

SKAGIT COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING

Wednesday, January 20, 2021

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

[GoToMeeting](#)

Dial In: 1 (877) 309-2073

Access Code: 311-362-877

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 [December 16, 2020 Board of Directors Meeting Minutes](#)
 - b. Approval of [Accounts Payable Vouchers](#) and Payroll Certification
AP voucher batch #135407, #135587 and #135584 in an amount totaling \$42,760.90; and payroll certification for December 2020 in the amount of \$51,162.26.
6. **Action Items**
 - a. Election of 2021 Vice-Chair – *Commissioner Lisa Janicki, Board of Directors Chair*
7. **Roundtable and Open Topic Discussion**
8. **Next Meeting:** Wednesday, February 17, 2021, 2:00 p.m., [GoToMeeting](#)
9. **Adjourned**

Information:

[SCOG Financial Update](#)

[SCOG 2021 Board Calendar](#)

[Washington Intergovernmental Review Process – Uniform Notification Form](#)

[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 Lisa JanickiChair

TBD.....Vice-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, December 16, 2020
GoToMeeting Remote Meeting

MEMBERS PRESENT

Commissioner Joe Lindquist, Skagit PUD, 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; Commissioner Steve Omdal, Port of Skagit; Auditor Sandy Perkins, Skagit County; Mayor Steve Sexton, City of Burlington; and Commissioner Ron Wesen, Skagit County.

STAFF PRESENT

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

MINUTES

1. Call to Order: Commissioner Lindquist called the meeting to order at 2:00 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 thanked the Board for its willingness to transition to remote work during a trying year, due to the COVID-19 pandemic.
 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 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.
Commissioner Omdal moved approval of the consent agenda items as presented, and Mayor Boudreau seconded the motion. The motion carried unanimously.
 6. Roundtable and Open Topic Discussion: Board of Directors members had nothing to report.
 7. Next Meeting: The next meeting is Wednesday, January 20, 2021, at 2:00 p.m. via the GoToMeeting remote meeting platform.
 8. Adjourned: Commissioner Lindquist adjourned the meeting at 2:04 p.m.
- Information Items: The Board of Directors was provided with a monthly financial update.



Approved,

Date: _____

Kevin Murphy, Executive Director
Skagit Council of Governments

Date: _____

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

DRAFT

SKAGIT COUNCIL OF GOVERNMENTS

BATCH NUMBER: 135407

DECEMBER 2020

BATCH TOTAL: \$7,673.64

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2020227	Employee Healthcare Benefits Association of WA Cities	1-2021	12/23/2020	501 2400	\$7,673.64

BATCH NUMBER: 135587

DECEMBER 2020

BATCH TOTAL: \$44,666.75

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2020227	Fee US Bank VISA	1208242192	12/12/2020	501 4910	\$23.17
2020228	Training US Bank VISA	2960570	12/8/2020	501 4910	\$380.45
2020229	Professional Services Green Valley Clean	436	12/31/2020	501 4910	\$265.00
2020230	Utilities Puget Sound Energy	Suite 100	12/31/2020	501 4910	\$70.54
2020231	Utilities Puget Sound Energy	Suite 101	12/31/2020	501 4910	\$91.88
2020232	Copier Lease Ricoh USA, Inc.	104411380	12/3/2020	501 4910	\$209.17
2020233	Printing Ricoh USA, Inc.	104496135	12/25/2020	501 4910	\$47.15
2020234	Professional Services Resource Systems Group, Inc.	48031	12/15/2020	501 4910	\$1,454.69
2020235	Professional Services Resource Systems Group, Inc.	48086	12/31/2020	501 4910	\$860.92
2020236	Professional Services Resource Systems Group, Inc.	47972	12/9/2020	501 4910	\$1,236.15
2020237	Professional Services Resource Systems Group, Inc.	48087	12/31/2020	501 4910	\$10,628.83
2020238	Professional Services Skagit County Public Works	20201101	11/30/2020	501 4910	\$5,382.58
2020239	Professional Services Skagit County Public Works	20201201	12/31/2020	501 4910	\$4,857.24

BATCH NUMBER: 135584

JANUARY 2021

BATCH TOTAL: \$9,579.49

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2021001	Dues & Membership Fee Association of Washington Cities	87206	1/1/2021	501 4910	\$911.32
2021002	Insurance Washington Cities Insurance Authority	14960	1/1/2021	501 4910	\$5,259.00
2021003	Copier Lease Ricoh USA, Inc.	104516080	1/1/2021	501 4910	\$209.17
2021004	Rent NECA	Feb 2021	1/31/2021	501 4910	\$3,200.00

Financial Position

For the Month Ended:	12/31/2020	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	383,646	408,920	420,352	503,942	460,225	500,464	487,047	486,248	496,750	495,546	482,190	533,883
Accounts Receivable	110,014	103,967	110,647	68,351	96,227	57,536	77,598	81,547	81,441	68,273	94,115	44,837
Accounts Payable	(25,508)	(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	468,152	508,062	522,586	522,200	542,244	555,076	549,079	558,688	566,230	554,260	563,312	576,935

Item	Major Item and Description	Board	January	February	March	April	May	June	July	August	September	October	November	December
	Meetings and Locations		Virtual	Virtual	Virtual	Virtual	Virtual	Virtual	TBD	TBD	TBD	TBD	TBD	TBD
1	Election of Officers (Vice Chair)	BOD & TPB	◆											
2	Regional Transportation Plan	TPB	Release Draft		◆									
3	Cost Allocation Plan	BOD		◆										
4	Performance Targets	TPB		Highway/Ped Safety										
5	Human Service Transportation Project Recommendations	TPB		◆										
6	Election of Officers (Vice Chair)	GMASC			◆									
7	Local Obligation Authority (OA) Process	TPB				Discussion or Action				Discussion		2022 OA Plan		
8	Unified Planning and Work Program (UPWP)	TPB				Discuss	◆							
9	Project Selection	TPB				Criteria		◆						
10	Local Dues	BOD							Initial Dues Discussion	◆				
11	2022 Operating Budget	BOD								Initial Budget		Review Draft Budget	◆	
12	Regional Transportation Improvement Program	TPB								Discussion		◆		
13	Growth Monitoring Report	GMASC			2020 Report						Discuss 2021 Report			◆
14	Regional Transportation Priorities	TPB										Discuss	◆	

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

WASHINGTON INTERGOVERNMENTAL REVIEW PROCESS
UNIFORM NOTIFICATION FORM
(WIRP)

	1. PROJECT IDENTIFICATION NUMBER:
2. APPLICANT: Town of Concrete	3. PROPOSED DATE OF SUBMITTAL: 02/01/2021
4. PROJECT TITLE: Fire Department Equipment	
5. CONTACT PERSON: Name: Andrea Fichter Phone: 360.853.8401 Address: P.O. Box 39, Concrete, WA 98237	6. FUNDING: AMOUNT SOURCE Federal \$30,00.00 USDA RD State _____ Local \$10,000.00 Town of Concrete Other _____ TOTAL \$_____
7. DESCRIPTION: Purchase of needed Self Contained Breathing Apparatus (SCBA) equipment to provide adequate response and equip all department personnel with proper safety equipment and PPE during emergency responses as well as training.	
8. GEOGRAPHICAL AREA AFFECTED: (City, County, State, etc.) Town of Concrete, Skagit County, WA	
9. DURATION OF PROJECT: N/A	10. DATE COMMENTS ARE DUE: January 25, 2021
11. CERTIFYING OFFICIAL: Name: _____ Signature: _____ Title: _____ Date _____	

*Agency, Fed. CFDA No. (Catalog of Federal Domestic Assistance)