

## SKAGIT COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING

Wednesday, December 20, 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, Pledge of Allegiance, and Roll Call**
2. **Public Comment** (three minute limit per person)
3. **Chair's Report**
  - a. **Recognition of Representative Kristine Lytton** – Association of Washington Cities 2017 City Champion
4. **Executive Director's Report**
5. **Consent Agenda**
  - a. Approval of [October 18, 2017 SCOG Board of Directors meeting minutes](#)
  - b. Approval of [Accounts Payable Vouchers](#) and Payroll Certification  

November: AP voucher batch #120801, #120805, #120893 and #121107 in an amount totaling \$17,809.12; and payroll certification for October 2017 in the amount of \$36,418.77.

December: AP voucher batch #121290, #121517, and #121520 in an amount totaling \$48,095.15; and payroll certification for November 2017 in the amount of \$42,781.85.
  - c. [Resolution 2017-12 To Approve Wire Transfer to NDC-EDL](#)
  - d. [Resolution 2017-13 To Close EDA RLF Accounts](#)
6. **Action Items**
  - a. [2018 Budget](#) – Kevin Murphy, SCOG
  - b. [Resolution 2017-14 to Appoint Legal Counsel](#) – Kevin Murphy, SCOG
7. **Discussion Items**
  - a. Skagit County Housing Inventory and Transportation Analysis, [Comment Responses](#), – Kevin Murphy, SCOG
8. **Roundtable and Open Topic Discussion**
9. **Next Meeting:** Wednesday, January 17, 2018, 2:00 PM, [Burlington City Council Chambers](#)
10. **Adjourned**

#### Information:

[SCOG Financial Update](#)

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

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, October 18<sup>th</sup>, 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; Councilman Rick DeGloria, City of Burlington; Mayor Laurie Gere, City of Anacortes; Commissioner Lisa Janicki, Skagit County; Councilman Gary Molenaar, City of Mount Vernon; Sheriff Will Reichardt, Skagit County; Mayor Keith Wagoner, City of Sedro-Woolley; Commissioner Ron Wesen, Skagit County.

### STAFF PRESENT

Pam Carlson, Finance Manager; Rose Howe, Assistant Planner; Gabe Philips, Transportation Planner.

### MEMBERS OF PUBLIC PRESENT

There were four 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: Gabe Philips reported there is a Growth Management Act Steering Committee meeting on October 31<sup>st</sup>, 2017, at 11 am in the Skagit County Commissioner's Hearing Room.
5. Consent Agenda:
  - a. Approval of the September 20<sup>th</sup>, 2017 SCOG Board of Directors meeting minutes
  - b. Approval of Accounts Payable Vouchers and Payroll Certification  
AP voucher batch #120531 and #120763 in an amount totaling \$18,484.99; and payroll certification for September 2017 in the amount of \$36,403.71.  
Mayor Wagoner moved to approve the consent agenda. Mayor Gere seconded the motion. The motion carried unanimously.
6. Discussion Items
  - a. 2018 Draft Budget – Pam Carlson reported about the new items in the 2018 draft budget. Mrs. Carlson said there is a decrease in Salaries and Benefits expense category, due to staffing changes and a change to SCOG staff health plans. Mrs. Carlson also reported that Pass Through Funding expenses amount to \$80,000, and a portion of this funding will cover a contract with Whatcom Council of Governments that will be fulfilled next year for an Origin and Destination study. Mrs. Carlson also reported the Amended 2017 Budget contains many of the one-time costs associated with moving to SCOG's new office space. Mrs. Carlson noted the Human Services Transportation Plan that will be developed in 2018 will be paid for using an award from last year.

Commissioner Janicki stated she was surprised about the decreased medical costs in the 2018 Draft Budget, and asked whether there is a reduction in coverage for employees. Mrs. Carlson responded that the previous health plan provided rich coverage, and the new plan has similarly generous medical coverage for employees. Mrs. Carlson added the reduction in costs is partly due to staffing changes.

7. Council Roundtable and Open Topic Discussion: Councilman Molenaar read a letter from Mayor Boudreau stating the City of Mount Vernon’s concern with the current wording of the ECONorthwest Housing and Transportation Analysis report. Mayor Wagoner stated he was inclined to agree with Mayor Boudreau’s comment, and he stated the implementation of the report’s action plan threatens the sovereignty of cities. Mayor Wagoner wished to know if the report was meant to be informational or binding. Mayor Miller also expressed concern about the report on behalf of Concrete, and noted that Concrete’s planner sent detailed remarks and edits to Kevin Murphy. Commissioner Janicki confirmed Concrete’s remarks were included in the meeting materials packet sent to Board members and requested that Mount Vernon’s letter also be included in the [meeting record](#).

Mayor Hayes summarized by stating Concrete had already submitted their edits to Kevin Murphy, and asked if Mount Vernon and Sedro-Woolley would submit their edits to Kevin Murphy by the next Board meeting. Councilman Molenaar and Mayor Wagoner gave verbal approval. Mayor Hayes requested that SCOG staff ask Kevin Murphy to report on the situation at next month’s meeting.

Commissioner Wesen asked if there are common ground solutions that all Board members should be working on, and Mayor Wagoner responded that each community is different. Mayor Miller concluded the discussion by again asking how binding the housing document will be. Mayor Miller stated that it is fine if the housing document is non-binding; however, it is not fine if the document will be binding for cities and towns.

8. Next Meeting: The next SCOG Board of Directors meeting will be Wednesday, November 15<sup>th</sup>, 2017, at 2:00 PM in the Wa Walton Event Center at the Swinomish Casino 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 and copies of the Housing & Transportation Analysis Final Report and Action Plan.

\_\_\_\_\_  
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: 120801**

**OCTOBER 2017**

**BATCH TOTAL: \$787.58**

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2017186	Interest on Sequestered Funds Economic Development Administration		09/30/17	501 4910	\$787.58

**BATCH NUMBER: 120805**

**OCTOBER 2017**

**BATCH TOTAL: \$1,517.63**

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2017187	Workman's Comp WA State Dept of L&I	Qtr 3 2017	09/30/17	699 21330 501 2300	\$459.63 \$0.06
2017188	SUTA Employment Security Department	Qtr 3 2017	09/30/17	501 2900	\$1,057.94

**BATCH NUMBER: 120893**

**OCTOBER 2017**

**BATCH TOTAL: \$8,187.46**

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2017189	Employee Healthcare Benefits Association of WA Cities	11-2017	10/19/17	501 2400	\$8,187.46

**BATCH NUMBER: 121107**

**NOVEMBER 2017**

**BATCH TOTAL: \$46,740.70**

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2017190	Supplies US Bank Visa		10/06/17	501 4910	\$88.31
2017191	Supplies US Bank Visa		10/06/17	501 4910	\$4.07
2017192	Travel Expense US Bank Visa		10/16/17	501 4910	\$47.50
2017193	Travel Expense US Bank Visa		10/16/17	501 4910	\$82.68
2017194	Travel Expense US Bank Visa		10/19/17	501 4910	\$25.00
2017195	Travel Expense US Bank Visa		10/20/17	501 4910	\$962.96
2017196	Travel Expense US Bank Visa		10/20/17	501 4910	\$78.00
2017197	Travel Expense US Bank Visa		10/20/17	501 4910	\$42.00
2017198	Travel Expense US Bank Visa		10/25/17	501 4910	\$12.00
2017199	Supplies Crystal Springs	101517	10/15/17	501 4910	\$77.05
2017200	Professional Services Shred-It USA	8123414369	10/22/17	501 4910	\$29.00
2017201	Professional Services Parametrix, Inc.	03-40325	10/26/17	501 4910	\$1,331.40
2017202	Copier Lease & Printing Ricoh USA, Inc.	99610132	10/26/17	501 4910	\$358.09
2017203	Expense Reimbursement Kevin Murphy		10/31/17	501 4910	\$198.69

# SKAGIT COUNCIL OF GOVERNMENTS

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2017204	Expense Reimbursement Gabe Philips		10/31/17	501 4910	\$9.84
2017205	Expense Reimbursement Pam Carlson		10/31/17	501 4910	\$113.32
2017206	Expense Reimbursement Rose Howe		10/31/17	501 4910	\$4.82
2017207	Fiber Pogo Zone	101582	11/01/17	501 4910	\$119.82
2017208	Rent Skagit Valley College	23851	10/30/17	501 4910	\$531.90
2017209	Rent NECA		12/01/17	501 4910	\$3,200.00

**BATCH NUMBER: 121290**

**NOVEMBER 2017**

**BATCH TOTAL: \$7,346.26**

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2017210	Employee Healthcare Benefits Association of WA Cities	12-2017	11/21/17	501 2400	\$7,346.26

**BATCH NUMBER: 121517**

**DECEMBER 2017**

**BATCH TOTAL: \$24,731.73**

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2017211	Travel US Bank Visa		11/14/17	501 4910	\$143.19
2017212	Supplies US Bank Visa		11/14/17	501 4910	\$100.41
2017213	Supplies US Bank Visa		11/14/17	501 4910	\$13.85
2017214	Supplies US Bank Visa		11/14/17	501 4910	\$14.76
2017215	Supplies US Bank Visa		11/14/17	501 4910	(\$14.76)
2017216	Dues US Bank Visa	151671	11/15/17	501 4910	\$514.00
2017217	Supplies US Bank Visa		11/20/17	501 4910	\$99.77
2017218	Supplies US Bank Visa		11/20/17	501 4910	\$27.11
2017219	Supplies US Bank Visa		11/27/17	501 4910	\$214.70
2017220	Supplies US Bank Visa		11/27/17	501 4910	\$156.18
2017221	Supplies US Bank Visa		11/27/17	501 4910	\$9.66
2017222	Supplies US Bank Visa		11/30/17	501 4910	\$202.62
2017223	Supplies US Bank Visa		11/30/17	501 4910	\$56.91

# SKAGIT COUNCIL OF GOVERNMENTS

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2017224	Supplies US Bank Visa		12/01/17	501 4910	\$136.85
2017225	Supplies Crystal Springs	111217	11/12/17	501 4910	\$40.25
2017226	Recording Fee Petty Cash	201711140085	11/14/17	501 4910	\$77.00
2017227	Fee Guardian NW Title & Escrow	114649	11/16/17	501 4910	\$739.16
2017228	Furniture Maxon Furniture, Inc	998091	11/20/17	501 4910	\$14,705.35
2017229	Copier Lease & Printing Ricoh USA, Inc.	99760078	11/24/17	501 4910	\$331.43
2017230	Professional Services Central Moving & Storage	3613	11/27/17	501 4910	\$365.82
2017231	Professional Services Ricoh USA, Inc.	1073501610	11/29/17	501 4910	\$317.75
2017232	Expense Reimbursement Kevin Murphy		11/30/17	501 4910	\$130.12
2017233	Expense Reimbursement Mark Hamilton		11/30/17	501 4910	\$89.57
2017234	Utilities Puget Sound Energy		12/02/17	501 4910	\$80.37
2017235	Professional Services Bush Kornfeld, LLP	21086	12/04/17	501 4910	\$520.00
2017236	Rent NECA	Jan 20118	12/20/17	501 4910	\$3,200.00
2017237	Interest Economic Development Administration	Qtr 4 2017	12/20/17	501 4910	\$842.31
2017238	Professional Services Dimensional Communications	34278	11/30/17	501 4910	\$1,617.35

**BATCH NUMBER: 121520**

**DECEMBER 2017**

**BATCH TOTAL: \$16,017.16**

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2017239	Professional Services Bates Integrations, LLC	2014-230	12/05/17	501 4910	\$16,017.16

## RESOLUTION 2017-12

### RESOLUTION TO APPROVE WIRE TRANSFER TO NATIONAL DEVELOPMENT COUNCIL ECONOMIC DEVELOPMENT LENDING, INC.

**WHEREAS**, the Board of Directors approved Resolution 2017-06 on August 16, 2017 to transfer of the Business Development and Public Works Revolving Loan Fund (RLF) Programs to National Development Council (NDC) Economic Development Lending, Inc. (EDL); and

**WHEREAS**, NDC-EDL has agreed to accept the RLF Program; and

**WHEREAS**, The Economic Development Administration (EDA) has approved the transfer of all RLF Assets to NDC-EDL.

**NOW THEREFORE BE IT RESOLVED BY THE SKAGIT COUNCIL OF GOVERNMENTS:** SCOG's Executive Director is hereby authorized and directed to execute the documents necessary to transfer the monies in the Business Development and Public Works RLF Programs in the amount of Five Hundred Fifty Four Thousand Six Hundred Seventy One Dollars and Ninety Seven cents (\$554,671.97), by wire transfer to NDC Economic Development Lending, Inc. on or before December 29, 2017.

**APPROVED** this 20<sup>th</sup> day of December, 2017.

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Mayor Ramon Hayes, Town of LaConner  
SCOG Chair

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Kevin Murphy  
Executive Director

## RESOLUTION 2017-13

### RESOLUTION TO CLOSE EDA RLF ACCOUNTS

**WHEREAS**, the Board of Directors has terminated SCOG's Business Development and Public Works Revolving Loan Fund (RLF) Programs; and

**WHEREAS**, The Board of Directors has approved the transfer of all of the monies in SCOG's Business Development and Public Works Revolving Loan Fund (RLF) Programs to NDC-EDL on or before December 29, 2017 ; and

**WHEREAS**, Notes Receivable balances for SCOG's Business Development and Public Works Revolving Loan Fund (RLF) Programs remain in the financial system at Skagit County; and

**WHEREAS**, When the transfer of the RLF assets to NDC-EDL is complete it is necessary to close the cash and receivable accounts associated with SCOG's Business Development and Public Works Revolving Loan Fund (RLF) Programs; and

**WHEREAS**, It is necessary for the accounts to have zero balances prior to closing.

**NOW THEREFORE BE IT RESOLVED BY THE SKAGIT COUNCIL OF GOVERNMENTS:** SCOG's Executive Director is hereby authorized and directed to execute the documents necessary to close the following accounts:

SCG 1021110 Cash  
SCG 1021810 Temporary Investments; Investment ID#'s 1995-10043 & 2012-275  
SCG 1026300 Notes/Contracts Receivable  
SCG 1051110 Cash  
SCG 1051810 Temporary Investments; Investment ID#'s 2000-10187& 2012-215  
SCG 1056300 Notes/Contracts Receivable

The interest earned on the Temporary Investment accounts in December 2017 shall be deposited to SCOG's General Fund.



**APPROVED** this 20<sup>th</sup> day of December, 2017.

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Mayor Ramon Hayes, Town of LaConner  
SCOG Chair

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Kevin Murphy  
Executive Director

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## ACTION ITEM 6.A. – 2018 BUDGET

### Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Board of Directors	August 16, 2017	Discussion	<a href="#">Kevin Murphy</a>	360-416-7871
Board of Directors	October 18, 2017	Discussion	<a href="#">Pam Carlson</a>	360-416-7875
Board of Directors	December 20, 2017	Action	<a href="#">Kevin Murphy</a>	360-416-7871

## RECOMMENDED ACTION

Staff recommends approval of the Proposed 2018 Budget.

## FISCAL IMPACT

The proposed 2018 operating budget includes \$834,180 of total expenses and is \$3,500 less than the amended 2017 operating budget.

## DISCUSSION

The Proposed 2018 Budget includes estimated revenue in the amount of \$871,722 which compares to the 2017 budget of \$846,542. The revenue components are as follows: federal funds 74%, state funds 8% and local funds and other 18%. Major budget assumptions include dues increase of 3% (approved in August 2017), continued Growth Management Act support, office space rent & utilities increase, one-time moving costs, staffing level changes, and a 3.1% cost of living for staff.

The most significant expense categories are Salaries and Benefits, Pass Through Funding, Professional Services, and Operating Expenses.

- **Salaries and Benefits:** \$503,495 is budgeted for salaries and benefits in the Proposed 2018 Budget. This is \$21,570 (4%) lower than the 2017 budgeted amount. The direct salary component is estimated to be \$4,793 lower and consists of current salary for current staff, plus 3% step increase for eligible staff, change in staffing level, revised salary for the Executive Director, a cost of living adjustment of 3.1%, and a part-time summer intern. Benefits are expected to decrease by about 9% which results in a decrease of \$16,776. SCOG will offer a less expensive healthcare plan January 1, 2018 and the change in staffing level and staff demographics also contributes to lower costs for healthcare benefits, pension benefits and payroll taxes.
- **Pass Through Funding:** Pass Through Funding in the amount of \$80,000 in the Proposed 2018 Budget is \$70,000 higher than in 2017. SCOG previously passed funds through to Whatcom COG for services provided for the North Sound Connecting Communities grant which was fully expended in 2017. \$80,000 is included in the Proposed 2018 Budget for

an Origin and Destination Study which will begin in 2018. Whatcom COG will take the lead on the project.

- Professional Services: Professional services, in the amount of \$110,500 in the Proposed 2018 Budget, are \$64,800 lower than the 2017 Amended Budget. The 2017 Amended Budget includes one-time professional service costs associated with moving to new office space. Professional Services in the Proposed 2018 Budget include the following:
  - Professional Services
    - Annual Audit (1 year financial)..... \$15,000
    - Skagit County Auditing Services ..... \$3,825
    - Skagit County Information Systems \*\* ..... \$22,675
    - Accounting Consultant..... \$1,000
    - Legal Services ..... \$7,000
    - Human Resources Support ..... \$2,000
    - Human Services Transportation Plan ..... \$30,000
    - Traffic Counts ..... \$24,000
    - IT Cable & Set Up..... \$5,000

\*\* Skagit County Information Systems: The amount budgeted for Skagit County Information Systems is based on an estimate prepared for SCOG by the Director of Information Services. Actual costs of shared services are divided among the number of users of the systems each quarter. The budgeted amount should be worst case scenario. The IS services include: ongoing IT, equipment replacement every 5 years, Microsoft software licenses, staff access to Cayenta (County financial system), telephone equipment and service, fiber, email, Wi-Fi, and disaster recovery. Previous budgets included \$13,800 for IT support and staff access to Cayenta. Equipment replacement, telephone service, fiber, work on the network, licensing and such were separate line items in the budget. Staff expects the overall cost of IT services to be lower going forward and also expect a significantly higher level of performance and reliability. Cayenta costs are expected to be approximately \$4,000 higher in 2018 because there will be a major upgrade.

- Operating Expenses: Operating expenses in the 2018 Proposed Budget, in the amount of \$101,785 is \$19,130 lower than the 2017 Amended Budget. The type of expenses included in this category are; conferences, computer and software, equipment lease, fees, insurance, utilities, supplies and travel. Staff expects there will be some carryover of one-time moving expenses into 2018 and as such some of the one-time expenses associated with moving to new office space are included in the Proposed 2018 budget.

The areas of the budget most likely to change between now and adoption are the amount budgeted for benefits when the 2018 rates are posted, carryover amounts on contracts in progress, the professional services budget and one-time moving costs.

The 2018 Proposed Budget presented for approval follows on the next page.

<b>2018 -Proposed Budget</b>			
<b>Presented to the Board of Directors for Approval</b>			
<b>November 15, 2017</b>			
	<b>2017</b>	<b>2018</b>	
	<b>Budget Amended 09/20/2017</b>	<b>Proposed 11/15/2017</b>	<b>Increase or Decrease</b>
<b>REVENUE</b>			
Local Dues and Other	\$ 154,480	\$ 158,334	
State	69,731	69,556	
Federal	618,051	643,832	
RLF Interest & Fees (also Federal)	4,280	-	
<b>Total Revenue</b>	<b>\$ 846,542</b>	<b>\$ 871,722</b>	<b>\$25,180</b>
<b>EXPENSES</b>			
Salaries	\$ 344,205	\$339,411	
Benefits	180,860	164,084	
<b>Total Salaries &amp; Benefits</b>	<b>\$ 525,065</b>	<b>\$ 503,495</b>	<b>(\$21,570)</b>
<b>Other Expenses</b>			
Operating Expenses	\$ 120,915	101,785	\$ (19,130)
Pass Through Funding	10,000	80,000	70,000
Professional Services	175,300	110,500	(64,800)
Rent	6,400	38,400	32,000
<b>Total Other Expenses</b>	<b>\$ 312,615</b>	<b>\$ 330,685</b>	<b>\$18,070</b>
<b>Total Expenses</b>	<b>\$ 837,680</b>	<b>\$ 834,180</b>	<b>(\$3,500)</b>
<b>Net Increase (Decrease) in Cash</b>	<b>\$ 8,862</b>	<b>\$ 37,542</b>	

## ACTION ITEM 6.B. – RESOLUTION 2017-14 TO APPOINT LEGAL COUNSEL

### Document History

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

### RECOMMENDATION

Staff recommends approval.

### FISCAL IMPACT

NA. Contract cost will remain the same.

### DISCUSSION

In 2015, SCOG conducted a procurement for legal services and selected Furlong & Butler Attorneys to be SCOG's legal counsel. Brad Furlong who has been our attorney is leaving his current role and joining the firm Buri Funston Mumford, PLLC in an "of counsel" position. In addition, Brad will be joining the Port of Skagit as an attorney and therefore cannot act as SCOG's attorney.

The firm Buri Funston Mumford has offered to provide legal counsel to SCOG under the same terms as our contract with Furlong and Butler. Brad would still be available to provide advice and the attorneys at Buri Funston Mumford would act as SCOG's legal counsel. Buri Funston Mumford has municipal legal experience.

#### [Firm Bio](#)

Resume for [Phil Buri](#) and [Karen Funston](#)

Resolution 2017-14 follows.

## RESOLUTION 2017 - 14

### RESOLUTION TO APPOINT LEGAL COUNSEL

WHEREAS, It is beneficial for the Skagit Council of Governments to engage the services of an attorney to provide legal counsel and to assist with the preparation and execution of various legal documents.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Skagit Council of Governments that we declare the firm of Buri Funston Mumford to be SCOG's Attorney.

APPROVED by a majority of Skagit Council of Government Board of Directors voting members this 20<sup>th</sup> day of December, 2017.

#### SKAGIT COUNCIL OF GOVERNMENTS:

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Mayor Ramon Hayes, Town of La Conner  
SCOG Chair

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Kevin Murphy  
Executive Director

## DISCUSSION ITEM 7.A. – SKAGIT COUNTY HOUSING INVENTORY AND TRANSPORTATION ANALYSIS, COMMENT RESPONSES

### Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Board of Directors	August 16, 2017	Discussion	<a href="#">Kevin Murphy</a>	360-416-7871
Board of Directors	December 20, 2017	Discussion	<a href="#">Kevin Murphy</a>	360-416-7871

## DISCUSSION

In response to the concerns raised in letters from the [City of Mount Vernon](#) and the [Town of Concrete](#) that were distributed at the October SCOG Board of Directors meeting, the Board requested any additional comments from Board members be discussed at the November meeting. SCOG staff received a letter from the [City of Burlington](#) on October 31, 2017. ECONorthwest has prepared [a memo](#) that includes responses to comments received from the three jurisdictions and suggested document changes.

The comments along with responses will be discussed at the December meeting. In addition to the memo from ECONorthwest suggested changes to the documents are included in the links below. The changes are shown as strikeouts to the October versions of the documents you received in your October packet.

### Strikeout Versions:

- [Skagit Housing Final Report 2017 - Redline](#)
- [Skagit County Housing Action Plan 2017 - Redline](#)

Financial Position

For the Month Ended:	11/30/2017	10/31/2017	09/30/17	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	202,247	171,202	220,924	219,628	212,457	197,986	244,706	281,047	250,207	313,234	258,192
Accounts Receivable	61,563	119,141	78,499	80,273	79,911	91,156	84,088	45,343	91,198	53,276	129,360
Accounts Payable	(15,214)	(2,654)	(8,020)	(11,920)	(6,266)	(12,332)	(27,114)	(10,047)	(10,917)	(29,473)	(24,063)
Net Working Capital	248,596	287,689	291,403	287,981	286,102	276,810	301,680	316,343	330,488	337,037	363,489