 2018060 | Postage US Bank Visa | | 03/13/18 | 4910 | \$58.40 |
| 2018061 | Supplies US Bank Visa | | 03/15/18 | 4910 | \$450.00 |
| 2018062 | Training US Bank Visa | 2248525-107986642 | 03/22/18 | 4910 | \$125.00 |
| 2018063 | Supplies US Bank Visa | | 03/22/18 | 4910 | \$76.08 |
| 2018064 | Supplies | 127161 | 03/28/18 | 4910 | \$52.96 |
| 2018065 | Fee Department of Retirement Systems | 1274617 | 03/20/18 | 4910 | \$25.00 |
| 2018066 | Professional Service Shred-It | 8124416882 | 03/22/18 | 4910 | \$31.03 |
| 2018067 | Advertising Skagit Publishing | 1734589 | 03/25/18 | 4910 | \$507.78 |
| 2018068 | Copier Lease & Printing Ricoh USA, Inc. | 100329992 | 03/26/18 | 4910 | \$331.88 |
| 2018069 | Professional Service Ron Cubellis, CPA | 94 | 03/31/18 | 4910 | \$360.00 |
| 2018070 | Professional Service Green Valley Clean | 180 | 03/31/18 | 4910 | \$265.00 |
| 2018071 | Expense Reimbursement Mark Hamilton | | 03/31/18 | 4910 | \$9.81 |
| 2018072 | Expense Reimbursement Pam Carlson | | 03/31/18 | 4910 | \$59.52 |
| 2018073 | Supplies Crystal Springs | 040118 | 04/01/18 | 4910 | \$3.99 |
| 2018074 | Utilities Puget Sound Energy | Suite 100 | 04/03/18 | 4910 | \$101.50 |
| 2018075 | Utilities Puget Sound Energy | Suite 101 | 04/03/18 | 4910 | \$60.90 |
| 2018076 | Rent NECA | | 04/30/18 | 4910 | \$3,200.00 |

Financial Position

For the Month Ended: 3/31/2018 2/28/2018 1/31/2018 12/31/2017

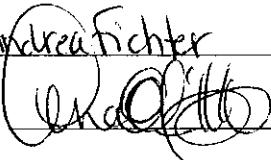
| | | | | |
|----------------------|----------------|----------------|----------------|----------------|
| General Fund Balance | 304,063 | 246,164 | 255,633 | 231,689 |
| Accounts Receivable | 52,494 | 109,939 | 108,823 | 43,149 |
| Accounts Payable | (29,850) | (32,498) | (49,201) | (6,705) |
| Net Working Capital | <u>326,707</u> | <u>323,605</u> | <u>315,255</u> | <u>268,133</u> |

WASHINGTON INTERGOVERNMENTAL REVIEW PROCESS
UNIFORM NOTIFICATION FORM
(WIRP)

| | |
|---|--|
| | 1. PROJECT IDENTIFICATION NUMBER: |
| 2. APPLICANT: Town of Concrete | 3. PROPOSED DATE OF SUBMITTAL: April 20, 2018 |
| 4. PROJECT TITLE: Fire Department – Bunker Gear | |
| 5. CONTACT PERSON: Name: Andrea Fichter Phone: 360.853.8401 Address: P.O. Box 39, Concrete, WA 98237 | 6. FUNDING: AMOUNT SOURCE Federal \$25,00.00 USDA RD State _____ Local _____ Other _____ TOTAL \$ _____ |
| 7. DESCRIPTION: Purchase of needed compliant bunker gear that meets current NFPA standards. | |
| 8. GEOGRAPHICAL AREA AFFECTED: (City, County, State, etc.) Town of Concrete, Skagit County, WA | |
| 9. DURATION OF PROJECT: N/A | 10. DATE COMMENTS ARE DUE: April 13, 2018 |
| 11. CERTIFYING OFFICIAL: Name: <u>Andrea Fichter</u> Signature: <u></u> Title: <u>Clerk Treasurer</u> Date <u>3/26/18</u> | |

*Agency, Fed. CFDA No. (Catalog of Federal Domestic Assistance)

WASHINGTON INTERGOVERNMENTAL REVIEW PROCESS
UNIFORM NOTIFICATION FORM
(WIRP)

| | |
|---|--|
| | 1. PROJECT IDENTIFICATION NUMBER: |
| 2. APPLICANT: Town of Concrete | 3. PROPOSED DATE OF SUBMITTAL: April 20, 2018 |
| 4. PROJECT TITLE: Public Works Equipment | |
| 5. CONTACT PERSON: Name: Andrea Fichter Phone: 360.853.8401 Address: P.O. Box 39, Concrete, WA 98237 | 6. FUNDING: AMOUNT SOURCE Federal \$40,00.00 USDA RD State _____ Local _____ Other _____ TOTAL \$ _____ |
| 7. DESCRIPTION: Purchase of needed public works department equipment to provide adequate services during routine and emergency responses. | |
| 8. GEOGRAPHICAL AREA AFFECTED: (City, County, State, etc.) Town of Concrete, Skagit County, WA | |
| 9. DURATION OF PROJECT: N/A | 10. DATE COMMENTS ARE DUE: April 13, 2018 |
| 11. CERTIFYING OFFICIAL: Name: <u>Andrea Fichter</u> Signature:  Title: <u>Clerk Treasurer</u> Date: <u>3/26/18</u> | |

*Agency, Fed. CFDA No. (Catalog of Federal Domestic Assistance)