



SKAGIT COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING

Wednesday, March 15th, 2017

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 the [February 15th, 2017 SCOG Board of Directors meeting minutes](#)
 - b. Approval of [Accounts Payable Vouchers](#) and Payroll Certification
AP voucher batch #118106 and #118149 in an amount totaling \$37,821.55; and payroll certification for February 2017 in the amount of \$33,333.10.
6. **Action Item**
 - a. [Audit Entrance Conference](#) – Pam Carlson, SCOG
7. **Council Roundtable and Open Topic Discussion**
8. **Next Meeting:** Wednesday, April 19th, 2017, 2:00 PM, *Skagit Station*
9. **Adjourned**

Information:

[SCOG Financial Update](#)

[Revolving Loan Fund Committee Meeting Information](#)

[Revolving Loan Fund Record of Payments](#)

[Printer-friendly version of meeting materials](#)



TRANSPORTATION POLICY BOARD OFFICERS

Mayor Ramon Hayes.....Chair

Mayor Jason Miller Vice-Chair

BOARD OF DIRECTORS BOARD 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 Tribal Community 1

SKAGIT COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING MINUTES

Wednesday, February 15th, 2017
Burlington City Council Chambers
Burlington, Washington

MEMBERS PRESENT

Mayor Ramon Hayes, Town of La Conner, Chair; Mayor Jason Miller, Town of Concrete, Vice-Chair; Mayor Joan Cromley, Town of Hamilton; Treasurer Katie Jungquist, Skagit County; Commissioner Steve Omdal, Port of Skagit; Councilwoman Erica Pickett, City of Anacortes; Commissioner John Pope, 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.

OTHERS PRESENT

Andrew Miller, Economic Development Alliance of Skagit County.

MEMBERS OF PUBLIC PRESENT

There were two members of the public in attendance.

MINUTES

1. Call to Order: Mayor Hayes called the meeting to order at 2:08 PM.

Roll Call: Roll was taken with a quorum present.

2. Public Comment: There were no comments from the public.
3. Chair's Report: Mayor Hayes had no items to report.
4. Executive Director's Report: Kevin Murphy reported that SCOG's annual audit will begin on April 3rd, 2017.
5. Consent Agenda:
 - a. Approval of the January 18th, 2017 SCOG Board of Directors meeting minutes.
 - b. Approval of Accounts Payable voucher batch #117629, #117630, and #117847 in an amount totaling \$41,092.98; and payroll certification for January 2017 in the amount of \$16,666.55.

Mayor Cromley moved to approve the February 15th, 2017 consent agenda. Commissioner Omdal seconded the motion. The motion carried unanimously.

6. Discussion Item
 - a. Presentation on Revolving Loan Fund Marketing Services: Andrew Miller reported on the analysis and marketing efforts the Economic Development Alliance of Skagit County (EDASC) has made regarding SCOG's Revolving Loan Fund. After talking with bankers and prospective borrowers in Skagit County, EDASC has determined that there would be negligible impacts if the Revolving Loan Fund was discontinued. The maximum loan amount of \$80,000 is nearly inconsequential to meet businesses' financing needs and the associated federal requirements make using the funds prohibitive.

Mayor Hayes asked if there were any opportunities to ease the federal constraints to the funds. Mr. Murphy responded that despite the initial federal grant funds being turned over four or five times, the United States Economic Development Administration would still consider them federal funds with the same federal requirements.

Commissioner Omdal said that the Revolving Loan Fund should be used for businesses that have viable business models, not businesses that are likely to fail. Mayor Hayes noted the recent improvement in marketing efforts for the Revolving Loan Fund and said that this issue will be readdressed at a future meeting.

- 7. Council Roundtable and Open Topic Discussion: Commissioner Pope commended the cities of Anacortes and Sedro-Woolley for receiving grants from the Washington State Transportation Improvement Board.
- 8. Next Meeting: The next SCOG Board of Directors meeting will be Wednesday, March 15th, 2017 at the Burlington City Council Chambers at 2:00 PM following the Transportation Policy Board meeting.
- 9. Adjourned: The meeting adjourned at 2:38 PM.

Information Items: The Board of Directors was provided with a Financial Update, an Actual vs. 2016 Budget Report, Revolving Loan Fund Committee meeting information, Revolving Loan Fund record of payments, and an Intergovernmental Review Form for the Northwest Agriculture Business Center.

Kevin Murphy, Executive Director
Skagit Council of Governments

Dated: _____

Approved,

Mayor Ramon Hayes, Town of La Conner
Board of Directors Chair
Skagit Council of Governments

Dated: _____

SKAGIT COUNCIL OF GOVERNMENTS

BATCH NUMBER: 118106

MARCH 2017

BATCH TOTAL: \$8,917.90

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2017026	Employee Healthcare Benefits Association of WA Cities	03-2017	02/28/17	501 2400	\$8,917.90

BATCH NUMBER: 118149

MARCH 2017

BATCH TOTAL: \$28,903.65

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2017027	Training US Bank Visa	172080008	02/08/17	501 4910	\$789.00
2017028	Training US Bank Visa	172050007	02/08/17	501 4910	\$789.00
2017029	Postage US Bank Visa		02/10/17	501 4910	\$3.84
2017030	Training US Bank Visa	1946785	02/14/17	501 4910	\$125.00
2017031	Travel US Bank Visa	1245/D2RG	02/24/17	501 4910	\$694.72
2017032	Parking US Bank Visa		02/27/17	501 4910	\$11.00
2017033	Parking US Bank Visa		02/28/17	501 4910	\$14.00
2017034	Training US Bank Visa	1946859	02/28/17	501 4910	\$125.00
2017035	Finance Charge US Bank Visa		03/06/17	501 4910	\$2.00
2017036	Professional Services ECONorthwest	18085	01/31/17	501 4910	\$5,891.00
2017037	Professional Services Skagit County Public Works	20170101	02/09/17	501 4910	\$4,126.04
2017038	Rent Skagit Valley College	23703	02/15/17	501 4910	\$1,595.70
2017039	Professional Services EDASC	RLF/136-17	02/16/17	501 4910	\$5,000.00
2017040	Public Notices Skagit Publishing	1583018	02/17/17	501 4910	\$145.08
2017041	Copier Rent & Printing Ricoh USA, Inc.	98374040	02/23/17	501 4910	\$294.73
2017042	Professional Services Dimensional Technology Services	32406	02/24/17	501 4910	\$2,421.56
2017043	Supplies Baron Telecommunications	74072	02/28/17	501 4910	\$226.19
2017044	Expense Reimbursement Kevin Murphy		02/28/17	501 4910	\$54.84
2017045	Expense Reimbursement Gabe Philips		02/28/17	501 4910	\$12.41
2017046	Expense Reimbursement Pam Carlson		02/28/17	501 4910	\$347.22
2017047	Professional Services Parametrix, Inc.	11-62006	03/02/17	501 4910	\$6,177.49
2017048	Supplies Crystal Springs	030517	03/05/17	501 4910	\$57.83

ACTION ITEM 6.A. – AUDIT ENTRANCE CONFERENCE

Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Board of Directors	March 15, 2017	Action	Pam Carlson	360-416-7875

DISCUSSION

The State Auditor's Office is scheduled to begin field work on April 10, 2017 for the audit of SCOG's 2016 financial statements and single audit, and the 2015-2016 accountability audit. The Board of Directors has the option to request an audit entrance conference to discuss any concerns they may have, directly with the Auditors. The audit entrance conference is conducted at the Board's discretion.

In the event the State Auditors have concerns they believe need to be brought to the attention of the Board of Directors at the onset of the audit, the Auditors will contact Board Members directly. Staff is not aware of any such concerns at this time.



Financial Position

For the Month Ended: 02/28/17 01/31/17 12/31/16 12/31/15

General Fund Balance	313,234	258,192	198,615	195,500
Accounts Receivable	53,276	129,360	42,554	42,906
Accounts Payable	(29,473)	(24,063)	(21,259)	(14,866)
Net Working Capital	<u>337,037</u>	<u>363,489</u>	<u>219,910</u>	<u>223,540</u>

SKAGIT COUNCIL OF GOVERNMENTS: RLF LOAN COMMITTEE

RLF INFORMATION FOR: MARCH 14, 2017

ACTION ITEMS

- a. Approval of January 10, 2017 Minutes

DISCUSSION ITEMS

- a. RLF Administration
 - i. Loan #106-6450; A. Breon Williams; borrowed \$45,000 11/28/2005. Borrower's bankruptcy case was dismissed by the court 11/10/2016 and collection activities have resumed. The total amount due is \$54,974 as of 11/10/2016. No response or payment has been received to date.
- b. RLF Strategy/Marketing
 - i. EDASC staff will attend the Loan Committee meeting to report on the results of marketing services EDASC was contracted to perform between September & December 2016.

INFORMATION ITEMS

- a. RLF Record of Payments: spreadsheet attached
- b. Amount Available to Loan: 02/28/2017; \$871,243
 - i. Business Development Fund \$ 350k (\$147k sequestered)
 - ii. Micro Enterprise Fund \$ 65k
 - iii. Public Works Fund \$ 202k (\$185k sequestered)
 - iv. Business Lending Fund \$ 252k
- c. RLF Loan Principal Balances: 02/28/2017; \$333,105
 - i. Business Development \$ 137
 - ii. Micro Enterprise \$ 11k
 - iii. Public Works \$ 0k
 - iv. Business Lending \$ 185k
- d. RLF Revenue and Cash Transfers; Jan-Dec 2016:
 - i. RLF Revenue: \$34,121
 - ii. Direct Expenses: \$10,328
 - iii. Transfers to General Fund for administrative costs: \$6,294
 - iv. Unrecovered RLF direct administrative costs: \$4,034
- e. New Loan Inquiries:
 - i. No new loan inquiries have been received this month.

NEXT MEETING: TUESDAY; April 11, 2017 1:30-2:30pm

RLF COMMITTEE:

Mayor Ramon Hayes, Town of LaConner; Commissioner Ken Dahlstedt, Skagit County; Mary Anstensen, VP Construction Unlimited, Inc.; Liz Crenna, Loan Review Officer Heritage Bank and Mayor Keith Wagoner, City of Sedro-Woolley.

SKAGIT COUNCIL OF GOVERNMENTS
RLF LOANS: RECORD OF PAYMENTS RECEIVED

Name	Pymt Amount & Due Date	Loan Amt & Date	apprx Balance	Date & \$ Jan-17	Date & \$ Feb-17	Date & \$ Mar-17	Date & \$ Apr-17	Date & \$ May-17	Date & \$ Jun-17	Date & \$ Jul-17	Date & \$ Aug-17	Date & \$ Sep-17	Date & \$ Oct-17	Date & \$ Nov-17	Date & \$ Dec-17
Avenue Catering Robert & Barbara Atterberry	1,045.00 10th	\$90,000 2/29/2008	95,106						LISTED FOR COLLECTION						
Construction Solutions Wm & Pat Swartz	223 15th	\$15,000 6/13/2003	20,857						LISTED FOR COLLECTION						
Faralan, Lou M Kalahi Martial Arts	788.00 1st	\$38,000	49,865	280.00 1/13/2017	560.00 2/10/2017				LISTED FOR COLLECTION						
Rodriguez, Gonzalo	151.00 30th	\$9,500 4/30/2007	6,001						LISTED FOR COLLECTION						
Wormell, James A San Juan Toffee Co	201.00 28th	\$11,000 7/28/2009	13,581						LISTED FOR COLLECTION						
Tello's Gardening	250.00 15th	\$25,000 9/29/2004	377	100.00 1/17/2017	50.00 2/24/2017										
Williams, A. Breon	417.00 5th	\$45,000 11/28/2005	57,033								Bankruptcy case dismissed 11/10/2016, collection actions resumed.				