



## SKAGIT COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING

Wednesday, May 16, 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 [April 18, 2018 Board of Directors Meeting Minutes](#)
  - b. Approval of [Accounts Payable Vouchers](#) and Payroll Certification  
AP voucher batch #123347, and #123562 in an amount totaling \$12,688.38; and  
payroll certification for April 2018 in the amount of \$31,645
6. **Roundtable and Open Topic Discussion**
7. **Next Meeting:** Wednesday, June 20, 2018, 2:00 PM, *Sedro-Woolley City Council Chambers*
8. **Adjourned**

### Information:

[SCOG Financial Update](#)

[Actual vs Budget - Jan-March 2018](#)

[Washington Intergovernmental Review Process Uniform Notification Form - Promotion of  
Locally Pasture-Raised Poultry Products](#)

[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 Miller .....Chair

Mayor Laurie Gere .....Vice-Chair

## BOARD OF DIRECTORS MEMBERSHIP AND VOTES

Anacortes.....1  
 Burlington .....1  
 Concrete.....1  
 Hamilton.....1  
 La Conner .....1  
 Lyman .....1  
 Mount Vernon .....1

Port of Anacortes.....1  
 Port of Skagit.....1  
 Samish Indian Nation.....1  
 Sedro-Woolley .....1  
 Skagit County .....3  
 Skagit Public Utility District.....1  
 Swinomish Indian Tribal Community .....1

## QUORUM REQUIREMENT

A quorum consists of a simple majority (9) of the total votes (16).

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SKAGIT COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS  
MEETING MINUTES

Wednesday, April 18, 2018  
Burlington City Council Chambers  
Burlington, Washington

**MEMBERS PRESENT**

Mayor Jason Miller, Town of Concrete, Chair; Mayor Joan Cromley, Town of Hamilton; Commissioner Ken Dahlstedt, Skagit County; Commissioner Ken Goodwin, Port of Anacortes; Commissioner Lisa Janicki, Skagit County; Mayor Julia Johnson, City of Sedro-Woolley; Commissioner Steven Omdal, Port of Skagit; Mayor Steve Sexton, City of Burlington; and Commissioner Ron Wesen, Skagit County.

**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: Mayor Miller called the meeting to order at 2:06 PM.  
Roll Call: Roll was taken with a quorum present.
2. Public Comment: There were no public comments.
3. Chair's Report: Mayor Miller had no items to report.
4. Executive Director's Report: Kevin Murphy reported the Town of Lyman has indicated they will be joining the 2002 Framework Agreement. Mr. Murphy also reported staff will be scheduling a Growth Management Act Steering Committee meeting in May, to discuss the 2002 Framework Agreement and its history.
5. Consent Agenda
  - a. Approval of the 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.  
Mayor Sexton moved to approve the consent agenda, and Commissioner Janicki seconded the motion. The motion carried unanimously.
6. Roundtable and Open Topic Discussion: No items were discussed.
7. Next Meeting: Wednesday, May 16, 2018, 2:30 PM, *Burlington City Council Chambers*
8. Adjourned: 2:08 PM

Information Items: The Board of Directors was provided with a monthly financial update and Washington Intergovernmental Review Process Uniform Notification Forms for the Town of Concrete.



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: 123347**

**APRIL 2018**

**BATCH TOTAL: \$7,180.33**

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2018077	Employee Healthcare Benefits Association of WA Cities	05-2018	04/19/18	501 2400	\$7,180.33

**BATCH NUMBER: 123562**

**MAY 2018**

**BATCH TOTAL: \$5,508.05**

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2018078	Professional Services US Bank Visa	18426N	03/28/18	501 4910	\$407.63
2018079	Subscription US Bank Visa		04/19/18	501 4910	\$182.00
2018080	Supplies US Bank Visa	30271	04/20/18	501 4910	\$461.28
2018081	Travel Expense US Bank Visa		04/25/18	501 4910	\$12.00
2018082	Utilities City of Mount Vernon		03/31/18	501 4910	\$20.80
2018083	Professional Services Skagit County Public Works	20180301	04/10/18	501 4910	\$43.85
2018084	Furniture & Equipment Maxon Furniture, Inc.	110504	03/09/18	501 4910	\$166.31
2018085	Furniture & Equipment Maxon Furniture, Inc.	161889 - credit memo	04/19/18	501 4910	-100.00
2018086	Copier lease & printing Ricoh USA, Inc.	100468723	04/25/18	501 4910	\$346.50
2018087	Supplies Crystal Springs	42918	04/29/18	501 4910	\$41.93
2018088	Professional Services Green Valley Clean	187	04/30/18	501 4910	\$265.00
2018089	Expense Reimbursement Rose Howe		04/30/18	501 4910	\$6.00
2018090	Expense Reimbursement Mark Hamilton		04/30/18	501 4910	\$229.76
2018091	Expense Reimbursement Kevin Murphy		04/30/18	501 4910	\$87.09
2018092	Utilities Waste Management	551498-0043-9	05/01/18	501 4910	\$15.67
2018093	Utilities Puget Sound Energy	Suite 100	05/02/18	501 4910	\$77.72
2018094	Utilities Puget Sound Energy	Suite 101	05/02/18	501 4910	\$44.51
2018095	Rent NECA	June	05/31/18	501 4910	\$3,200.00

Financial Position

For the Month Ended:	4/30/2018	3/31/2018	2/28/2018	1/31/2018	12/31/2017
General Fund Balance	285,845	304,063	246,164	255,633	231,689
Accounts Receivable	74,411	52,494	109,939	108,823	43,149
Accounts Payable	(29,211)	(29,850)	(32,498)	(49,201)	(6,705)
Net Working Capital	<u>331,045</u>	<u>326,707</u>	<u>323,605</u>	<u>315,255</u>	<u>268,133</u>

**Skagit Council of Governments**  
**Year to Date Actual vs. Budget**  
January through March 2018

	<b>Actual Jan - Mar 2018</b>	<b>Annual Budget 2018</b>	<b>\$ Over (Under) Budget</b>	<b>% of Budget</b>
<b>Revenues</b>				
333 · Federal Grants	120,781	643,832	(523,051)	19%
334 · State Grants	22,837	69,556	(46,719)	33%
337 · Local	8,117	26,000	(17,883)	31%
338.2 · Dues & Other Local	132,334	132,334	0	100%
399 · Reimbursable Expenses	0	0	0	0%
361.11 · Investment Interest	1,641	0	1,641	100%
361.4 · RLF Loan Interest	1,393	0	1,393	100%
367 · Contributions&Donations Private	2,200	0	2,200	100%
369 · Non-Governmental & Misc. Income	0	0	0	0%
<b>Total Revenues</b>	<b>289,303</b>	<b>871,722</b>	<b>(582,419)</b>	<b>33%</b>
<b>Expenses</b>				
505 · Advertising / Legal Notices	0	6,500	(6,500)	0%
510 · Conferences & Training	1,793	10,750	(8,957)	17%
515 · Computer & Software Expenses	0	36,450	(36,450)	0%
520 · Dues and Subscriptions	728	2,960	(2,232)	25%
525 · Equipment & Furniture Purchases	4,574	7,500	(2,926)	61%
530 · Equipment Lease	779	3,200	(2,421)	24%
532 · Fees	951	1,025	(74)	93%
533 · Finance Charges & Interest	0	100	(100)	0%
535 · Insurance Expense	5,229	5,700	(471)	92%
538 · Meeting Expenses	0	450	(450)	0%
540 · Pass Through Funding	0	80,000	(80,000)	0%
545 · Phones	1,049	300	749	350%
550 · Postage	28	250	(222)	11%
555 · Payroll Salaries and Wages	82,314	339,411	(257,097)	24%
556 · Payroll Taxes & Benefits	35,838	164,084	(128,246)	22%
557 · Printing	242	3,000	(2,758)	8%
560 · Professional Services	14,896	110,500	(95,604)	13%
565 · Rent Expense	11,196	38,400	(27,204)	29%
570 · Repairs and Maintenance	0	500	(500)	0%
575 · Supplies	2,457	4,100	(1,643)	60%
580 · Travel	905	10,000	(9,095)	9%
585 · Utilities	1,108	9,000	(7,892)	12%
<b>Total Expense</b>	<b>164,087</b>	<b>834,180</b>	<b>(670,093)</b>	<b>20%</b>
<b>Net Increase (Decrease) in Cash</b>	<b>125,216</b>	<b>37,542</b>	<b>87,674</b>	<b>334%</b>

**WASHINGTON INTERGOVERNMENTAL REVIEW PROCESS  
UNIFORM NOTIFICATION FORM (WIRP)  
For WHATCOM COUNTY**

**1. PROJECT IDENTIFICATION NUMBER:**

**2. APPLICANT:**

Northwest Agriculture Business Center

**3. PROPOSED DATE OF SUBMITTAL:**

5/4/18

**4. PROJECT TITLE:**

Promotion of Locally Pasture-Raised Poultry Products

**5. CONTACT PERSON:**

Name: David Bauermeister, Executive Director

Phone: (360) 336-3727

Address: NABC

P.O Box 2924

Mt. Vernon, WA 98273-2924

**6. FUNDING:**

Federal

State

Local

Other

TOTAL

AMOUNT

\$68,815.00

\$

\$

\$68,815.00

SOURCE

USDA-FMPP

**7. DESCRIPTION:**

This project will increase consumption of and access to locally produced pasture-raised poultry, and develop new market opportunities for farm and ranch operations serving local markets, by assisting in the development, improvement, and expansion of direct producer-to-consumer market opportunities through consumer education and product promotion. NABC will facilitate development and delivery of marketing material to farmers in order to expand their markets and sales to consumers.

**8. GEOGRAPHICAL AREA AFFECTED:** (City, County, State, etc.)

King, Island, San Juan, Skagit, Snohomish, and Whatcom Counties in Washington State

**9. DURATION OF PROJECT**

Sept 2018-August 2021

**10. DATE COMMENTS ARE DUE:**

\_\_\_\_\_

**11. CERTIFYING OFFICIAL**

Name: David Bauermeister

Signature: \_\_\_\_\_

Title: Executive Director

Date: 5/4/18

- Agency, CFDA No. (Catalog of Federal Domestic Assistance) CFDA # 10.771