

SKAGIT COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING

October 20, 2021

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

[GoToMeeting](#)

Dial In: 1 (866) 899-4679

Access Code: 818-817-773

REVISED AGENDA

1. **Call to Order and Roll Call**
2. **Written Public Comments** – *Mark Hamilton*
3. **Consent Agenda**
 - a. Approval of [August 18, 2021 Board of Directors Meeting Minutes](#)
 - b. Approval of [Accounts Payable Vouchers](#) and Payroll Certification
AP voucher batch #138324 in the amount of \$6,790.73; and payroll certification for August 2021 in the amount of \$27,158.29.

AP voucher batch #138555 in the amount of \$20,083.10; and payroll certification for September 2021 in the amount of \$28,207.05.
4. **Action Items**
 - a. [2022 Budget](#) – *Kevin Murphy*
 - b. EDASC Board of Directors Representative – *Commissioner Lisa Janicki, Board of Directors Chair*
 - c. [Resolution 2021-06 Authorizing the Appointment of an Investment Officer](#) – *Kevin Murphy*
5. **Chair's Report**
6. **Executive Director's Report**
7. **Roundtable and Open Topic Discussion**
8. **Next Meeting:** February 16, 2022, 2:00 p.m., *Location to Be Determined*
9. **Adjourned**

Information:

[Public Records Request](#)

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

The Growth Management Act Steering Committee meeting will follow this meeting

[Meeting Packet](#)

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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

Mayor Jill Boudreau.....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

August 18, 2021

GoToMeeting Remote Meeting

MEMBERS PRESENT

Commissioner Lisa Janicki, Skagit County, Chair; Commissioner Peter Browning, Skagit County; Mayor Laurie Gere, City of Anacortes; Mayor Ramon Hayes, Town of La Conner; Mayor Eddie Hills, Town of Lyman; 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; Pam Carlson, Finance Manager; and Mark Hamilton, Senior Transportation Planner.

OTHERS PRESENT

One member of the public attended the meeting.

MINUTES

1. Call to Order: Commissioner Janicki called the meeting to order at 2:00 p.m.

Roll Call: Roll was taken with a quorum present.

2. Written Public Comments: Mr. Hamilton said there was a written public comment period from August 11-17 for the Board meeting, and no comments were received during that timeframe.

3. Consent Agenda

- a. Approval of June 16, 2021 Board of Directors Meeting Minutes
- b. Approval of Accounts Payable Vouchers and Payroll Certification

AP voucher batch #137585, #137791 and #137855 in an amount totaling \$19,647.30; and payroll certification for June 2021 in the amount of \$38,435.25.

AP voucher batch #137897 and #138124 in an amount totaling \$22,744.13; and payroll certification for July 2021 in the amount of \$27,328.79.

Mayor Johnson moved approval of the consent agenda items as presented, and Commissioner Wesen seconded the motion. The motion carried unanimously.

4. Action Items

- a. 2022 Proposed Dues: Mr. Murphy presented this agenda item to the Board. SCOG staff recommends that the Board approve dues for 2022, including a 3% increase. A 3% increase is a typical practice of the Board, though dues were not increased in 2020. The allocation formula is not proposed to change for 2022, using the same formula that has been in place for several years to calculate SCOG member dues.

Mayor Sexton stated his objection to the dues calculation, particularly the inclusion of sales tax in the dues formula.

Mayor Hayes moved to approve the dues as presented. Mayor Gere seconded the motion and it carried, with Mayor Sexton opposed.

- b. Enter into Interlocal Agreement with Whatcom Council of Governments for Financial Services: Mr. Murphy announced that Pam Carlson plans to retire in December which started a conversation about what to do regarding SCOG's financial position after her retirement. SCOG staff and the Board Chair propose that SCOG enter into an agreement with the Whatcom Council of Governments (WCOG) to cover SCOG high-level financial services. Ron Cubellis works at WCOG and has provided limited financial services to SCOG for years – the interlocal agreement expands these duties, supplanting many of the tasks that Ms. Carlson has undertaken in her time as SCOG Finance Manager. According to Mr. Murphy, the draft of the interlocal is not yet available, but Board action on this agenda item would authorize the Executive Director to enter into an interlocal agreement with WCOG for high-level financial services, following drafting and review of the agreement over the next few weeks.

Commissioner Janicki spoke in support of the interlocal agreement and thanked Ms. Carlson for her work with SCOG. Commissioner Wesen asked how many hours are anticipated to be devoted to these financial activities. Mr. Murphy said that the amount is up to \$35,000 per year, but the expected number of hours anticipated could not be estimated at this time.

Commissioner Wesen moved to authorize the Executive Director to enter into an interlocal agreement with the Whatcom Council of Governments to provide high-level financial services to SCOG. Commissioner Browning seconded the motion, and it carried unanimously.

5. Discussion Items

- a. 2022 Initial Budget: Mr. Murphy provided an overview of the draft budget to the Board. He highlighted several items included within the draft budget, including salaries and benefits as well as expected professional services contracts. A summary of the budget is included on the second page of the memo. SCOG staff is proposing that the draft budget is adopted in October.

Mayor Sexton support of the initial 2022 budget and thanked Ms. Carlson for her work with SCOG over the years. Ms. Carlson thanked Board members and expressed her gratitude in working with them during her time at SCOG.

6. Chair's Report: Commissioner Janicki had nothing to report.
7. Executive Director's Report: Mr. Murphy thanked Ms. Carlson for all she has done for SCOG over the years and the assistance she has provided him since he first started at SCOG.
8. Roundtable and Open Topic Discussion: Commissioner Wesen thanked Ms. Carlson for her work with SCOG and noted all the complications that were involved with the Revolving Loan Fund, which Ms. Carlson managed skillfully for many years. Mayor Hayes and Mayor Hills also thanked Ms. Carlson for her service with SCOG.
9. Next Meeting: The next meeting is October 20, 2021, at 2:00 p.m. via the GoToMeeting remote meeting platform.
10. Adjourned: Commissioner Janicki adjourned the meeting at 2:33 p.m.



Information Items: The Board was provided with a monthly financial update, a Washington Intergovernmental Review Process Uniform Notification Form, and a letter from the British Columbia Ministry of Energy, Mines and Low Carbon Innovation.

Approved,

Kevin Murphy, Executive Director
Skagit Council of Governments

Date: _____

Commissioner Lisa Janicki, Skagit County
Board of Directors Chair
Skagit Council of Governments

Date: _____

DRAFT

SKAGIT COUNCIL OF GOVERNMENTS

BATCH NUMBER: 138324

AUGUST 2021

BATCH TOTAL: \$6,790.73

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2021104	Employee Healthcare Benefits Association of WA Cities	9-2021	8/19/2021	501 2400	\$6,790.73

BATCH NUMBER: 138555

SEPTEMBER 2021

BATCH TOTAL: \$20,083.10

NO.	Vendor Name	Invoice Number	Invoice Date	GL Code	Inv Amount
2021105	Supplies US Bank VISA		8/17/2021	501 4910	\$6.92
2021106	Fee US Bank VISA	1550848	8/30/2021	501 4910	\$11.00
2021107	Utilities City of Mount Vernon		8/31/2021	501 4910	\$13.59
2021108	Professional Services Green Valley Clean	512	8/31/2021	501 4910	\$265.00
2021109	Rent NECA	October 2021	9/30/2021	501 4910	\$3,200.00
2021110	Utilities Puget Sound Energy	Suite 100	9/1/2021	501 4910	\$39.52
2021111	Utilities Puget Sound Energy	Suite 101	9/1/2021	501 4910	\$32.10
2021112	Printing RICOH USA Inc.	5062696225	8/27/2021	501 4910	\$224.12
2021113	Copier Lease RICOH USA Inc.	105341545	9/3/2021	501 4910	\$79.86
2021114	Professional Services Resource Systems Group	49137	7/31/2021	501 4910	\$4,829.24
2021115	Professional Services Resource Systems Group	49245	8/31/2021	501 4910	\$8,385.51
2021116	Professional Services Resource Systems Group	49139	7/31/2021	501 4910	\$2,092.28
2021117	Professional Services Skagit County Public Works	20210701	7/31/2021	501 4910	\$872.60
2021118	Expense Reimbursement Mark Hamilton	August 2021	8/31/2021	501 4910	\$31.36

ACTION ITEM 4.A. – 2022 BUDGET

Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Board of Directors	August 18, 2021	Discussion	Kevin Murphy	360-416-7871
Board of Directors	October 20, 2021	Action	Kevin Murphy	360-416-7871

RECOMMENDED ACTION

Adopt the proposed 2022 budget.

FISCAL IMPACT

The proposed 2022 budget increased approximately \$30,390 from the 2021 approved budget.

DISCUSSION

The 2022 budget has estimated total expenditures in the amount of \$874,890 which compares to the 2021 budget of \$905,280. The revenue components are as follows: federal funds 66%, state funds 10% and local funds and other 24%. Major budget assumptions include 3% dues increase for 2022, continued Growth Management Act support, 4.0% cost of living adjustment for planning staff, change in staffing with retirement of financial manager, and an approximately 6% increase in healthcare related benefits.

The most significant expense categories are Salaries and Benefits, Professional Services, and Operating Expenses.

- Salaries and Benefits: \$519,230 is budgeted for salaries and benefits in the 2022 budget. This figure is \$4,460 (1%) higher than the 2021 budgeted amount. The direct salary component is estimated to be \$17,691 lower than 2021 and consists of salary for current staff, plus 3% step increase for eligible staff, 4.0% cost of living adjustment for planning staff, new executive assistant position, and a part-time summer intern. Payroll taxes and benefits are expected to increase approximately \$22,151. Payroll taxes, healthcare and pension benefits account for the increase in this category.
- Professional Services: Professional services, in the amount of \$252,550 in the 2022 budget, are \$16,000 lower than the 2021 amount. Professional Services include the following:
 - Professional Services
 - Bi-Annual Audit (the next audits will be done in 2023)\$0
 - Skagit County Auditor\$3,500
 - Skagit County Information Services\$24,000
 - Financial Services (WCOG).....\$35,000
 - Legal Services.....\$1,000
 - HSTP.....\$40,000
 - Traffic Counts.....\$30,000
 - Household Travel Demand Study\$75,000



- Regional Forecasts\$40,000
- Janitorial Service\$4,050
- Operating Expenses: Operating expenses in the 2022 budget, in the amount of \$103,110, are \$18,850 lower than the 2021 budget of \$121,960. The type of expenses included in this category are; conferences, computer and software, equipment lease, fees, insurance, office space rent, phones/utilities, supplies and travel.

The 2022 Budget follows..



2022 - Proposed			
	2021	2022	
	Approved 11/18/2020	Proposed 10/20/2021	Increase or Decrease
REVENUE			
Local Dues and Other	\$ 177,395	\$ 184,607	
State	75,561	71,643	
Federal	668,437	496,635	
Total Revenue	\$ 921,393	\$ 752,885	(\$168,508)
EXPENSES			
Salaries	\$ 348,397	\$330,706	
Executive Director	\$ 130,294	\$ 130,294	
Finance Manager	\$ 56,051	\$ 31,877	
	\$ -	\$ -	
Senior Planner	\$ 88,818	\$ 92,323	
Asssitant Planner	\$ 65,734	\$ 68,711	
Intern	\$ 7,500	\$ 7,500	
	0	\$ -	
	0	\$ -	
Total Salaries	\$ 348,397	\$ 330,706	
Benefits	166,373	188,524	
Medical/Dental/Vision/Life/EAP	\$ 92,638	\$ 127,307	
Retirement	\$ 44,214	\$ 33,129	
Social Security	\$ 26,652	\$ 25,299	
Unemployment Insurance	\$ 546	\$ 494	
Paid Family & Medical Leave	\$ 512	\$ 486	
Workers Compensation Insurance	\$ 1,810	\$ 1,810	
Total Benefits	\$ 166,373	\$ 188,524	
Total Salaries & Benefits	\$ 514,770	\$ 519,230	\$4,460
Other Expenses			
Advertising / Legal Notices	\$ 6,500	\$ 6,500	\$ -
Conferences & Training	16,000	15,000	(1,000)
Computer & Software	6,550	6,550	-
Dues & Subscriptions	4,035	3,685	(350)
Equipment & Furniture	1,000	1,000	-
Equipment Lease	2,550	2,550	-
Fees	21,775	4,275	(17,500)
Finance Charge & Interest	-	-	-
Insurance	5,700	5,700	-
Meeting Expenses	450	450	-
Pass Through Funding	-	-	-
Phones	-	-	-
Postage	400	400	-
Printing	1,800	1,800	-
Professional Services	268,550	252,550	(16,000)
Rent	38,400	38,400	-
Repairs & Maintenance	500	500	-
Supplies	3,000	3,000	-
Travel	10,000	10,000	-
Utilities & Janitorial	3,300	3,300	-
Total Other Expenses	\$ 390,510	\$ 355,660	(\$34,850)
Total Expenses	\$ 905,280	\$ 874,890	(\$30,390)
Net Increase (Decrease) in Cash	\$ 16,113	\$ (122,005)	

RESOLUTION 2021-06

AUTHORIZING THE APPOINTMENT OF AN INVESTMENT OFFICER

WHEREAS, the Skagit Council of Governments, from time to time, maintains fund balances which are in excess of current agency cash needs;

WHEREAS, it would be of benefit to the agency to have such funds invested to produce additional income for the agency;

WHEREAS, RCW 36.29.020 and RCW Chapter 39.60 set the types of investments in which public funds may be invested; and

WHEREAS, it would be of financial benefit to the agency to have an investment officer of the agency appointed and authorized to invest and reinvest such funds rather than to wait until a Board meeting to authorize specific investments.

NOW THEREFORE BE IT RESOLVED BY THE SKAGIT COUNCIL OF GOVERNMENTS:

The Skagit Council of Governments Board of Directors hereby appoint Kevin Murphy, Executive Director, as its investment officer.

ADOPTED at a regular meeting of the Board of Directors of the Skagit Council of Governments on the 20th day of October, 2021.

Commissioner Lisa Janicki, Skagit County
SCOG Chair

Kevin Murphy
Executive Director

Investment Officer Signature

INFORMATION ITEM – PUBLIC RECORDS REQUEST

Document History

Meeting	Date	Type of Item	Staff Contact	Phone
Board of Directors	10/20/2021	Information	Mark Hamilton	(360) 416-7876

PUBLIC RECORDS REQUEST

A public records request was received by the Skagit Council of Governments on June 18, 2021. Details related to the request are included below.

REQUESTOR

Cody Hart, P.E., submitted the public records request.

REQUEST

The request was for public records pertaining to professional engineer approved preliminary construction cost estimates submitted for planning, funding requests or other purposes for years 2012–2020.

RESPONSIVE RECORDS

A total of 1,734 records were identified as responsive to the request and provided to Mr. Hart: 190 records were provided on June 25, 2021; 352 records were provided on July 29, 2021; and 1,192 records were provided on August 26, 2021.

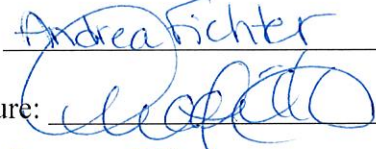
STAFF TIME

Skagit Council of Governments staff spent 43 hours on this public records request.

CLOSURE

The public records request was closed on August 26, 2021, after all responsive records were provided to Mr. Hart.

WASHINGTON INTERGOVERNMENTAL REVIEW PROCESS
UNIFORM NOTIFICATION FORM
(WIRP)

	1. PROJECT IDENTIFICATION NUMBER:
2. APPLICANT: Town of Concrete	3. PROPOSED DATE OF SUBMITTAL: 10-15-21
4. PROJECT TITLE: Secondary Access	
5. CONTACT PERSON: Name: Andrea Fichter Phone: 360.853.8401 Address: P.O. Box 39, Concrete, WA 98237	6. FUNDING: AMOUNT SOURCE Federal \$1,500,00.00 USDA RD State _____ Local \$ _____ Other \$ _____ TOTAL \$ _____
7. DESCRIPTION: Construction of roadway, sidewalks and water and sewer infrastructure.	
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: 11/15/21
11. CERTIFYING OFFICIAL: Name: <u>Andrea Fichter</u> Signature: <u></u> Title: <u>Clerk Treasurer</u> Date <u>10/14/21</u>	

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