

SKAGIT COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING

Wednesday, December 16, 2020

Anticipated start time is 2:00 p.m. following the Transportation Policy Board meeting

[GoToMeeting](#)

Dial In: 1 (866) 899-4679

Access Code: 318-433-165

AGENDA

1. Call to Order and Roll Call
2. Chair's Report
3. Executive Director's Report
4. Written Public Comments – *Mark Hamilton*
5. Consent Agenda
 - a. Approval of [November 18, 2020 Board of Directors Meeting Minutes](#)
 - b. Approval of [Accounts Payable Vouchers](#) and Payroll Certification
AP voucher batch #134901, #134939 and #135169 in an amount totaling \$36,105.83;
and payroll certification for November 2020 in the amount of \$33,506.47.
6. Roundtable and Open Topic Discussion
7. Next Meeting: Wednesday, January 20, 2021, 2:00 p.m., [GoToMeeting](#)
8. Adjourned

Information:

[SCOG Financial Update](#)

The Growth Management Act Steering Committee meeting will follow this meeting

[Meeting Packet](#)

Title VI Notice: SCOG fully complies with Federal civil rights laws and does not discriminate on the basis of race, color, national origin, or sex. For more information, or to obtain a Title VI Complaint Form, visit SCOG's website at <https://scog.net/about/nondiscrimination/>.

Notificación del Título VI: El SCOG cumple plenamente con las leyes de derechos civiles federales sin discriminar por motivos de raza, color, nacionalidad o género. Si desea más información o tener acceso al formulario de denuncia del Título VI, visite la página web del SCOG: <https://scog.net/about/nondiscrimination/>.



BOARD OF DIRECTORS OFFICERS

Commissioner Joe LindquistChair

Commissioner Lisa JanickiVice-Chair

BOARD OF DIRECTORS MEMBERSHIP AND VOTES

Anacortes.....1
 Burlington1
 Concrete.....1
 Hamilton.....1
 La Conner1
 Lyman1
 Mount Vernon1

Port of Anacortes.....1
 Port of Skagit1
 Samish Indian Nation.....1
 Sedro-Woolley1
 Skagit County3
 Skagit Public Utility District.....1
 Swinomish Indian Tribal Community1

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, November 18, 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; Treasurer Jackie Brunson, Skagit County; Mayor Laurie Gere, City of Anacortes; Mayor Julia Johnson, City of Sedro-Woolley; Mayor Jason Miller, Town of Concrete; Commissioner Steve Omdal, Port of Skagit; Mayor Steve Sexton, City of Burlington; and Assessor Dave Thomas, Skagit County.

STAFF PRESENT

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

MINUTES

1. Call to Order: Commissioner Lindquist called the meeting to order at 2:26 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 informed the Board that he is following the work conducted around the Ruckelshaus Center's Road Map to Washington's Future. Mr. Murphy noted he expects all-encompassing bill language to be written for revisions to the Growth Management Act. Changes expected would primarily look at climate analysis and resiliency planning, with a possible role for regional transportation planning organizations.
4. Written Public Comments: Mr. Hamilton explained that while there is no opportunity for verbal public comment during the remote meeting, written comments were accepted between the time when the meeting materials were released, and the day prior to the meeting. No public comments were received.
5. Consent Agenda
 - a. Approval of October 21, 2020 Board of Directors Meeting Minutes
 - b. Approval of Accounts Payable Vouchers and Payroll Certification
AP voucher batch #134538 in an amount totaling \$7,401.76; and payroll certification for October 2020 in the amount of \$33,779.72
 - c. Approval of Resolution 2020-06 to Appoint Auditing Officer for 2021
Mayor Boudreau moved approval of the consent agenda items as presented, and Mayor Johnson seconded the motion. The motion carried unanimously.

6. Action Items

- a. 2021 Budget: Mr. Murphy reminded the Board that the draft budget was shared with the Board in October. The proposed budget for 2021 is reduced from the 2020 budget. This budget provides for staff step increases, but no cost-of-living adjustment. Professional services included in the budget are those carried over from 2020, and the cost of the supporting the countywide Growth Management Act Work Program is estimated at \$37,000.

Mayor Boudreau moved to approve the 2021 Budget as presented, and Mayor Sexton seconded the motion. The motion carried unanimously.

- 7. Roundtable and Open Topic Discussion: Board of Directors members had nothing to report.
- 8. Next Meeting: The next meeting is Wednesday, December 16, 2020, at 2:00 p.m. via the GoToMeeting remote meeting platform.
- 9. Adjourned: Commissioner Lindquist adjourned the meeting at 2:35 p.m.

Information Items: The Board of Directors was provided with an actual vs budget comparison for January - September 2020.

Approved,

_____ Date: _____

Kevin Murphy, Executive Director
Skagit Council of Governments

_____ Date: _____

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

SKAGIT COUNCIL OF GOVERNMENTS

BATCH NUMBER: 134901

NOVEMBER 2020

BATCH TOTAL: \$20,137.12

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2020192	Training & Conferences US Bank VISA	2020 AMPO	10/20/2020	501 4910	\$175.00
2020193	Dues & Subscriptions US Bank VISA	200531-20104	10/19/2020	501 4910	\$600.00
2020194	Training & Conferences US Bank VISA	BARSC2	10/19/2020	501 4910	\$75.00
2020195	Training & Conferences US Bank VISA	ETH20	10/19/2020	501 4910	\$80.00
2020196	Training & Conferences US Bank VISA	FAW20	10/19/2020	501 4910	\$75.00
2020197	Dues & Subscriptions US Bank VISA	SSL Certificate	10/26/2020	501 4910	\$169.99
2020198	Supplies US Bank VISA	5663443	10/25/2020	501 4910	\$43.12
2020199	Advertising US Bank VISA	6391871	10/9/2020	501 4910	\$2.42
2020200	Advertising US Bank VISA	6409755	10/12/2020	501 4910	\$50.00
2020201	Fees US Bank VISA	1208170779	10/12/2020	501 4910	\$23.17
2020202	Advertising US Bank VISA	6436033	10/17/2020	501 4910	\$75.00
2020203	Professional Services Skagit County Public Works	20200903	9/30/2020	501 4910	\$1,126.87
2020204	Copier & Printing Ricoh USA, Inc.	104271679	10/26/2020	501 4910	\$272.00
2020205	Professional Services Green Valley Clean	411	9/30/2020	501 4910	\$265.00
2020206	Professional Services Green Valley Clean	420	10/31/2020	501 4910	\$265.00
2020207	Utilities Waste Management	0657123-0043-6	11/1/2020	501 4910	\$94.58
2020208	Utilities Puget Sound Energy	Suite 100	11/2/2020	501 4910	\$38.18
2020209	Utilities Puget Sound Energy	Suite 101	11/2/2020	501 4910	\$54.81

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2020210	Professional Services Resource Systems Group, Inc.	47271	7/14/2020	501	4910	\$6,484.57
2020211	Professional Services Resource Systems Group, Inc.	47839	11/9/2020	501	4910	\$5,448.00
2020212	Professional Services Resource Systems Group, Inc.	47853	11/10/2020	501	4910	\$1,519.41
2020213	Rent NECA	Dec 2020	11/30/2020	501	4910	\$3,200.00

BATCH NUMBER: 134939

NOVEMBER 2020

BATCH TOTAL: \$7,400.83

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2020214	Employee Healthcare Benefits Association of WA Cities	12-2020	11/19/2020	501 2400	\$7,400.83

BATCH NUMBER: 135169

DECEMBER 2020

BATCH TOTAL: \$8,567.88

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2020215	Supplies US Bank VISA	140635450	12/2/2020	501 4910	\$45.74
2020216	Advertising US Bank VISA	6548412	11/9/2020	501 4910	\$75.00
2020217	Fee US Bank VISA	1208206542	11/12/2020	501 4910	\$23.17
2020218	Subscription US Bank VISA	156950	11/13/2020	501 4910	\$35.00
2020219	Advertising Skagit Publishing	2037834	11/13/2020	501 4910	\$120.90
2020220	Software PTV America Inc.	10710494	11/23/2020	501 4910	\$4,429.53
2020221	Printing Ricoh USA, Inc.	104389125	11/25/2020	501 4910	\$9.57
2020222	Copier Lease Ricoh USA, Inc.	104403240	12/1/2020	501 4910	\$209.17
2020223	Professional Services Green Valley Clean	428	11/30/2020	501 4910	\$265.00
2020224	Utilities Puget Sound Energy	Suite 100	12/3/2020	501 4910	\$68.63
2020225	Utilities Puget Sound Energy	Suite 101	12/3/2020	501 4910	\$86.17
2020226	Rent NECA	January 2021	12/31/2020	501 4910	\$3,200.00

Financial Position

For the Month Ended:	11/30/2020	10/31/2020	9/30/2020	8/31/2020	7/31/2020	6/30/2020	5/31/2020	4/30/2020	3/31/2020	2/29/2020	1/31/2020
General Fund Balance	408,920	420,352	503,942	460,225	500,464	487,047	486,248	496,750	495,546	482,190	533,883
Accounts Receivable	103,967	110,647	68,351	96,227	57,536	77,598	81,547	81,441	68,273	94,115	44,837
Accounts Payable	(4,825)	(8,413)	(50,093)	(14,208)	(2,924)	(15,566)	(9,107)	(11,961)	(9,559)	(12,993)	(1,785)
Net Working Capital	508,062	522,586	522,200	542,244	555,076	549,079	558,688	566,230	554,260	563,312	576,935