



## SKAGIT COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING

Wednesday, September 20, 2017

Anticipated start time is 2:00 p.m. following the Transportation Policy Board meeting

[Lyman Old Town Hall](#)

8334 S Main Street, Lyman, WA 98263

### 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. Approve [SCOG Board of Directors Meeting Minutes – August 16, 2017](#)
  - b. Approve [Accounts Payable Vouchers](#) and Payroll Certification  
AP voucher batch #120173 and #120399 in an amount totaling \$28,248.75; and payroll certification for August 2017 in the amount of \$36,018.44.
6. **Action Items**
  - a. Approve [2017 Budget Amendment](#) – *Kevin Murphy, SCOG*
  - b. Authorize [Executive Director to Contract for Network Cabling and Equipment](#) – *Kevin Murphy, SCOG*
7. **Roundtable and Open Topic Discussion**
8. **Next Meeting:** Wednesday, October 18, 2017, 2:00 PM, [Burlington City Council Chambers](#)
9. **Adjourned**

### Information:

[SCOG Financial Update](#)

[Revolving Loan Fund Transition Information](#)

[Letter Announcing Sale of 204 W Montgomery Street Building](#)

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



### BOARD OF DIRECTORS OFFICERS

Mayor Ramon Hayes.....Chair

Mayor Jason Miller ..... 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 Tribal Community ..... 1

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/>.

## SKAGIT COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING MINUTES

Wednesday, August 16<sup>th</sup>, 2017  
Burlington City Council Chambers  
Burlington, Washington

### MEMBERS PRESENT

Mayor Ramon Hayes, Town of La Conner, Chair; Mayor Jill Boudreau, City of Mount Vernon; Mayor Joan Cromley, Town of Hamilton; Commissioner Ken Dahlstedt, Skagit County; Mayor Laurie Gere, City of Anacortes; Treasurer Katie Jungquist, Skagit County; Commissioner John Pope, Port of Anacortes; Mayor Steve Sexton, City of Burlington; Mayor Keith Wagoner, City of Sedro-Woolley; Commissioner Ron Wesen, Skagit County.

### STAFF PRESENT

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

### MEMBERS OF PUBLIC PRESENT

There were 18 members of the public in attendance.

### MINUTES

1. Call to Order: Mayor Hayes called the meeting to order at 2:11 PM.

Roll Call: Roll was taken with a quorum present.

2. Public Comment: There were no public comments.
3. Chair's Report: Mayor Hayes had nothing to report.
4. Executive Director's Report: Kevin Murphy reported that he has been talking with the Economic Development Alliance of Skagit County (EDASC) about hosting a conference on housing and affordability issues with local business leaders in September. Mr. Murphy said he will provide more information about the conference at a later date.
5. Consent Agenda:
  - a. Approval of the July 19<sup>th</sup>, 2017 SCOG Board of Directors meeting minutes
  - b. Approval of Accounts Payable Vouchers and Payroll Certification

AP voucher batch #119760 and #119995 in an amount totaling \$16,823.50; and payroll certification for July 2017 in the amount of \$35,590.48.

Mayor Boudreau moved to approve the consent agenda. Mayor Gere seconded the motion. The motion carried unanimously.

6. Action Item
  - a. 2018 Dues: Kevin Murphy reported that he presented the draft 2018 SCOG dues at last month's meeting for adoption this month, ahead of local jurisdictions' budget processes. Mr. Murphy said the dues formula has changed to include a small annual percentage increase instead of a large increase every few years. Also, the Port of Skagit and the Port of Anacortes requested to adjust their dues so they each pay the same amount.

Commissioner Pope explained that previous dues formula favored the Port of Anacortes, because of its relatively smaller tax district and greater port revenue. Splitting the dues burden evenly – with a greater share going to the Port of Anacortes than previously – is understood to be beneficial for both ports. Mayor Sexton said he annually expresses concern about the dues formula, and wonders how SCOG dues are related to sales tax revenue.

Mayor Boudreau moved to approve the 2018 dues. Mayor Gere seconded the motion. The motion carried, nine votes to one, with Mayor Sexton opposed.

- b. SCOG Office Space Lease: Mr. Murphy announced, following the Board's approval last month, negotiations for office space at the National Electrical Contractors Association (NECA) building in Mount Vernon have taken place. Mr. Murphy reported that attorneys for both SCOG and NECA have reviewed the lease terms as they have been written. Mr. Murphy highlighted the major conditions included in the lease: a \$3,200/month rate for ten years with no cost increases; the possibility to extend the lease for five to 10 years after that date; mutually agreed upon building finishes; and four staff parking spaces. Mr. Murphy requested authorization to sign the lease from the Board of Directors, with a move-in date expected two to three months from now.

Commissioner Wesen asked Mr. Murphy to explain how the location of the new building was chosen. Mr. Murphy said that SCOG primarily considered Burlington and Mount Vernon because they are centrally located for the public and near Interstate 5. Several examples of other comparable spaces in these cities were provided. Mr. Murphy mentioned looking at larger spaces with EDASC before finding an appropriately sized space for SCOG in Mount Vernon. Mayor Hayes thanked staff for their work on this subject.

Mayor Boudreau made a motion to adopt Resolution 2017-09 to Authorize the Executive Director to enter into an office lease with NECA. Mayor Wagoner seconded the motion. The motion carried unanimously.

## 7. Possible Action/Discussion Items

- a. Resolution 2017-06: Pam Carlson said the decision to terminate the Revolving Loan Fund (RLF) program was made at the Board meeting in May, and staff was asked to research options for dissolving the program. Ms. Carlson said she has been in discussion with the United States Economic Development Administration who encouraged the transfer of the Business Development and Public Works RLF Programs to the National Development Council (NDC). At their meeting last week, the RLF Committee and SCOG staff discussed the possibility of transferring programs with NDC representatives and, following that meeting, the Committee recommended the transfer of the RLF programs to the NDC.

Commissioner Wesen asked if the RLF transfer includes Skagit County Community Development Block Grant (CDBG) loan funds. Ms. Carlson responded by stating, no, Skagit County may repurpose those funds for other eligible CDBG programs with approval from the Department of Commerce. Ms. Carlson also noted that staff can help with the transition once Skagit County makes their decision.

Mayor Gere moved to approve of Resolution 2017-06 to Approve Transfer of Business Development and Public Works Revolving Loan Funds. Mayor Boudreau seconded the motion. The motion carried unanimously. Mayor Boudreau thanked Pam Carlson for her work.

## 8. Discussion Items

- a. 2018 Initial Budget: Kevin Murphy reported that the 2018 Initial Budget was brought before the Board at the August meeting, and since then, the budget has been updated with costs associated with SCOG's upcoming relocation. Mr. Murphy added that Board members might notice new budget items, such as information technology cable and setup, in the initial draft budget. Mr. Murphy commented

that the information technology services have been put on hold because of the office space transition. Commissioner Wagoner thanked Mr. Murphy for providing information about the future budget.

- b. Skagit County Housing Inventory and Transportation Analysis, Draft Report and Action Plan: Morgan Shook, a consultant from ECONorthwest, presented the initial Skagit County Housing Inventory and Action Plan draft report. Mr. Shook broadly described the report as a data-driven attempt to understand housing production and affordability both locally and regionally. In his presentation, Mr. Shook discussed Skagit County housing trends and the five strategies the county can pursue to help solve its problems with supply and affordability. Some of the most problematic housing trends in Skagit County identified by Mr. Shook include: a limited housing stock composed of mainly single family homes; slow production of new units; high construction costs; less available land for development; rising demand for inexpensive units; and an aging and diversifying population who have different housing needs. To combat these problems, Mr. Shook recommended the following five strategies:
  1. Facilitate development of market rate and subsidized affordable housing;
  2. Build local organizational capacity to develop subsidized affordable housing;
  3. Address funding needs to support subsidized affordable rental housing development and operation;
  4. Support housing rehabilitation and preservation; and
  5. Continue to support affordable homeownership development.

Mr. Shook's presentation was followed by many questions from the Board of Directors and audience members. Mayor Boudreau asked about the federal barriers to building units locally and wondered if there was data available about the number of federal housing vouchers available locally. Mr. Shook responded that local jurisdictions have to deal with dysfunction in federal housing policy, but local governments are also the most able to step in and leverage production. He also acknowledged vouchers were a missing part of the housing discussion. Mayor Wagoner asked that yearly housing unit data be included in the report. Commissioner Wesen asked Mr. Shook how much worse the housing situation will be in the next five to 10 years, and Mr. Shook responded that there is no no-action strategy. Mr. Shook stated the current housing situation is not working for industry or Skagit County residents needing housing, and local governments need to ask and address the questions that will get more housing built.

- 9. Council Roundtable and Open Topic Discussion: No items were discussed.
- 10. Next Meeting: The next SCOG Board of Directors meeting will be Wednesday, September 20<sup>th</sup>, 2017, at 2:00 PM in the Lyman Old Town Hall following the Transportation Policy Board meeting.
- 11. Adjourned: The meeting adjourned at 3:08 PM.

Information Items: The Board of Directors was provided with a financial update, a second quarter budget versus actual update, Revolving Loan Fund Committee meeting information, a Revolving Loan Fund record of payments, and a Washington Intergovernmental Review Program form completed by 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: 120173**

**AUGUST 2017**

**BATCH TOTAL: \$8,920.79**

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2017143	Employee Healthcare Benefits Association of WA Cities	09-2017	08/22/17	501 2400	\$8,920.79

**BATCH NUMBER: 120399**

**SEPTEMBER 2017**

**BATCH TOTAL: \$19,327.96**

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2017144	Computer Equipment US Bank Visa	58780104	08/08/17	501 4910	\$1,419.62
2017145	Computer Equipment US Bank Visa	5001764-193018	08/17/17	501 4910	\$228.00
2017146	Supplies US Bank Visa	16418748	08/18/17	501 4910	\$22.23
2017147	Postage US Bank Visa		08/22/17	501 4910	\$49.00
2017148	Travel US Bank Visa	191282	08/22/17	501 4910	\$102.92
2017149	Travel US Bank Visa		08/23/17	501 4910	\$10.00
2017150	Supplies US Bank Visa		08/31/17	501 4910	\$2.71
2017151	Training US Bank Visa	1976904-104189857	08/31/17	501 4910	\$110.00
2017152	Supplies US Bank Visa		08/31/17	501 4910	\$14.09
2017153	Pass Through Funding Whatcom COG	2017-0187	06/30/17	501 4910	\$2,437.18
2017154	Public Notice Skagit Publishing	1636260	08/06/17	501 4910	\$386.88
2017155	Professional Services Skagit County Public Works	20170701	08/09/17	501 4910	\$2,932.94
2017156	Rent & Phones Skagit Valley College	23820	08/09/17	501 4910	\$664.42
2017157	Professional Services Dimensional Technology Services	33552	08/15/17	501 4910	\$2,426.02
2017158	Supplies Crystal Springs	082017	08/20/17	501 4910	\$56.41
2017159	Copier Lease & Printing Ricoh USA, Inc.	99306694	08/25/17	501 4910	\$325.24
2017160	Expense Reimbursement Kevin Murphy		08/31/17	501 4910	\$370.39
2017161	Expense Reimbursement Mark Hamilton		08/31/17	501 4910	\$76.85
2017162	Expense Reimbursement Rose Howe		08/31/17	501 4910	\$41.20
2017163	Pass Through Funding Whatcom COG	2017-0210	08/31/17	501 4910	\$2,202.77
2017164	Professional Services Furlong & Butler	11380	09/01/17	501 4910	\$1,671.00
2017165	Fiber Pogo Zone	96950	09/01/17	501 4910	\$119.82
2017166	Supplies Collins Office Supply	0107034-001	09/05/17	501 4910	\$73.89
2017167	Professional Services Skagit County Public Works	20170801	09/07/17	501 4910	\$3,584.38

## ACTION ITEM 6.A. – APPROVE 2017 BUDGET AMENDMENT

### Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Board of Directors	09/20/2017	Action	<a href="#">Kevin Murphy</a>	360-416-7871

### RECOMMENDED ACTION

Staff recommends approval of the 2017 proposed budget amendment.

### FISCAL IMPACT

The fiscal impact of the 2017 proposed budget amendment is to move \$84,200 of costs associated with moving to a new location from the Draft 2018 Budget to an Amended 2017 Budget.

### DISCUSSION

The 2018 initial budget presented to the Board of Directors includes estimated costs associated with moving to a new location. Quotes have been received for some, but not all of the costs previously estimated. The total cost of moving has been refined based on quotes received and estimates have been adjusted as new information is received.

The new office space will be ready for SCOG to move in earlier than originally expected. SCOG expects to move to the new location by November 1, 2017 which is two months earlier than projected. As such, a budget amendment is needed to authorize shifting the anticipated costs from 2018 into 2017.

SCOG has been in discussions with Skagit County Information Services to provide IT support, including phones, and other services needed. The estimate to re-wire and update workstations at SCOG’s current location is approximately \$22,000. For a variety of reasons, the much needed IT upgrade had to be postponed and now will be completed at the new location rather than SCOG’s current location. The overall monthly cost for IT services will also increase approximately \$12,000 per year. The overall functionality and reliability of the network and communications systems is expected to be vastly improved by the upgrade and change in service provider.

Currently it is unclear when Skagit County Information Services will be able to take over SCOG’s IT and communication services. The proposed budget amendment includes contingencies for IT and communications systems for November and December 2017.

The 2017 Proposed Budget Amendment and additional 2017 expense details follow.



2017 - Proposed Budget Amendment			
	2017	2017	
	Adopted 11/16/2016	Proposed Amendment	Increase or Decrease
<b>REVENUE</b>			
Local Dues and Other	\$ 154,480	\$ 154,480	
State	69,731	69,731	
Federal	618,051	618,051	
RLF Interest & Fees (also Federal)	4,280	4,280	
<b>Total Revenue</b>	<b>\$ 846,542</b>	<b>\$ 846,542</b>	<b>\$ -</b>
<b>EXPENSES</b>			
Salaries	\$344,204	\$344,204	
Benefits	180,724	180,724	
<b>Total Salaries &amp; Benefits</b>	<b>\$ 525,065</b>	<b>\$ 525,065</b>	<b>\$ -</b>
<b>Other Expenses</b>			
Operating Expenses	69,815	127,315	
Pass Through Funding	10,000	10,000	
Professional Services	148,600	175,300	
<b>Total Other Expenses</b>	<b>\$ 228,415</b>	<b>\$ 312,615</b>	<b>\$ 84,200</b>
<b>Total Expenses</b>	<b>\$ 753,480</b>	<b>\$ 837,680</b>	<b>\$ 84,200</b>
<b>Net Increase (Decrease) in Cash</b>	<b>\$ 93,062</b>	<b>\$ 8,862</b>	<b>(84,200)</b>



<b>2017 Proposed Budget Amendment</b>	
Additional 2017 Expense Details	
Amounts shown are increases over 2017 Approved Budget	
<b>Computer &amp; Software</b>	
Workstation Builds; budget from Skagit County Information Services estimate	\$7,000
<b>Equipment &amp; Furniture</b>	
Office Furniture; estimate - quotes for furnishings are in process but have not yet been received	25,000
Network Build	6,500
Telephones	6,000
WiFi	1,500
Network Build, Telephones and WiFi; budget from Skagit County Information Services estimate	
	\$ 39,000
<b>Phones (&amp; Fiber)</b>	
Estimate; placeholder in the event Skagit County Information Systems is not able to provide service as of November 1st.	\$ 3,000
<b>Professional Services</b>	
IT cabling and set up; quote received	20,000
Professional Movers; quote received	2,000
Skagit County Information Services November & December; annual estimate for services prorated monthly, plus one time charges	4,700
	\$ 26,700
<b>Rent</b>	
November & December rent at new location	\$6,400
<b>Supplies</b>	
Additional supplies associated with moving	\$1,000
<b>Utilities &amp; Janitorial</b>	
Electricity/Garbage/Janitorial for November & December	\$ 1,100
<b>Total Proposed 2017 Budget Amendment</b>	<b>\$ 84,200</b>

## ACTION ITEM 6.B. – AUTHORIZE EXECUTIVE DIRECTOR TO CONTRACT FOR NETWORK CABLING AND EQUIPMENT

### Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Board of Directors	09/20/2017	Action	<a href="#">Kevin Murphy</a>	360-416-7871

### RECOMMENDED ACTION

Authorize the Executive Director to contract for services with Bates Integration for network cabling and equipment for the new office space at 315 S. Third Street, Suites 100 & 101, Mount Vernon, WA 98273 for a cost not to exceed \$17,000 based on the proposal received from Bates Integration.

### FISCAL IMPACT

The cost of network cabling and equipment in the amount of approximately \$17,000 is also included in the 2017 Proposed Budget Amendment.

### DISCUSSION

The general contractor and the owner of the building which SCOG plans to move to, on or about November 1, 2017, has worked with Bates Integration on previous projects. Bates Integration completed the installation of the network cabling and equipment done in conjunction with the remodel of the 2<sup>nd</sup> floor of the building. And, Bates Integration is available to complete the work in a timely manner.

SCOG had been in discussions with Skagit County Information Systems to provide the network cabling and equipment installation services. However, Skagit County IS is not able to provide the service at this time. The general contractor, SCOG staff and the Director of Skagit County IS met with Mr. Bates to walk through the new office space and to discuss the specifics of the project. Skagit County IS has provided clear and specific requirements that must be met and has requested that the installation be tested and certified upon completion to ensure the standards have been met.

SCOG's approved standard contract template will be used for the contract if the proposal is approved. The scope of work will include the specifications provided by Skagit County IS and will require testing and certification to document that the installation meets the required standards.

This is a sole source procurement which requires prior approval from the Board of Directors, per SCOG's Procurement Policy. Sole source procurement is necessary because the building owner and general contractor requested SCOG use Bates Integration since Skagit County IS is not available at this time and there is limited availability of qualified firms to perform the work in a timely manner.

Financial Position

For the Month Ended:	08/31/17	07/31/17	06/30/17	05/31/17	04/30/17	03/31/17	02/28/17	01/31/17
General Fund Balance	219,628	212,457	197,986	244,706	281,047	250,207	313,234	258,192
Accounts Receivable	80,273	79,911	91,156	84,088	45,343	91,198	53,276	129,360
Accounts Payable	(11,920)	(6,266)	(12,332)	(27,114)	(10,047)	(10,917)	(29,473)	(24,063)
Net Working Capital	<u>287,981</u>	<u>286,102</u>	<u>276,810</u>	<u>301,680</u>	<u>316,343</u>	<u>330,488</u>	<u>337,037</u>	<u>363,489</u>

## **REVOLVING LOAN FUND TRANSITION INFORMATION FOR SEPTEMBER 20, 2017 SCOG BOARD OF DIRECTORS MEETING**

### **ECONOMIC DEVELOPMENT ADMINISTRATION RLF**

SCOG's Board of Directors approved Resolution 2017-06 to Approve Transfer of Business Development and Public Works Revolving Loan Funds at the August 16, 2017 Board meeting.

- a. A formal letter has been sent to EDA to request the transfer of SCOG's RLF to the National Development Council (NDC).
- b. A copy of Resolution 2017-06 to Approve Transfer of Business Development and Public Works RLF has been sent to EDA.
- c. EDA has completed a search to determine if NDC has an active CCR and/or if there is adverse information concerning NDC.
- d. A draft Memorandum of Understanding (MOU) has been sent to SCOG's attorney for legal review. The MOU between SCOG and NDC is to clearly detail the transfer of rights, title, interest in all assets, liabilities and responsibilities and the grantee designation from SCOG to NDC. EDA suggested 11/30/2017 as the target date to complete the transfer. Once the MOU is executed SCOG will have satisfied all of its responsibilities to initiate the transfer. Assuming the transfer is approved by EDA, the only remaining task will be to submit documentation for the cash balances, transfer the cash and interest in one loan listed for collection along with SCOG's records for the loan in collections.
- e. EDA has confirmed that SCOG's 12/31/2016 audit will satisfy the audit requirement associated with the transfer.
- f. SCOG will need to complete and file the Semi-annual RLF Report (ED-209 & ED-209I) for the 6 months ended 09/30/2017 by 10/31/2017.

### **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.

- a. Skagit County may propose a program income reuse plan to transfer the funds to another CDBG eligible activity. Skagit County officials and staff have been in discussion regarding this matter. A program income reuse plan must be approved by Washington State Department of Commerce.
- b. SCOG will transfer the funds remaining in the Micro Enterprise and Business Lending RLF accounts to Skagit County upon approval of a program income reuse plan.
- c. SCOG will also assign its interest in loans listed for collection with Debt Recovery Specialists to Skagit County.
- d. The contract for SCOG to administer the CDBG RLF's will be terminated when the transfer of funds to Skagit County has been completed.

## **INFORMATION ITEMS**

- a. Cash Balances: 08/31/2017; \$875,641
  - i. Business Development Fund \$ 351,644
  - ii. Micro Enterprise Fund \$ 66,227
  - iii. Public Works Fund \$ 202,663
  - iv. Business Lending Fund \$ 255,107
  
- b. RLF Loan Principal Balances: 08/31/2017; \$332,728
  - i. Business Development \$ 137,310
  - ii. Micro Enterprise \$ 10,537
  - iii. Public Works \$ -0-
  - iv. Business Lending \$ 184,881

## **RLF COMMITTEE NEXT MEETING**

There are no future meetings scheduled at this time. A Committee meeting will be scheduled in the event that staff and/or the Board of Directors needs further direction to carry out the dissolution of the RLF programs. When SCOG is fully divested of the RLF programs the Committee will be dissolved by the Board of Directors.

## **RLF COMMITTEE**

Mayor Ramon Hayes, Town of LaConner; Commissioner Ken Dahlstedt, Skagit County; Mary Anstensen; Liz Crenna, Special Credits Officer Skagit Bank and Mayor Keith Wagoner, City of Sedro-Woolley.



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2405 East College Way  
Mount Vernon, WA 98273-5899

August 28, 2017

Tel: 360.416.7600  
Fax: 360.416.7890  
www.skagit.edu

Mr. Kevin Murphy  
Skagit Council of Governments  
204 W. Montgomery Street  
Mt. Vernon, WA 98273

Dear Mr. Murphy:

The purpose of this letter is to inform you that Skagit Valley College has been authorized by the State Board of Community and Technical Colleges to list the building at 204 W. Montgomery Street as surplus property for the State and thus be available for sale. Per the college's lease with SCOG, the agreement allows either party to cancel the lease by giving 30 days written notice. We will build this 30 day notice period into any purchase and sale agreement that we receive, but I wanted to make you aware that this could occur in the near future.

The property will first be made available for purchasing to Federal, Tribal, State, County or City agencies, and after a period of time it will be made available to the public. I will do my best to keep you informed of any offers received and any possible timelines.

Please feel free to contact me if you have any questions or concerns about this sale.

Sincerely,

Dave Scott  
Director of Facilities & Operations  
(360) 416-7751