

SKAGIT COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS  
MEETING MINUTES

Wednesday, April 15, 2020  
GoToMeeting Remote Meeting

**MEMBERS PRESENT**

Commissioner Joe Lindquist, Skagit PUD, Chair; Commissioner Lisa Janicki, Skagit County, Vice-Chair; Mayor Jill Boudreau, City of Mount Vernon; Commissioner Bonnie Bowers, Port of Anacortes; Commissioner Ken Dahlstedt, Skagit County; Mayor Laurie Gere, City of Anacortes; Mayor Ramon Hayes, Town of La Conner; Mayor Julia Johnson, City of Sedro-Woolley; Commissioner Steve Omdal, Port of Skagit; Mayor Steve Sexton, City of Burlington; 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.

**OTHERS PRESENT**

Councilmember Bill Stokes, Town of La Conner.

**MINUTES**

1. Call to Order: Commissioner Lindquist called the meeting to order at 2:11 p.m.  
Roll Call: Roll was taken with a quorum present.
2. Chair's Report: Commissioner Lindquist had nothing to report.
3. Executive Director's Report: Mr. Murphy told the Board that all SCOG staff are currently working remotely, with the exception of Pam Carlson, who occasionally visits the office to continue essential work functions. All committee meetings are currently being held remotely, and staff plans on continuing remote work for the foreseeable future.
4. Consent Agenda
  - a. Approval of February 19, 2020 Board of Directors Meeting Minutes
  - b. Approval of Accounts Payable Vouchers and Payroll Certification  
AP voucher batch #131896 and #132060 in an amount totaling \$24,040.77; and payroll certification for February 2020 in the amount of \$33,517.40.  
AP voucher batch #132152 and #132377 in an amount totaling \$20,426.15; and payroll certification for March 2020 in the amount of \$32,956.39.  
Mayor Hayes moved to approve both Consent Agenda items as presented, and Mayor Boudreau seconded the motion. The motion carried unanimously.
5. Action Items
  - a. Resolution 2020-04 To Approve Use of Electronic Signatures and Records: Ms. Carlson presented Resolution 2020-04 to the Board, and explained that Washington state allows for the

use of electronic or digital signatures, but requires governmental entities to adopt policies or resolutions to this effect. SCOG is considering the purchase of two DocuSign electronic signature licenses for staff, so that staff can efficiently acquire signatures when needed and continue essential work, while limiting contact during the Stay Home, Stay Healthy executive order. The fiscal impact of these licenses is approximately \$450 for the 2020 calendar year.

Mayor Gere moved to adopt Resolution 2020-04 To Approve Use of Electronic Signatures and Records as presented, and Mayor Johnson seconded the motion. The motion carried unanimously.

6. Roundtable and Open Topic Discussion: Mayor Hayes introduced Councilmember Bill Stokes to the Board. Councilmember Stokes expressed distress at the lack of available personal protection equipment (PPE) for healthcare workers during the COVID-19 pandemic, and recommended that local governments work to form a public/private partnership with local manufacturers based at the Port of Skagit. The partnership could become a permanent year-round enterprise, and the Port of Skagit could act as a distribution hub to quickly supply areas with locally manufactured PPE.

Commissioner Janicki noted that COVID-19 has helped the region to assess what critical supplies are needed. Production is needed, but supplies also need to be rotated or used regularly so that they do not expire, as has occurred with the national stockpile. Commissioners Janicki informed the Board that following this meeting, the three Skagit County Commissioners would be convening as the Skagit County Board of Health at 4 p.m.

7. Next Meeting: The next meeting is Wednesday, May 20, 2020, at 2:00 p.m. and the location is to be determined.
8. Adjourned: Commissioner Lindquist adjourned the meeting at 2:27 p.m.

Information Items: The Board of Directors was provided with a monthly financial update and Washington Intergovernmental Review Process uniform notification forms.

Approved,

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

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

\_\_\_\_\_  
Commissioner Joe Lindquist, Skagit PUD  
Board of Directors Chair  
Skagit Council of Governments

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