



## SKAGIT COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING

Wednesday, August 15, 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. **Consent Agenda**
  - a. Approval of [July 18, 2018 Board of Directors Meeting Minutes](#)
  - b. Approval of [Accounts Payable Vouchers](#) and Payroll Certification  
AP voucher batch #124529, #124593 and #124730 in an amount totaling \$28,151.20;  
and payroll certification for July 2018 in the amount of \$30,750.88.
5. **Action Items**
  - a. [2019 Proposed Dues and Initial Budget](#) – Pam Carlson
6. **Roundtable and Open Topic Discussion**
7. **Next Meeting:** Wednesday, September 19, 2018, 2:00 PM, [Anacortes City Council Chambers](#)
8. **Adjourned**

### Information:

[SCOG Financial Update](#)

[RLF Transition Information](#)

[Actual vs Budget Jan-June](#)

[Washington Intergovernmental Review Process Uniform Notification Forms for Northwest Agriculture Business Center](#)

[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, July 18, 2018  
Burlington City Council Chambers  
Burlington, Washington

**MEMBERS PRESENT**

Mayor Jason Miller, Town of Concrete, Chair; Mayor Laurie Gere, City of Anacortes, Vice-Chair; Mayor Jill Boudreau, City of Mount Vernon; Mayor Joan Cromley, Town of Hamilton; Commissioner Ken Dahlstedt, Skagit County; 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; and Mark Hamilton, Senior Transportation 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 2:13 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 nothing to report.
4. Executive Director's Report: Kevin Murphy reported that Rose Howe resigned from her position with SCOG and her last day was on July 13<sup>th</sup>. Mr. Murphy also noted that Katie Bunge was recently hired as an intern and began last week. Mr. Murphy also mentioned that he would be out of state during the next Board of Directors (Board) meeting on August 15<sup>th</sup> and so will be unable to attend. Finally, Mr. Murphy said that the Revolving Loan Fund transfer back to Skagit County from SCOG has been delayed due to the re-use plan for these funds not going forward as planned.
5. Consent Agenda
  - a. Approval of the June 20, 2018 Board of Directors Meeting Minutes
  - b. Approval of Accounts Payable Vouchers and Payroll Certification  
AP voucher batch #124143 and #124400 in an amount totaling \$18,065.83; and payroll certification for June 2018 in the amount of \$30,825.  
Mayor Boudreau moved approval of the consent agenda and Commissioner Dahlstedt seconded the motion. The motion carried unanimously.

6. Discussion Items

- a. 2019 Proposed Dues and Initial Budget: Kevin Murphy reported that SCOG dues are typically adopted at the August meeting so are a Discussion Item this month prior to action being taken next month. The proposed 2019 dues reflect a 3% increase from the current year and the dues calculation uses the same method as the previous five years. In the proposed dues, the four cities and Skagit County account for about 80% of the total dues and all other members account for the remaining 20%. The initial 2019 budget was also presented by Mr. Murphy for review by the Board.

Mayor Sexton objected to sales taxes being included in the method used to generate the dues. He noted that he has raised this same objection for several years and that sales tax has little to do with SCOG activities, which are primarily related to transportation. Mr. Murphy responded that he had researched the basis for including sales tax in the SCOG dues calculation, but found no documents for why it was included in the first place. Using sales taxes in the dues calculation preceded Mr. Murphy's employment with SCOG. Mr. Murphy also noted that in 2015/2016 he presented several different allocation scenarios for dues, using different factors to calculate dues. At the time, the Board chose to continue using the same dues calculation method.

- 7. Roundtable and Open Topic Discussion: No items were discussed.
- 8. Next Meeting: Wednesday, August 15, 2018, 2:00 PM, Burlington City Council Chambers
- 9. Adjourned: 2:25 PM

Information Items: The Board of Directors were 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: 124529**

**JUNE 2018**

**BATCH TOTAL: \$459.34**

| NO.     | Vendor Name                            | Invoice Number | Invoice Date | GL Code               | Inv Amount           |
|---------|--|----------------|--------------|-----------------------|----------------------|
| 2018139 | Workman's Comp<br>WA State Dept of L&I | Qtr 2 2018     | 03/31/18     | 699 21330<br>501 2300 | \$376.80<br>(\$0.01) |
| 2018140 | SUTA<br>Employment Security Department | Qtr 1 2018     | 03/31/18     | 501 2900              | \$82.55              |

**BATCH NUMBER: 124593**

**JULY 2018**

**BATCH TOTAL: \$6,357.09**

| NO.     | Vendor Name  | Invoice Number | Invoice Date | GL Code  | Inv Amount |
|---------|--|----------------|--------------|----------|------------|
| 2018141 | Employee Healthcare Benefits<br>Association of WA Cities | 08-2018        | 07/24/18     | 501 2400 | \$6,357.09 |

**BATCH NUMBER: 124730**

**AUGUST 2018**

**BATCH TOTAL: \$21,334.77**

| NO.     | Vendor Name   | Invoice Number | Invoice Date | GL Code  | Inv Amount  |
|---------|---|----------------|--------------|----------|-------------|
| 2018142 | Subscription<br>US Bank Visa                        | 1335682152     | 07/09/18     | 501 4910 | \$215.76    |
| 2018143 | Advertising<br>US Bank Visa                         | 13228375       | 07/31/18     | 501 4910 | \$100.00    |
| 2018144 | Advertising<br>US Bank Visa                         | 187475         | 07/31/18     | 501 4910 | \$50.00     |
| 2018145 | Advertising<br>US Bank Visa                         | PLNZ-531       | 07/31/18     | 501 4910 | \$99.95     |
| 2018146 | Professional Services<br>Skagit County Public Works | 20180601       | 07/10/18     | 501 4910 | \$13.91     |
| 2018147 | Supplies<br>Crystal Springs                         | 722118         | 07/22/18     | 501 4910 | \$69.11     |
| 2018148 | Copier Lease & Printing<br>Ricoh USA, Inc.          | 100874050      | 07/26/18     | 501 4910 | \$364.54    |
| 2018149 | Software<br>PTV America, Inc.                       | 10708189       | 07/31/18     | 501 4910 | 1,773.98    |
| 2018150 | Professional Services<br>KFH Group, Inc.            | 5565(1810-2)   | 08/06/18     | 501 4910 | \$15,035.34 |
| 2018151 | Utilities<br>Puget Sound Energy                     |                | 08/01/18     | 501 4910 | \$40.29     |
| 2018152 | Utilities<br>Puget Sound Energy                     |                | 08/01/18     | 501 4910 | \$34.86     |
| 2018153 | Utilities<br>Waste Management                       | 0561784-0043-0 | 08/01/18     | 501 4910 | \$72.03     |
| 2018154 | Professional Services<br>Green Valley Clean         | 208            | 07/31/18     | 501 4910 | \$265.00    |
| 2018155 | Rent<br>NECA  | Sept 2018      | 08/31/18     | 501 4910 | \$3,200.00  |

## **ACTION ITEM 5.A. – 2019 PROPOSED DUES AND INITIAL BUDGET**

### Document History

| MEETING            | DATE            | TYPE OF ITEM | STAFF CONTACT                | PHONE        |
|--------------------|-----------------|--------------|------------------------------|--------------|
| Board of Directors | July 18, 2018   | Discussion   | <a href="#">Kevin Murphy</a> | 360-416-7871 |
| Board of Directors | August 15, 2018 | Action       | <a href="#">Pam Carlson</a>  | 360-416-7875 |

### **RECOMMENDED ACTION**

Adopt the 2019 dues as described in the table for use in the 2019 budget process. Total recommended amount is \$136,306, which is an increase of three percent from 2018.

### **FISCAL IMPACT**

Proposed dues increase for 2019 is 3%, or \$3,971 higher than 2018 dues.

Initial 2019 budget is approximately \$53,000 increase from 2018 budget.

### **DISCUSSION**

Each year SCOG establishes the annual dues in August to provide members information for upcoming budget development. Two years ago, the Board of Directors suggested dues should increase by a small amount each year to avoid large increase every few years.

The table below shows the current 2018 dues and recommended 2019 dues with updated population and retail sales tax data.

Below is a summary of the initial 2019 budget. The final budget will be adopted in the late fall, usually at the October or November meeting. The initial 2019 budget includes current staffing levels, direct costs consistent with the current adopted Unified Planning Work Program and current staffing and agency operational costs.

### **BACKGROUND**

The local dues pay for the match requirements on the federal and state transportation grant expenditures adopted in the Unified Planning Work Program (UPWP). In addition, dues covers 100% of the local costs associated with non-grant funded work such as economic and housing planning.

#### **Dues Allocation Formula**

The dues to members are established by an allocation method, starting with the total dues amount established by the Board. The proposed 2019 dues are \$136,306. This amount is allocated based on the following:

1. 78 percent of the total is to be supported by county, cities, and towns. Dues are allocated to each by the percent distribution of population and retail sales tax for each jurisdiction. Population is weighted by a factor of two.  $((\% \text{ population distribution} \times 2) + \% \text{ retail sales tax distribution}) / 3 = \text{percent distribution of the } \$106,440$ .
2. Distribute the remaining \$29,864 by the following percent distribution. Percentages were based on historical levels and adjusted in 2014 to have Skagit PUD dues equal to the tribes and adjusted to have both Ports contribute the same starting in 2018.
  - a. PUD, Samish, and Swinomish each - 4.7%
  - b. Port of Anacortes and Port of Skagit each - 33.2%
  - c. Skagit Transit - 19.5%

**2019 Dues and Comparison to Current 2018 Dues**

| Member               | Current 2018   | 2019 Proposed  | Difference   |
|----------------------|----------------|----------------|--------------|
| Anacortes            | 14,130         | 14,723         | 593          |
| Burlington           | 14,532         | 14,856         | 324          |
| Concrete             | 534            | 518            | -16          |
| Hamilton             | 220            | 214            | -6           |
| La Conner            | 1,100          | 1,067          | -33          |
| Lyman                | 292            | 292            | 0            |
| Mount Vernon         | 27,081         | 27,987         | 906          |
| Sedro Woolley        | 7,772          | 8,114          | 342          |
| Skagit County        | 37,679         | 38,670         | 991          |
| P.U.D.               | 1,353          | 1,394          | 41           |
| Samish Tribal Nation | 1,353          | 1,394          | 41           |
| Swinomish Tribe      | 1,353          | 1,394          | 41           |
| Port of Anacortes    | 9,634          | 9,923          | 289          |
| Port of Skagit       | 9,634          | 9,923          | 289          |
| Skagit Transit       | 5,667          | 5,837          | 170          |
| <b>Total</b>         | <b>132,335</b> | <b>136,306</b> | <b>3,971</b> |



| <b>2019 Proposed Budget</b>                           |                              |                               |                                 |
|---|------------------------------|-------------------------------|---------------------------------|
| <b>Presented to the Board of Directors for Review</b> |                              |                               |                                 |
| <b>August 15, 2018</b>                                |                              |                               |                                 |
|   | <b>2018</b>                  | <b>2019</b>                   |                                 |
|   | <b>Amended<br/>6/20/2018</b> | <b>Proposed<br/>8/15/2018</b> | <b>Increase or<br/>Decrease</b> |
| <b>REVENUE</b>  |                              |                               |                                 |
| Local Dues and Other                                  | \$ 158,334                   | \$ 162,304                    |                                 |
| State   | 69,556                       | 81,154                        |                                 |
| Federal   | 643,832                      | 681,610                       |                                 |
| <b>Total Revenue</b>                                  | <b>\$ 871,722</b>            | <b>\$ 925,068</b>             | <b>\$53,346</b>                 |
| <b>EXPENSES</b>                                       |                              |                               |                                 |
| Salaries  | \$ 339,411                   | \$338,918                     |                                 |
| Payroll Taxes & Benefits                              | \$ 164,084                   | \$ 187,836                    |                                 |
| <b>Total Salaries &amp; Benefits</b>                  | <b>\$ 503,495</b>            | <b>\$ 526,754</b>             | <b>\$23,258</b>                 |
| <b>Other Expenses</b>                                 |                              |                               |                                 |
| Operating Expenses                                    | \$ 220,185                   | 100,085                       | \$ (120,100)                    |
| Professional Services                                 | 115,500                      | 257,005                       | 141,505                         |
| <b>Total Other Expenses</b>                           | <b>\$ 335,685</b>            | <b>\$ 357,090</b>             | <b>\$21,405</b>                 |
| <b>Total Expenses</b>                                 | <b>\$ 839,180</b>            | <b>\$ 883,844</b>             | <b>\$44,663</b>                 |
| <b>Net Increase (Decrease) in Cash</b>                | <b>\$ 32,542</b>             | <b>\$ 41,224</b>              |                                 |



Financial Position

| For the Month Ended: | 7/31/2018 | 6/30/2018 | 5/31/2018 | 4/30/2018 | 3/31/2018 | 2/28/2018 | 1/31/2018 | 12/31/2017 |
|----------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| General Fund Balance | 276,281   | 243,706   | 267,267   | 285,845   | 304,063   | 246,164   | 255,633   | 231,689    |
| Accounts Receivable  | 88,812    | 93,493    | 61,655    | 74,411    | 52,494    | 109,939   | 108,823   | 43,149     |
| Accounts Payable     | (8,775)   | (10,110)  | (9,260)   | (29,211)  | (29,850)  | (32,498)  | (49,201)  | (6,705)    |
| Net Working Capital  | 356,318   | 327,089   | 319,662   | 331,045   | 326,707   | 323,605   | 315,255   | 268,133    |

# **REVOLVING LOAN FUND TRANSITION INFORMATION FOR AUGUST 15, 2018 SCOG BOARD OF DIRECTORS MEETING**

## **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) RLF'S**

Skagit County is the recipient of the CDBG funded Micro Enterprise and Business Lending RLF's. Skagit County contracted with SCOG to administer the CDBG RLF's.

Skagit County has received approval from the Department of Commerce for a Program Income Reuse Plan for the CDBG RLF funds. The funds will be used to fund housing rehabilitation projects for low-income homeowner's, in partnership with the Opportunity Council.

The next steps are as follows:

- Skagit County to establish a subrecipient agreement with Opportunity Council.
- Skagit County to establish a county dedicated revolving loan fund.
- SCOG to transfer the CDBG funds to the county dedicated revolving loan fund.
- SCOG to assign its interest in loans listed for collection with Debt Recovery Specialists to Skagit County.
- Terminate contract for SCOG to administer the CDBG RLF's.

The total cash balance in the CDBG RLF loan funds is \$331,032

- Micro Enterprise Fund                      \$ 67,285
- Business Lending Fund                      \$ 263,747

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

|  | <b>Actual<br/>Jan - June<br/>2018</b> | <b>Annual<br/>Budget 2018</b> | <b>\$ Over<br/>(Under)<br/>Budget</b> | <b>% of Budget</b> |
|--|---------------------------------------|-------------------------------|---------------------------------------|--------------------|
| <b>Revenues</b>                        |                                       |                               |                                       |                    |
| 333 · Federal Grants                   | 222,257                               | 643,832                       | (421,575)                             | 35%                |
| 334 · State Grants                     | 26,279                                | 69,556                        | (43,277)                              | 38%                |
| 337 · Local                            | 12,091                                | 26,000                        | (13,909)                              | 47%                |
| 338.2 · Dues & Other Local             | 132,334                               | 132,334                       | 0                                     | 100%               |
| 399 · Reimbursable Expenses            | 0                                     | 0                             | 0                                     | 0%                 |
| 361.11 · Investment Interest           | 3,710                                 | 0                             | 3,710                                 | 100%               |
| 361.4 · RLF Loan Interest              | 3,143                                 | 0                             | 3,143                                 | 100%               |
| 367 · Contributions&Donations Private  | 6,250                                 | 0                             | 6,250                                 | 100%               |
| 369 · Non-Governmental & Misc. Income  | 51                                    | 0                             | 51                                    | 100%               |
| <b>Total Revenues</b>                  | <b>406,115</b>                        | <b>871,722</b>                | <b>(465,607)</b>                      | <b>47%</b>         |
| <b>Expense</b>                         |                                       |                               |                                       |                    |
| 505 · Advertising / Legal Notices      | 766                                   | 6,500                         | (5,734)                               | 12%                |
| 510 · Conferences & Training           | 1,918                                 | 10,750                        | (8,832)                               | 18%                |
| 515 · Computer & Software Expenses     | 23,556                                | 36,450                        | (12,894)                              | 65%                |
| 520 · Dues and Subscriptions           | 910                                   | 2,960                         | (2,050)                               | 31%                |
| 525 · Equipment & Furniture Purchases  | 5,582                                 | 7,500                         | (1,918)                               | 74%                |
| 530 · Equipment Lease                  | 1,557                                 | 3,200                         | (1,643)                               | 49%                |
| 532 · Fees                             | 976                                   | 1,025                         | (49)                                  | 95%                |
| 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                          | 86                                    | 250                           | (164)                                 | 34%                |
| 555 · Payroll Salaries and Wages       | 157,998                               | 339,411                       | (181,413)                             | 47%                |
| 556 · Payroll Taxes & Benefits         | 73,526                                | 164,084                       | (90,558)                              | 45%                |
| 557 · Printing                         | 492                                   | 3,000                         | (2,508)                               | 16%                |
| 560 · Professional Services            | 23,026                                | 110,500                       | (87,474)                              | 21%                |
| 565 · Rent Expense                     | 20,796                                | 38,400                        | (17,604)                              | 54%                |
| 570 · Repairs and Maintenance          | 0                                     | 500                           | (500)                                 | 0%                 |
| 575 · Supplies                         | 3,811                                 | 4,100                         | (289)                                 | 93%                |
| 580 · Travel                           | 1,541                                 | 10,000                        | (8,459)                               | 15%                |
| 585 · Utilities                        | 1,619                                 | 9,000                         | (7,381)                               | 18%                |
| <b>Total Expense</b>                   | <b>324,438</b>                        | <b>834,180</b>                | <b>(509,742)</b>                      | <b>39%</b>         |
| <b>Net Increase (Decrease) in Cash</b> | <b>81,677</b>                         | <b>37,542</b>                 | <b>44,135</b>                         | <b>218%</b>        |

WASHINGTON INTERGOVERNMENTAL REVIEW PROCESS  
UNIFORM NOTIFICATION FORM  
(WIRP)

|  |   |
|--|---|
| 2. APPLICANT:<br>Northwest Agriculture Business Center | 1. PROJECT IDENTIFICATION NUMBER:         |
|  | 3. PROPOSED DATE OF SUBMITTAL:<br>7-30-18 |

4. PROJECT TITLE:  
Building Economic & Employment Opportunities for Pacific NW Latino Communities Through Co-op & Business Development

| 5. CONTACT PERSON:   | 6. FUNDING:   |            |        |         |         |           |            |       |       |       |       |       |       |       |       |       |       |           |       |
|--|---|------------|--------|---------|---------|-----------|------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-----------|-------|
| Name: David Bauermeister<br>Phone: (360) 336-3727<br>Address: P.O.Box 2924<br>Mount Vernon, WA 98273 | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%;">AMOUNT</th> <th style="width: 20%;">SOURCE*</th> </tr> </thead> <tbody> <tr> <td>Federal</td> <td>\$ 61,406</td> <td>USDA -SDGG</td> </tr> <tr> <td>State</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Local</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Other</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>TOTAL</td> <td>\$ 61,406</td> <td>_____</td> </tr> </tbody> </table> |            | AMOUNT | SOURCE* | Federal | \$ 61,406 | USDA -SDGG | State | _____ | _____ | Local | _____ | _____ | Other | _____ | _____ | TOTAL | \$ 61,406 | _____ |
|  | AMOUNT  | SOURCE*    |        |         |         |           |            |       |       |       |       |       |       |       |       |       |       |           |       |
| Federal  | \$ 61,406   | USDA -SDGG |        |         |         |           |            |       |       |       |       |       |       |       |       |       |       |           |       |
| State  | _____   | _____      |        |         |         |           |            |       |       |       |       |       |       |       |       |       |       |           |       |
| Local  | _____   | _____      |        |         |         |           |            |       |       |       |       |       |       |       |       |       |       |           |       |
| Other  | _____   | _____      |        |         |         |           |            |       |       |       |       |       |       |       |       |       |       |           |       |
| TOTAL  | \$ 61,406   | _____      |        |         |         |           |            |       |       |       |       |       |       |       |       |       |       |           |       |

7. DESCRIPTION

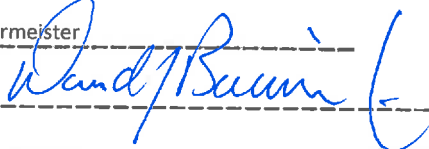
NABC will implement a work plan that will utilize A \$275,000 budget, NABC staff, and contractors, to continue its operation as a cooperative development center in order to deliver services to new clients and cooperative projects, as well as new services to current clients and projects.

8. GEOGRAPHICAL AREA AFFECTED: (City, County, State, etc.)  
Island, San Juan, Skagit, Snohomish, King, Whatcom Counties

|   |                            |
|---|----------------------------|
| 9. DURATION OF PROJECT:<br>October 1, 2018 - September 30, 2019 | 10. DATE COMMENTS ARE DUE: |
|---|----------------------------|

11. CERTIFYING OFFICIAL:

Name: David Bauermeister

Signature: 

Title: Executive Director      Date: 7-30-18

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

WASHINGTON INTERGOVERNMENTAL REVIEW PROCESS  
UNIFORM NOTIFICATION FORM  
(WIRP)

1. PROJECT IDENTIFICATION NUMBER:  
2. APPLICANT: Northwest Agriculture Business Center  
3. PROPOSED DATE OF SUBMITTAL: 7-30-18

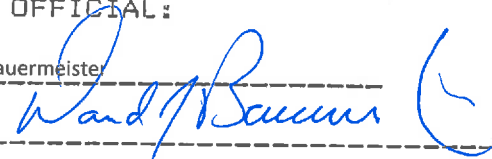
4. PROJECT TITLE: Rural Cooperative Development for Northwest Washington

| 5. CONTACT PERSON:       | 6. FUNDING: | AMOUNT     | SOURCE*    |
|--------------------------|-------------|------------|------------|
| Name: David Bauermeister | Federal     | \$ 200,000 | USDA -RCDG |
| Phone: (360) 336-3727    | State       |            |            |
| Address: P.O.Box 2924    | Local       |            |            |
| Mount Vernon, WA 98273   | Other       | 75,000     | MATCH      |
|                          | TOTAL       | \$ 275,000 |            |

7. DESCRIPTION  
NABC will implement a work plan that will utilize a \$275,000 budget, NABC staff, and contractors, to continue its operation as a cooperative development center in order to deliver services to new clients and cooperative projects, as well as new services to current clients and projects.

8. GEOGRAPHICAL AREA AFFECTED: (City, County, State, etc.)  
Island, San Juan, Skagit, Snohomish, King, Whatcom Counties

9. DURATION OF PROJECT: October 1, 2018 - December 31, 2019  
10. DATE COMMENTS ARE DUE: 1

11. CERTIFYING OFFICIAL:  
Name: David Bauermeister  
Signature:   
Title: Executive Director Date: 7-30-18

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