

SKAGIT COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING MINUTES

Wednesday, July 19th, 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 Jill Boudreau, City of Mount Vernon; Mayor Joan Cromley, Town of Hamilton; Commissioner Ken Dahlstedt, Skagit County; Commissioner Lisa Janicki, Skagit County; Commissioner Steve Omdal, Port of Skagit; Councilwoman Erica Pickett, City 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; Gabe Philips, Transportation Planner; Rose Howe, Intern.

MEMBERS OF PUBLIC PRESENT

There was one member of the public in attendance.

MINUTES

1. Call to Order: Mayor Hayes called the meeting to order at 2:27 PM.

Roll Call: Roll was taken with a quorum present.

2. Public Comment: There were no public comments.
3. Chair's Report: Mayor Hayes reported that he would save his comments for the discussion of Action Item 6.b.
4. Executive Director's Report: Kevin Murphy distributed intergovernmental review forms that were received after the meeting packets were sent out. The Skagit Housing Authority is applying for a grant in order to develop more multi-family units for farmworker housing in Burlington. Mayor Boudreau said she was perplexed by the more than \$400,000 per unit building costs. Commissioner Janicki stated that she had approached the Skagit Housing Authority with questions about the cost. One factor in the cost is the proposed site requires extensive fill work.
5. Consent Agenda:
 - a. Approval of the June 21st, 2017 SCOG Board of Directors meeting minutes.
 - b. Approval of Accounts Payable Vouchers and Payroll Certification

AP voucher batch #119410, #119592, #119594 and #119632 in an amount totaling \$27,225.52; and payroll certification for June 2017 in the amount of \$33,333.10.

Mayor Wagoner moved to approve the consent agenda. Mayor Miller seconded the motion. The motion carried unanimously.

6. Action Item
 - a. Resolution 2017-05 to Approve Code of Conduct for Board Members: Pam Carlson reported that the new Code of Conduct was presented to the Board of Directors last month as a discussion item.

Mayor Boudreau commented about the Code of Conduct's enforcement, stating she wished there was a way to hold Board members accountable to the policy that will be adopted.

Commissioner Janicki moved to approve Resolution 2017-05 to Approve the Code of Conduct for Board Members. Mayor Wagoner seconded the motion. The motion carried unanimously.

- b. SCOG Office Space: Kevin Murphy reported he and the Board of Directors Chair have been looking for new office space for the last year and a half, since Skagit Valley College is planning to sell SCOG's current office building. Staff has identified office space in the lower floor in the building across the street from SCOG's current location. Mr. Murphy recommended the Board allow SCOG's Executive Director to enter lease negotiations. Mr. Murphy stated this fixed rate, 7 to 10 year lease is advantageous compared to other leases on the open market.

Mayor Wagoner asked if Sedro-Woolley was considered as a potential location. Mr. Murphy replied that locations other than Mount Vernon or Burlington were excluded for being too far west or east. The proposed building's Mount Vernon location near I-5 makes the office space more accessible to WSDOT and the general public. Commissioner Janicki asked whether SCOG is relocating into a building with a similar footprint. Mr. Murphy replied the new space is approximately the same size as the space SCOG currently uses.

Mayor Boudreau made a motion to authorize SCOG's Executive Director to enter into lease negotiations with the National Electrical Contractors Association for office space at 315 South 3rd Street in Mount Vernon. Commissioner Janicki seconded the motion. The motion carried unanimously.

7. Discussion Items

- a. 2018 Proposed Dues and Initial Budget: Kevin Murphy said the Board of Directors typically adopts its annual member dues at the August Board of Directors meeting. Mr. Murphy mentioned that, last year, the Board directed staff to include incremental increases in dues instead of large increases every few years. Mr. Murphy also noted there were updates to population and retail sales tax information, which changed the annual dues calculation.

Mayor Cromley asked how SCOG's proposed relocation would be reflected in the budget. Mr. Murphy replied the move will not necessitate a change in dues. The move includes some one-time costs associated with moving and an ongoing increase in monthly lease costs that will be reflected in the indirect cost rate. The draft budget presented includes the new lease rate and estimates for moving costs. Commissioner Wesen asked whether the reimbursement means less money will be devoted to projects. Mr. Murphy commented that SCOG has enough federal grant commitments to continue the same level of staffing and office space. SCOG is still in good financial shape, Mr. Murphy said.

8. Council Roundtable and Open Topic Discussion: None

9. Next Meeting: The next SCOG Board of Directors meeting will be Wednesday, August 16th, 2017 at the Burlington City Council Chambers at 2:00 PM following the Transportation Policy Board meeting.

10. Adjourned: The meeting adjourned at 2:48 PM.

Information Items: The Board of Directors was provided with a financial update, Revolving Loan Fund Committee meeting information and a Revolving Loan Fund record of payments.



Kevin Murphy

Kevin Murphy, Executive Director
Skagit Council of Governments

Dated: 8-16-2017

Approved,

Ramon Hayes

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

Dated: 08/16/17