

SKAGIT COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING MINUTES

Wednesday, July 15th, 2015
Port of Anacortes Commission Room
Anacortes, WA

MEMBERS PRESENT

Mayor Steve Sexton, City of Burlington, Chair; Commissioner Lisa Janicki, Skagit County, Vice-Chair; Mayor Mike Anderson, City of Sedro-Woolley; Mayor Jill Boudreau, City of Mount Vernon; Commissioner Jim Cook, Skagit Public Utility District; Mayor Joan Cromley, Town of Hamilton; Mayor Laurie Gere, City of Anacortes; Commissioner Lisa Janicki, Skagit County; Commissioner Ray Niver, Port of Anacortes; Sheriff Will Reichardt, Skagit County; Commissioner Ron Wesen, Skagit County.

STAFF PRESENT

Kevin Murphy, Executive Director; Pam Carlson, Finance Manager; Mark Hamilton, Transportation Planner; Gabe Philips, Transportation Planner; Summer Naranjo, Intern.

MEMBERS OF PUBLIC PRESENT

There were two individuals in attendance.

MINUTES

1. Mayor Sexton called the meeting to order at 2:51 PM.

Roll Call: Roll was taken with a quorum present.

2. Public Comments: There were no public comments.
3. SCOG Chair Report: There were no items to report.
4. Executive Director's Report: Kevin Murphy said he could give annual presentations regarding SCOG to member organizations. Members are encouraged to contact Kevin if they are interested in receiving a presentation.
5. Consent Agenda:

- a. Approval of the June 17th, 2015 SCOG Board of Directors (BOD) meeting minutes
- b. Approval of Accounts Payable Vouchers and Payroll Certification: AP voucher batch #110390, #110469 and #110556 totaling \$18,421.56 and payroll certification for June 2015 totaling \$29,543.04.

Mayor Boudreau moved to approve the July 15th, 2015 consent agenda. The motion was seconded by Commissioner Wesen. The motion carried unanimously.

6. Action Items:
 - a. Resolution 2015-03 to Approve Revised 2015 Salary Schedule: Pam Carlson introduced Kara Turner from Turner HR Services, Inc. Kara was present to answer any questions the BOD may have regarding the salary study and her proposed changes to the salary schedule. Pam proposed approval of the proposed salary schedule. The fiscal impacts to the proposed changes are approximately \$71 dollars per month, beginning August 1st, 2015.

Commissioner Cook moved to approve the salary schedule revision. The motion was seconded by Mayor Cromley. Commissioner Niver asked Pam to provide more information about the proposed changes. Pam explained Kara compiled compensation data from metropolitan planning organizations (MPOs) around the state and found one of SCOG's positions to be low relative to other MPOs. Pam also said the proposed salary schedule consolidates and renames some of the positions. Commissioner Niver asked if the proposed changes to the salary schedule are reasonable numbers. Mayor Sexton stated the salary survey is in line with the current rates and the adjustment is minor. Mayor Anderson stated he would vote no because he is unable to give his own staff raises in Sedro-Woolley.

Mayor Sexton called for a vote on the motion. The motion carried, nine votes to one, with Mayor Anderson opposed.

7. Discussion Items:

- a. Revolving Fund Loan Program: Jacob Macias from the Economic Development Administration (EDA) replied to the question from last month about interest rates. He emailed that the interest rates can currently be as low as three percent.

The RLF committee met yesterday to discuss options for the RLF. SCOG has the following options: Continue RLF marketing and outreach activities, turn the program over to another RLF operator, or do nothing and see what happens. Mayor Gere believes marketing the program seems to be the biggest challenge.

The RLF Committee recommended that the BOD support the RLF program for one more year to see whether new loan applications are forthcoming as a result of marketing and outreach efforts. There is approximately \$733,000 available to loan as of June 30, 2015. Mayor Gere said that the RLF Committee did not want to give up on the program without making further efforts to market it. Commissioner Janicki suggested that the rules be modified to place a cap on the amount that can be loaned. Mayor Sexton said the lending guidelines have been revised and are much better today than they were in the past. As long as the loans are administered properly, they are a help to the community and should be continued. Mayor Cromley said if the RLF was to disappear, smaller communities would no longer be able to borrow from the Public Works RLF. Mayor Gere said the RLF Committee will continue to report to the BOD each month. Commissioner Cook said he would like to see the RLF program become profitable within the next year.

- b. 2016 Dues: Kevin Murphy described the process used to set initial dues in August for the upcoming 2016 budget. The proposed structure is the same as last year. Changes in member dues are due to the updated Washington State Office of Financial Management population numbers. Population and retail sales tax are the two variables used the dues calculation. Kevin stated the retail sales tax has not been updated by the Washington State Department of Revenue. It is anticipated by staff that the BOD will take action on setting the initial dues for 2016 at next month's meeting. Commissioner Wesen asked if the updated retail sales tax will impact the dues. Kevin stated it would change the distribution of the dues among the members but would not change the total dues.
- c. Council Round Table and Open Topic Discussion: Mayor Boudreau is concerned about the Emergency Management Council (EMC) board members' work plan with the Department of Emergency Management (DEM) and the structure they are operating under. She asked if it was possible to have a workshop about the structure and work plan as well as getting monthly budget reports and fiscal information.

8. Executive Session: the BOD entered Executive Session at 3:25 p.m. with the purpose of reviewing the performance of a public employee. The Executive Session ended at 3:45 p.m. No action occurred after the Executive Session ended.

9. Next Meeting: The next SCOG Board of Directors meeting will be Wednesday, August 19th, 2015 at the Port of Anacortes Commission Room, in Anacortes, Washington, at 2:30 p.m. following the Transportation Policy

Board meeting. (Note: the August 19th meeting had been scheduled at the Burlington City Council Chambers, but was moved to the Port of Anacortes Commission Room due to a scheduling conflict.)

The meeting adjourned at 3:47 PM.



Kevin Murphy, Executive Director
Skagit Council of Governments

8-19-2015

Dated: _____

Approved,



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

8-19-2015

Dated: _____