

## SKAGIT COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING MINUTES

Wednesday, September 20<sup>th</sup>, 2017  
Old Town Hall  
Lyman, Washington

### MEMBERS PRESENT

Mayor Ramon Hayes, Town of La Conner, Chair; Mayor Jason Miller, Town of Concrete, Vice-Chair; Mayor Jill, Boudreau, City of Mount Vernon; Mayor Joan Cromley, Town of Hamilton; Councilman Joe DeGloria, City of Burlington; Mayor Laurie Gere, City of Anacortes; Mayor Eddie Mills, Town of Lyman; Treasurer Katie Jungquist, Skagit County; Sheriff Will Reichardt, Skagit County; Commissioner Robbie Robertson, Skagit Public Utility District; Mayor Keith Wagoner, City of Sedro-Woolley; Auditor Jeanne Youngquist, Skagit County.

### STAFF PRESENT

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

### MEMBERS OF PUBLIC PRESENT

There were three members of the public in attendance.

### MINUTES

1. Call to Order: Mayor Hayes called the meeting to order at 2:00 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. SCOG Staff Report: Kevin Murphy reported that Brad Furlong will no longer be SCOG's attorney at the end of the year.
5. Consent Agenda:
  - a. Approval of the August 16<sup>th</sup>, 2017 SCOG Board of Directors meeting minutes
  - b. Approval of 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.  
Mayor Wagoner moved to approve the consent agenda. Mayor Gere seconded the motion. The motion carried unanimously.
6. Action Items
  - a. Approve 2017 Budget Amendment: Mr. Murphy reported that SCOG's new office space will be available before the end of the year. As a result, staff requests that funding associated with moving SCOG's office be transferred from the 2018 budget to the 2017 budget. Costs to add additional services from Skagit County Information Services are also included in the budget amendment.  
Mayor Hayes asked for clarification whether this action includes new money or if it is simply shifting the budgeted expenses from next year to this year. Pam Carlson responded that there is almost no new money associated with this action. Updated contractors estimates have increased the total budgeted cost by a few thousand dollars but almost all of the increase in the budget for 2017 will accompany a corresponding reduction in the 2018 budget.  
Mayor Gere moved to approve the 2017 budget amendment as presented. Councilman DeGloria seconded the motion. The motion carried unanimously.

- b. Authorize Executive Director to Contract for Network Cabling and Equipment: Mr. Murphy reported that SCOG intends to contract with Skagit County Information Services for information technology support but they are currently unavailable to install the network cabling. The owner of SCOG's future office space requested that SCOG use Bates Integrations, LLC for the installation of the cable network. Due to the building owner's request and the limited availability of alternative qualified firms that can perform the work, this will be a sole source procurement, which requires prior approval from the Board of Directors.

Mayor Wagoner asked if this budgeted amount was part of the budget amendment that was just approved. Ms. Carlson responded that it was.


Mayor Boudreau moved to authorize the Executive Director to execute a contract for network cabling and equipment. Mayor Wagoner seconded the motion. The motion carried unanimously.

- 7. Council Roundtable and Open Topic Discussion: Commissioner Robertson expressed appreciation for the Skagit County Commissioner's dedication of hotel/motel tax revenues for a telecommunications backbone in Skagit County. Mayor Hayes reported that the Town of La Conner is preparing for several staff members' retirements. Auditor Youngquist reported that Skagit County is installing a ballot drop box in each census-designated place in Skagit County. Commissioner Robertson invited members of the Board to view the final stages of construction on Skagit Public Utility District's new 6 million gallon water tank in Mount Vernon.
- 8. Next Meeting: The next SCOG Board of Directors meeting will be Wednesday, October 18<sup>th</sup>, 2017, at 2:00 PM in the Burlington City Council Chambers following the Transportation Policy Board meeting.
- 9. Adjourned: The meeting adjourned at 2:15 PM.

Information Items: The Board of Directors was provided with a financial update, Revolving Loan Fund transition information, and a letter announcing the sale of 204 W. Montgomery Street building where SCOG's offices are currently located.

  
Kevin Murphy, Executive Director  
Skagit Council of Governments

Dated: 10-23-2017

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

Dated: 10.18.2017