



## SKAGIT COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING

Wednesday, January 15, 2020

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 [December 18, 2019 Board of Directors Meeting Minutes](#)
  - b. Approval of [Accounts Payable Vouchers](#) and Payroll Certification  
AP voucher batch #131015, #131155, #131200 and #131210 in an amount totaling \$22,402.59; and payroll certification for December 2019 in the amount of \$45,881.41.
6. **Action Items**
  - a. Election of 2020 Vice-Chair – *Commissioner Joe Lindquist, Board of Directors Chair*
  - b. Appointment of Mayoral Representative to Economic Development Alliance of Skagit County – *Commissioner Joe Lindquist, Board of Directors Chair*
7. **Roundtable and Open Topic Discussion**
8. **Next Meeting:** Wednesday, February 19, 2020, 2:00 p.m., [Burlington City Council Chambers](#)
9. **Adjourned**

### Information:

[SCOG Financial Update](#)

[SCOG 2020 Board Calendar](#)

[Meeting Packet](#)

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/>.



## BOARD OF DIRECTORS OFFICERS

Commissioner Joe Lindquist .....Chair

TBD .....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 Indian Tribal Community .....1

## QUORUM REQUIREMENT

A quorum consists of a simple majority (9) of the total votes (16).

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**SKAGIT COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS  
MEETING MINUTES**

Wednesday, December 18, 2019  
Burlington City Council Chambers  
Burlington, Washington

**MEMBERS PRESENT**

Mayor Laurie Gere, City of Anacortes, Chair; Commissioner Joe Lindquist, Skagit PUD, Vice-Chair; Mayor Jill Boudreau, City of Mount Vernon; Chairman Brian Cladoosby, Swinomish Indian Tribal Community; Commissioner Ken Dahlstedt, Skagit County; Commissioner Lisa Janicki, Skagit County; Mayor Julia Johnson, City of Sedro-Woolley; Mayor Jason Miller, Town of Concrete; Commissioner Steve Omdal, Port of Skagit; Commissioner Jon Petrich, Port of Anacortes; Mayor Steve Sexton, City of Burlington (arrived 2:19 p.m.); and Commissioner Ron Wesen, Skagit County.

**STAFF PRESENT**

Kevin Murphy, Executive Director; Katie Bunge, Assistant Planner; Pam Carlson, Finance Manager; and Mark Hamilton, Senior Transportation Planner.

**MEMBERS OF PUBLIC PRESENT**

Three members of the public were in attendance.

**MINUTES**

1. Call to Order: Mayor Gere called the meeting to order at 2:17 p.m.  
Roll Call: Roll was taken with a quorum present.
2. Public Comment: There were no public comments.
3. Chair's Report: Mayor Gere had nothing to report.
4. Executive Director's Report: Kevin Murphy reminded the Board that a U.S. Census Bureau representative attended last month's meeting, and had materials to distribute that were not brought to the meeting. These have been passed around to Board members at today's meeting. Mr. Murphy also reminded the Board that next month, a Vice-Chair will be elected and the current Vice-Chair will become Chair.
5. Consent Agenda
  - a. Approval of October 16, 2019 Board of Directors Meeting Minutes
  - b. Approval of Accounts Payable Vouchers and Payroll Certification  
AP voucher batch #130205, #130251 and #130555 in an amount totaling \$22,376.93; and payroll certification for October 2019 in the amount of \$32,575.52.  
AP voucher batch #130646 and #130903 in an amount totaling \$17,766.82; and payroll certification for November 2019 in the amount of \$32,842.10.
  - c. Approval of Resolution 2019-04 to Appoint Auditing Officer for 2020

Mayor Boudreau moved to approve the consent agenda items as presented, and Commissioner Lindquist seconded the motion. The motion carried unanimously.

6. Action Items

- a. 2020 Budget: Mr. Murphy presented the 2020 draft budget to the Board. Mr. Murphy reminded the Board that a draft budget was seen and discussed by the Board at the October meeting. Since that time, there have been some changes to the draft budget. The consultants selected for the Household Travel Survey strongly recommend providing incentives for respondents to the survey to increase response rates. These would need to be purchased using local funds. The incentives were very effective in Whatcom Council of Governments' (WCOG) household travel survey with the same consultants. The other change relates to a consultant contract for travel demand model support included in the current Unified Planning Work Program. This work would begin next year, but was accidentally omitted from the draft budget.

Board members discussed the potential incentives for the household travel survey. Mark Hamilton stated that WCOG's incentives were provided in the form of Walmart or Amazon gift cards. Mr. Murphy stated that these incentives help consultants to recruit a representative sample size for the survey, since response rate is typically extremely low without them.

Mayor Boudreau moved to approve the 2020 Budget as presented, and Commissioner Janicki seconded the motion. The motion carried unanimously.

- 7. Roundtable and Open Topic Discussion: Board of Directors members had nothing to discuss.
- 8. Next Meeting: The next meeting is Wednesday, January 15, 2020, at 2:00 p.m. in the Burlington City Council Chambers.
- 9. Adjourned: Mayor Gere adjourned the meeting at 2:25 p.m.

Information Items: The Board of Directors was provided with a monthly financial update.

Approved,

\_\_\_\_\_  
Kevin Murphy, Executive Director  
Skagit Council of Governments

Date: \_\_\_\_\_

\_\_\_\_\_  
Mayor Laurie Gere, City of Anacortes  
Board of Directors Chair  
Skagit Council of Governments

Date: \_\_\_\_\_

SKAGIT COUNCIL OF GOVERNMENTS

**BATCH NUMBER: 131015**

**DECEMBER 2019**

**BATCH TOTAL: \$7,400.84**

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2019225	Employee Healthcare Benefits Association of WA Cities	1-2020	12/19/19	501 2400	\$7,400.84

**BATCH NUMBER: 131155**

**DECEMBER 2019**

**BATCH TOTAL: \$603.09**

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2019226	Workman's Comp WA State Dept of L&I	Qtr 4 2019	12/31/19	699 21330 501 2300	\$374.82 \$0.04
2019227	SUTA Employment Security Department	Qtr 4 2019	12/31/19	501 2900	\$24.38
2019228	Wa Paid Family & Medical Leave Wa St ESD; WPFML	Qtr 4 2019	12/31/19	699 21471	\$203.85

**BATCH NUMBER: 131200**

**DECEMBER 2019**

**BATCH TOTAL: \$4,687.32**

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2019229	Professional Services Skagit County Public Works	20191103	11/30/19	501 4910	\$3,542.27
2019230	Professional Services Shred-It	8128840320	12/22/19	501 4910	\$37.19
2019231	Copier Lease & Printing Ricoh USA, Inc.	103111868	12/26/19	501 4910	\$395.52
2019232	Expense Reimbursement Mark Hamilton		12/31/19	501 4910	\$142.34
2019233	Expense Reimbursement Katie Bunge		12/31/19	501 4910	\$24.36
2019234	Utilities City of Mount Vernon		12/31/19	501 4910	\$20.66
2019235	Utilities Puget Sound Energy	Suite 100	12/31/19	501 4910	\$81.46
2019236	Utilities Puget Sound Energy	Suite 101	12/31/19	501 4910	\$96.08
2019237	Utilities Waste Management	621908-0043-3	12/31/19	501 4910	\$82.44
2019238	Professional Services Green Valley Clean	335	12/31/19	501 4910	\$265.00

**BATCH NUMBER: 131210**

**JANUARY 2020**

**BATCH TOTAL: \$9,711.34**

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2020001	Insurance Washington Cities Insurance Authority	14628	1/1/2020	501 4910	\$5,238.00
2020002	Dues Association of Metropolitan Planning	2020-125	1/1/2020	501 4910	\$377.80
2020003	Dues Association of Washington Cities	79056	1/1/2020	501 4910	\$300.00
2020004	Fee Association of Washington Cities	78928	1/1/2020	501 4910	\$577.02
2020005	Supplies Crystal Springs	01052020	1/5/2020	501 4910	\$18.52
2020006	Rent NECA	Feb 2020	1/31/2020	501 4910	\$3,200.00

Financial Position

For the Month Ended:	12/31/2019	11/30/2019	10/31/2019	9/30/2019	8/31/2019	7/31/2019	6/30/2019	5/31/2019	4/30/2019	3/31/2019	2/28/2019	1/31/2019
General Fund Balance	376,262	351,486	393,710	382,725	398,720	388,849	361,976	388,782	391,558	412,356	384,814	386,805
Accounts Receivable	77,976	98,261	75,465	82,451	49,671	62,606	90,256	77,404	84,609	51,571	88,802	96,420
Accounts Payable	(4,712)	(4,550)	(17,412)	(9,911)	(903)	(8,095)	(27,433)	(13,902)	(11,907)	(2,693)	(9,358)	(11,902)
Net Working Capital	449,526	445,197	451,763	455,265	447,488	443,360	424,799	452,284	464,260	461,234	464,258	471,323

Item	Major Item and Description	Board	January	February	March	April	May	June	July	August	September	October	November	December
			Burlington City Hall Council Chambers	Burlington City Hall Council Chambers	Burlington City Hall Council Chambers	Burlington City Hall Council Chambers	Burlington City Hall Council Chambers	Burlington City Hall Council Chambers	Burlington City Hall Council Chambers	Burlington City Hall Council Chambers	Burlington City Hall Council Chambers	Burlington City Hall Council Chambers	Burlington City Hall Council Chambers	Burlington City Hall Council Chambers
1	Election of Officers (Vice Chair)	BOD & TPB	◆											
2	Cost Allocation Plan	BOD		◆										
3	Performance Targets	TPB		Highway/Ped Safety								Transit Safety		
4	Election of Officers (Vice Chair)	GMASC			◆									
5	Land Capacity Methodology Review	GMASC			Information			Information			Information			Information
6	Regional Transportation Plan Update	TPB			Scope of Work		Public Involvement Plan							
7	Title VI Plan Update	TPB			Release Public Comment	◆								
8	Local Obligation Authority (OA) Process	TPB				Discussion or Action				Discussion		2021 OA Plan		
9	Unified Planning and Work Program (UPWP)	TPB				Discuss	◆							
10	Travel Demand Modeling Consultant Contract	TPB					◆							
11	Local Dues	BOD						Initial Dues Discussion	◆					
12	2021 Operating Budget	BOD								Initial Budget		Review Draft Budget	◆	
13	Regional Transportation Improvement Program	TPB									Discussion	◆		
14	Growth Monitoring Report	GMASC									Discuss			◆
15	Regional Transportation Priorities	TPB										Discuss	◆	

◆ Anticipated Decision Point  
**BOD = Board of Directors**  
**TPB = Transportation Policy Board**  
**GMASC = Growth Management Act Steering Committee**