

**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,

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Kevin Murphy, Executive Director  
Skagit Council of Governments

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

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

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