

SKAGIT COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING

August 16, 2023

Anticipated start time is 10:00 a.m. following the Transportation Policy Board meeting

In Person: [Burlington City Council Chambers](#), 833 South Spruce Street, Burlington, WA 98233

Remote: [GoToMeeting](#)

Dial In: 1 (877) 309-2073

Access Code: 996-409-685

AGENDA

1. **Call to Order and Roll Call**
2. **Written Public Comments** – *Mark Hamilton*
3. **Consent Agenda**
 - a. Approval of [May 17, 2023 Board of Directors Meeting Minutes](#)
 - b. Approval of [Accounts Payable Vouchers](#) and Payroll Certification
AP voucher batch #145788 and AP voucher batch #146025 in an amount totaling \$21,236.60; and payroll certification for May 2023 in the amount of \$36,886.43. AP voucher batch #146135 and AP voucher batch #146307 in an amount totaling \$15,001.35; and payroll certification for June 2023 in the amount of \$37,115.14. AP voucher batch #146496, #146613 and #146656 in an amount totaling \$17,468.58; and payroll certification for July 2023 in the amount of \$35,698.56.
4. **Action Items**
 - a. [Resolution 2023-06 to Amend Personnel Handbook – Kevin Murphy](#)
 - b. [2024 Dues – Kevin Murphy](#)
5. **Discussion Items**
 - a. [2024 Initial Budget – Kevin Murphy](#)
 - b. Comprehensive Economic Development Strategy Update – *Kevin Murphy*
6. **Chair’s Report**
7. **Executive Director’s Report**
8. **Roundtable and Open Topic Discussion**
9. **Next Meeting:** November 15, 2023, 9:30 a.m., [Burlington City Council Chambers and Remote](#)
10. **Adjourned**

Information Items:

[Year to Date Actual vs. Budget – January through June 2023](#)

[Quarterly Financial Update](#)

[Washington Intergovernmental Review Process Uniform Notification Forms](#)

[Annual Report](#)

[Meeting Packet](#)



BOARD OF DIRECTORS OFFICERS

Commissioner Ron Wesen..... Chair

Mayor Steve Sexton..... Vice-Chair

BOARD OF DIRECTORS MEMBERSHIP AND VOTES

Anacortes..... 1
 Burlington 1
 Concrete..... 1
 Hamilton..... 1
 La Conner 1
 Lyman 1
 Mount Vernon 1

Port of Anacortes1
 Port of Skagit1
 Samish Indian Nation.....1
 Sedro-Woolley1
 Skagit County3
 Skagit Public Utility District.....1
 Swinomish Indian Tribal Community.....1

QUORUM REQUIREMENT

A quorum consists of a simple majority (9) of the total votes (16).

Title VI Notice to the Public: The Skagit Council of Governments fully complies with Title VI of the federal Civil Rights Act of 1964 and related statutes, and does not discriminate on the basis of race, color or national origin. For more information, or to obtain a Title VI Complaint Form, visit SCOG’s website at <http://scog.net/about/nondiscrimination/>.

Aviso resumido del Título VI al público: El Consejo de gobiernos de Skagit cumple plenamente con el Título VI de la Ley federal de derechos civiles de 1964 y los estatutos relacionados, y no discrimina por motivos de raza, color u origen nacional. Para mayor información, o para obtener un Formulario de queja del Título VI, visite el sitio web del SCOG en <http://scog.net/about/nondiscrimination/>.

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SKAGIT COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS
MEETING MINUTES

May 17, 2023
Burlington City Council Chambers and GoToMeeting

MEMBERS PRESENT

Mayor Steve Sexton, City of Burlington, Vice-Chair; Assessor Danny Hagen, Skagit County; Mayor Ramon Hayes, Town of La Conner; Commissioner Lisa Janicki, Skagit County; Mayor Julia Johnson, City of Sedro-Woolley; Commissioner Joe Lindquist, Skagit PUD; Mayor Matt Miller, City of Anacortes; Auditor Sandy Perkins, Skagit County; and Chairman Tom Wooten, Samish Indian Nation.

STAFF PRESENT

Kevin Murphy, Executive Director; Debbie Carter, Executive Assistant and Clerk of the Board; Mark Hamilton, Senior Transportation Planner; Grant Johnson, Associate Planner; and Madeline Pysher, Intern.

OTHERS PRESENT

One member of the public attended the meeting.

MINUTES

1. Call to Order: Mayor Steve Sexton called the meeting to order at 9:53 a.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 May 10-16 for the Board meeting, and no comments were received during that timeframe.

3. Consent Agenda

- a. Approval of February 15, 2023 Board of Directors Meeting Minutes

Mayor Miller moved to approve the February 15, 2023, Board of Directors Meeting Minutes, with Mayor Johnson seconding the motion. The motion carried unanimously.

- b. Approval of Accounts Payable Vouchers and Payroll Certification

AP voucher batch #144732 and AP voucher batch#144905 in an amount totaling \$18,655.65; and payroll certification for February 2023 in the amount of \$37,261.42. AP voucher batch #145053 and AP voucher batch #145280 in an amount totaling \$14,670.02; and payroll certification for March 2023 in the amount of \$35,260.23. AP voucher batch #145469, #145573 and

#145624 in an amount totaling \$16,986.97; and payroll certification for April 2023 in the amount of \$35,343.72.

Mayor Miller moved to approve the Accounts Payable Vouchers and Payroll Certification, with Mayor Johnson seconding the motion. The motion carried unanimously.

4. Discussion Items

- a. Personnel Handbook Update: Mr. Murphy gave the staff presentation for this discussion item. The Personnel Handbook was last updated in 2022, with the last major updates in 2018. Proposed updates to the Personnel Handbook in 2023 include: several revisions to the consistency of language used (e.g. referring to SCOG as an “Agency”, not a “Company”); removing references to Revolving Loan Funds, Annual Dinner, Finance Manager and other dated terms no longer applicable to SCOG; revisions to the Personnel Appearance and Conduct section to update the dress code, removing references to specific types of clothing; revisions to the Credit Card Policy section to increase credit limits from \$2,500 to \$5,000 due to increased costs, and expanding approved uses of credit card; introducing flexible work arrangements into Work Week & Pay Periods section; increasing the maximum accumulation of vacation leave from 240 to 320 hours; revising names of holidays for consistency with the Revised Code of Washington, which is referenced in the handbook for holidays that SCOG recognizes; and removing the “release time” requirement from Types of Training section, as all training must be approved by the Executive Director and also having the Executive Director release an employee to attend the training is redundant. Mr. Murphy concluded his presentation by stating that this item would come back to the Board for consideration of action at the August meeting.

Board members did not have any discussion on this agenda item.

- b. 2024 Dues: Mr. Murphy gave the staff presentation for this discussion item. Initial budget assessments for the 2024 Dues will be an action item for the next BOD meeting in August. Dues are used to match federal grant funds received by SCOG, and pay for other items such as the Comprehensive Economic Development Strategy that is now being prepared. Last year the Board approved the use of the Consumer Price Index (CPI) for the Seattle area to set the 2023 Dues and SCOG staff is proposing to use this index again for dues setting.

Mayor Miller asked for clarification about which CPI is proposed to be used: the national CPI or regional. Mr. Murphy responded that the CPI for the Seattle area is proposed to be used for 2024 dues, as this area is the closest to Skagit County that has this information available from the U.S. Bureau of Labor Statistics.

- c. Comprehensive Economic Development Strategy Update: Mr. Murphy gave the staff presentation for this discussion item. He stated that at the February meeting, the Board modified the budget to include up to \$100,000 for a consultant contract to prepare a Comprehensive Economic Development Strategy, and authorized him to enter into a contract after completion of a competitive consultant-selection process. He then gave an update on the procurement process to date. Contract negotiations are in progress with Community Attributes, Inc. who will begin work in early July after the contract is executed.

Commissioner Janicki spoke to the number of well-qualified consultants that responded to the request for proposals and highlighted the importance of hiring a firm with local knowledge of the Skagit County economy.

- 5. Chair’s Report: Mayor Sexton did not have anything to report.
- 6. Executive Director’s Report: Mr. Murphy did not have anything to report.
- 7. Roundtable and Open Topic Discussion: Commissioner Janicki asked Mr. Murphy to clarify which issues should be brought to the Transportation Policy Board (TPB) and which issues should be brought to the SCOG Board of Directors. Mr. Murphy replied that many topics contain overlap between the two boards, and because the Board of Directors only meets quarterly, he may bring announcements to the TPB rather than wait until the next Board of Directors meeting, so members are getting information in a timely manner.

Commissioner Janicki mentioned that the Personnel Handbook should include information about the entirety of SCOG in the introductory section and not be so focused on only transportation. Mr. Murphy agreed to return to the August Board of Directors meeting with expanded language in the Personnel Handbook better describing other regional planning of the agency, in addition to transportation.

- 8. Next Meeting: The next meeting is August 16, 2023 with an expected start time of 9:30 a.m., in person at the Burlington City Council Chambers and remotely via GoToMeeting.
- 9. Adjourned: Mayor Sexton adjourned the meeting at 10:14 a.m.

Information Items: The Board was provided with the Year to Date Actual vs. Budget - January through March 2023; Quarterly Financial Update; and Washington Intergovernmental Review Process Uniform Notification Forms.

Approved,

Kevin Murphy, Executive Director
Skagit Council of Governments

Date: _____

Commissioner Ron Wesen, Skagit County
Board of Directors Chair
Skagit Council of Governments

Date: _____

MAY BATCH 145788						
No	Vendor Name/Description	Description	Vendor No	Invoice Number	Invoice Date	Invoice Amount
2023058	A-1 Shredding	Professional Services	31010	23844	4/6/2023	\$44.00
2023059	City of Mount Vernon (enc)	Utiilites	12360	4302023	4/30/2023	\$22.68
2023060	EDASC	Dues	11059	2023-2211	5/31/2023	\$500.00
2023061	Green Valley Clean	Professional Services	31182	849	4/30/2023	\$265.00
2023062	NECA	Rent	31094	June 2023 Rent	5/1/2023	\$3,200.00
2023063	Puget Sound Energy (enc)	Utiilites	14036	5032023	5/3/2023	\$71.96
2023064	Puget Sound Energy (enc)	Utiilites	14036	532023	5/3/2023	\$31.27
2023065	Ricoh Images (enc)	Printing	27592	5067217165	4/25/2023	\$27.33
2023066	Skagit County Public Works	Professional Services	20644	20221201	12/31/2022	\$2,383.72
2023067	Skagit County Public Works	Professional Services	20644	20230301	3/31/2023	\$3,251.71
2023068	US Bank Visa - MH Marriott	Travel	25459	3292023	3/29/2023	\$1,215.56
2023069	US Bank Visa - DC Haggen	Postage	25459	41123	4/11/2023	\$12.60
2023070	US Bank Visa - DC Haggen	Supplies	25459	4112023	04/112023	\$25.63
2023071	US Bank Visa - MH Best Buy	Supplies	25459	4132023	4/13/2023	\$60.80
2023072	US Bank Visa - KM Docusign	SCOG -Indirect/Dues & Subscriptions	25459	4242023	4/22/2023	\$1,305.60
2023073	WA DRS (enc)	Fees	23312	1556868	4/4/2023	\$25.00
2023074	Waste Management (enc)	Utiilites	26387	0771196-0043-3	5/1/2023	\$144.49
2023075	Whatcom Council of Governments	Professional Services	23714	672	3/31/2023	\$548.01
May-23	BATCH 145788 Total					\$13,135.36

	Associataion of WA Cities	Employee Healthcare Benefits	A0657	43379	5/27/2023	\$8,101.24
2023076	BATCH 146025 Total					\$8,101.24

JUNE BATCH 146135						
No	Vendor Name/Description	Description	Vendor No	Invoice Number	Invoice Date	Invoice Amount
2023077	Carter, Debbie	Employee reimbursement	33993	5252023	5/25/2023	\$27.88
2023078	City of Mount Vernon (enc)	Utiilites	12360	5312023	5/31/2023	\$22.68
2023079	Green Valley Clean	Professional Services	31182	868	5/31/2023	\$265.00
2023080	Hamilton, Mark	Employee reimbursement	28427	52523	5/25/2023	\$536.69
2023081	NECA	Rent	31094	July 2023 Rent	6/1/2023	\$3,200.00
2023082	Puget Sound Energy Suite100 (enc)	Utiilites	14036	6022023	6/2/2023	\$35.92
2023083	Puget Sound Energy Suite 101 (enc)	Utiilites	14036	6223	6/2/2023	\$37.36
2023084	Pysher, Madeline	Employee reimbursement	34284	5242023	5/24/2023	\$39.30
2023085	Ricoh Images (enc)	Printing	27592	5067394473	5/25/2023	\$14.45
2023086	Skagit Publishing (enc)	FHWA-MPO Admin Legal Notice	13375	33965	5/2/2023	\$301.77
2023087	Waste Management (enc)	Utiilites	26387	0776679-0043-3	6/1/2023	\$141.41
2023088	Whatcom Council of Governments	Professional Services	23714	691	4/30/2023	\$2,277.65
Jun-23	BATCH 146135 Total					\$6,900.11

2023089	Associataion of WA Cities	Employee Healthcare Benefits	A0657	45396	6/18/2023	\$8,101.24
Jun-23	BATCH 146307 Total					\$8,101.24

JULY BATCH 146496						
No	Vendor Name/Description	Description	Vendor No	Invoice Number	Invoice Date	Invoice Amount
202390	Community Attibutes, Inc. (CAI)	Professional Services	34251	3677	5/31/2023	\$1,416.92
202391	City of Mount Vernon (enc)	Utiilites	12360	6302023	6/30/2023	\$24.29
202392	ESRI (enc)	Computer & Software	23464	94498263	6/2/2023	\$837.76
202393	Green Valley Clean	Professional Services	31182	888	6/30/2023	\$265.00
202394	NECA	Rent	31094	August 2023 Rent	7/1/2023	\$3,200.00
202395	Puget Sound Energy Suite100 (enc)	Utiilites	14036	7032023	7/3/2023	\$28.66
202396	Puget Sound Energy Suite 101 (enc)	Utiilites	14036	70323	7/3/2023	\$36.77
202397	Ricoh Images (enc)	Printing	27592	5067576405	6/25/2023	\$29.33
202398	US Bank VISA - GoDaddy/MH	Dues and Subscriptions	25459	5282023	5/28/2023	\$91.26
202399	US Bank VISA - GoDaddy/MH	Dues and Subscriptions	25459	6102023	6/10/2023	\$25.21
2023100	US Bank VISA - Office Depot/DC	Office Supplies	25459	6062023	6/6/2023	\$89.24
2023101	Waste Management (enc)	Utiilites	26387	0779068-0043-6	7/1/2023	\$140.92
2023102	Whatcom Council of Governments	Professional Services	23714	711	5/31/2023	\$1,938.43
Jul-23	BATCH 146496 Total					\$8,123.79
2023103	WA Department of Labor & Industries	Payroll tax	22900	2023 Q2	6/30/2023	\$459.74
2023104	WA Employment Security Dept. (unemployment)	Payroll tax	20765	2023 Q2	6/30/2023	\$243.00
2023105	WA Employment Security Dept. (paid famil & medical leave)	Payroll tax	32166	2023 Q2	6/30/2023	\$540.81
Jul-23	BATCH 146613 Total					\$1,243.55

2023106	Associataion of WA Cities	Employee Healthcare Benefits	A0657	46431	7/19/2023	\$8,101.24
Jul-23	BATCH 146656 Total					\$8,101.24

ACTION ITEM 4.A. – RESOLUTION 2023-06 TO AMEND PERSONNEL HANDBOOK

Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Board of Directors	05/17/2023	Discussion	Kevin Murphy	360-416-7871
Board of Directors	08/18/2023	Action	Kevin Murphy	360-416-7871

FISCAL IMPACT

There would not be a direct cost impact to SCOG. The increase in maximum accumulation of vacation leave from 240 to 320 hours could have an impact on SCOG’s fringe benefit costs in the Cost Allocation Plan (CAP), which is approved annually by the Board of Directors. The CAP accounts for over/under recovery the previous year. An increase in maximum vacation leave accrual from 240 to 320 hours could result in higher fringe benefit costs the year after accrued vacation leave is used by a SCOG employee.

DISCUSSION

SCOG’s Board of Directors adopts and amends the [Personnel Handbook](#) for the agency. The handbook was adopted on December 21, 2016, and was most recently amended on May 18, 2022. The affected date for these proposed changes would be January 1, 2024.

Several updates to the Handbook are proposed by SCOG staff, which are summarized below:

- Rewrite of 1.0 Introduction section describing SCOG – **new since May meeting**
- Several revisions are proposed for consistency of language used (e.g. referring to SCOG as an “Agency”, not a “Company”);
- Removes references to Revolving Loan Funds, Annual Dinner, Finance Manager and other dated terms no longer applicable to SCOG;
- Revises the Personal Appearance and Conduct section to update the dress code, removing references to specific types of clothing;
- Revises the Credit Card Policy section to increase credit limits from \$2,500 to \$5,000 due to increased costs, and expands approved uses of credit card;
- Introduces flexible work arrangements into Work Week & Pay Periods section;
- Increases maximum accumulation of vacation leave from 240 to 320 hours;
- Revises names of holidays for consistency with the Revised Code of Washington, which is referenced in the handbook for holidays that SCOG recognizes; and
- Removes “release time” requirement from Types of Training section, as all training must be approved by the Executive Director and also having the Executive Director release an employee to attend the training is redundant.

RESOLUTION 2023-06

TO AMEND PERSONNEL HANDBOOK

WHEREAS, the Skagit Council of Governments (SCOG) adopted the Personnel Handbook on December 21, 2016, effective January 1, 2017;

WHEREAS, SCOG amended the Personnel Handbook on March 21, 2018, to comply with a new Washington state sick leave law, and on May 18, 2022, to recognize June 19 as a holiday for employees; and

WHEREAS, the Personnel Handbook is being updated in 2023 to more accurately describe SCOG and activities of SCOG, provide consistent language throughout, remove references no longer applicable to SCOG, revise the Personal Appearance and Conduct section, revise Credit Card Policy, revise the Work Week & Pay Periods section, increase maximum vacation leave accrual, revise names of holidays for consistency with the Revised Code of Washington, and revise the Types of Training section.

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

The Personnel Handbook is hereby amended, effective January 1, 2024.

Adopted: August 16, 2023

Commissioner Ron Wesen, Skagit County
Board of Directors Chair

Kevin Murphy
Executive Director

ACTION ITEM 4.B. – 2024 PROPOSED DUES

Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Board of Directors	June 21, 2023	Discussion	Kevin Murphy	360-416-7871
Board of Directors	August 16, 2023	Action	Kevin Murphy	360-416-7871

RECOMMENDED ACTION

Skagit Council of Governments (SCOG) staff recommends that the Board of Directors adopt the proposed 2024 dues.

FISCAL IMPACT

Staff are proposing 4.6% dues increase for 2024 for an increase of \$7,250 from 2023 and a total dues of \$164,869.

DISCUSSION

Each year SCOG establishes the annual dues in August to provide members information for upcoming budget development. As discussed at your June 2023 Board meeting, staff are proposing dues increase that is based on the Seattle consumer price index rate of 4.6% for 2024.

The table below shows the current 2023 dues and recommended 2024 dues with updated population and retail sales and use tax distribution data. Background and discussion on the history of SCOG dues can be found [here](#).

BACKGROUND

The local dues pay for the match requirements on the federal and state transportation grant expenditures adopted in the Unified Planning Work Program. In addition, dues cover 100% of the local costs associated with non-grant funded work such as economic planning.

Dues Allocation Formula

The dues to members are established by an allocation method, starting with the total dues amount established by the Board. The proposed 2024 dues are \$164,869. This amount is allocated based on the following:

1. 78 percent of the total is to be supported by county, cities, and towns. Dues are allocated to each by the percent distribution of population and retail sales tax distributions for each jurisdiction. Population is weighted by a factor of two. $((\% \text{ population distribution} \times 2) + \% \text{ retail sales tax distribution}) / 3 = \text{percent distribution of the } \$128,747$.

2. Distribute the remaining \$36,123 by the following percent distribution. Percentages were based on historical levels and adjusted in 2014 to have Skagit PUD dues equal to the tribes and adjusted to have both Ports contribute the same starting in 2018.
 - a. PUD, Samish, and Swinomish each - 4.7%
 - b. Port of Anacortes and Port of Skagit each - 33.2%
 - c. Skagit Transit - 19.5%

2024 Dues and Comparison to Current 2023 Dues

Member	2023	Proposed 2024	Difference
Anacortes	16,981	17,614	633
Burlington	16,208	15,804	-404
Concrete	689	1,392	703
Hamilton	261	357	96
La Conner	1,146	1,306	160
Lyman	315	328	13
Mount Vernon	31,801	32,538	737
Sedro Woolley	9,908	10,702	794
Skagit County	45,776	48,704	2,928
P.U.D.	1,612	1,686	74
Samish Tribal Nation	1,612	1,686	74
Swinomish Tribe	1,612	1,686	74
Port of Anacortes	11,475	12,003	528
Port of Skagit	11,475	12,003	528
Skagit Transit	6,750	7,060	310
Total	157,619	164,869	7,250

DISCUSSION ITEM 5.A. – 2024 INITIAL BUDGET

Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Board of Directors	August 16, 2023	Discussion	Kevin Murphy	360-416-7871

RECOMMENDED ACTION

N/A

FISCAL IMPACT

The projected initial 2024 budget increased approximately \$400,000 from the 2023 amended budget.

DISCUSSION

The initial 2024 budget has estimated total expenditures in the amount of \$1,260,000 which compares to the 2023 budget of \$874,890. This large budget request increase is to support two major changes in 2024. First, is the increase in Growth Management Act (GMA) requirements as outlined in the draft 2024 [GMA Work Program and Budget](#). Second is work supporting two additional grants in 2024, the regional transportation plan and safe routes for all. To support these two changes an additional full-time associate planner is included in the initial 2024 budget. Major budget assumptions include the following.

Revenues:

- 4.6% dues increase for 2024
- STBG grant award of \$346,000 – 25% used in 2024
- Safe Routes for All grant of \$300,000 – 50% used in 2024
- Growth Management Act support increase to \$108,000 based on August 2023 draft work program

Expenditures:

- Additional FTE – Associate Planner level ~ \$130,000
- 4.6% cost of living adjustment for staff based on Seattle CPI
- Approximately 6% increase in healthcare related benefits
- New consultant contracts for Safe Routes for all and Regional Transportation Plan – begin in 2024
- Continuation of consultant contract for Comprehensive Economic Development Strategy and Resilience Plan into 2024

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

- Salaries and Benefits: With an additional staff \$690,000 is budgeted for salaries and benefits in the 2024 budget. This figure is \$160,000 higher than the 2023 budgeted amount. This includes the new staff and cost of living for existing staff. The new staff position accounts for most of the increase in this category.
- Professional Services: Professional services, in the amount of \$475,000 in the 2024 initial budget. Professional Services. Two new professional services contracts are expected to be awarded in 2024. The first will be for the Regional Transportation Plan with an estimated contract of \$350,000. Second will be a contract for the Regional Safety Plan, with an estimated total contract of \$335,000. The safety plan relies upon successfully being awarded a Safe Routes for All grant. We expect notification of this award in October 2023. For the budget the following professional services will be expended in 2024:
 - Professional Services
 - Regional Transportation Plan.....\$87,5000
 - Regional Safety Plan.....\$167,500
 - Comprehensive Economic Development Strategy\$55,000
 - Skagit County Auditor\$5,100
 - Skagit County Information Services\$26,400
 - Financial Services (WCOG).....\$35,000
 - Legal Services.....\$1,000
 - Traffic Counts.....\$30,000
 - Resilience Improvement Plan.....\$62,500
 - Janitorial Service.....\$4,500
- Operating Expenses: Operating expenses in the 2024 budget, in the amount of \$100,000. 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 budget will be acted on in November 2024.

Skagit Council of Governments
Year to Date Actual vs. Budget
 January through June 2023

	<u>Jan - Jun 23</u>	<u>Budget</u>	<u>% of Budget</u>
Revenues			
333 · Federal Grants	\$ 301,428	\$ 680,511	44%
334 · State Grants	34,099	71,643	48%
337 · Local	19,490	50,000	39%
338.2 · Dues & Other Local	157,621	157,619	100%
361.11 · Investment Interest	9,110		0%
367 · Contributions&Donations Private	-	-	0%
369 · Non-Governmental & Misc. Income	-	-	0%
Total Revenues	<u>\$ 521,748</u>	<u>\$ 959,773</u>	<u>54%</u>
Expenses			
505 · Advertising / Legal Notices	\$ 1,241	\$ 6,500	19%
510 · Conferences & Training	833	15,000	6%
515 · Computer & Software Expenses	-	8,900	0%
520 · Dues and Subscriptions	1,806	5,135	35%
525 · Equipment & Furniture Purchases	-	1,000	0%
532 · Fees	25	1,025	2%
535 · Insurance Expense	6,358	5,700	112%
538 · Meeting Expenses	-	450	0%
550 · Postage	37	-	100%
555 · Payroll Salaries and Wages	183,434	367,385	50%
556 · Payroll Taxes & Benefits	79,682	164,747	48%
557 · Printing	133	-	100%
560 · Professional Services	50,362	397,750	13%
565 · Rent Expense	19,200	38,400	50%
570 · Repairs and Maintenance	-	500	0%
575 · Supplies	200	2,400	8%
580 · Travel	2,482	10,000	25%
585 · Utilities	1,809	2,400	75%
595 · Other Expenses	-	-	0%
Total Expenses	<u>\$ 347,602</u>	<u>\$ 1,027,292</u>	<u>34%</u>
Net Increase (Decrease) in Cash	<u><u>\$ 174,146</u></u>	<u><u>\$ (67,519)</u></u>	



Financial Position

For the Month Ended:	1/31/2023	2/28/2023	3/31/2023	4/30/2023	5/31/2023	6/30/2023	7/31/2023	8/31/2023	9/30/2023	10/31/2023	11/30/2023	12/31/2023
General Fund Balance	561,846	578,816	620,589	612,146	598,016	639,889	-	-	-	-	-	-
Accounts Receivable	155,877	135,880	97,337	103,681	103,983	45,042	-	-	-	-	-	-
Accounts Payable	(13,367)	(6,487)	(13,157)	(8,275)	(4,527)	(5,420)	-	-	-	-	-	-
Net Working Capital	704,356	708,209	704,769	707,552	697,472	679,511	-	-	-	-	-	-

WASHINGTON INTERGOVERNMENTAL REVIEW PROCESS
UNIFORM NOTIFICATION FORM
(WIRP)

1. PROJECT IDENTIFICATION NUMBER:	
2. APPLICANT: Northwest Agriculture Business Center	3. PROPOSED DATE OF SUBMITTAL: 7-25-23

4. PROJECT TITLE:
Training and Business Skills Development for Socially Disadvantaged Producers

5. CONTACT PERSON:	6. FUNDING:	AMOUNT	SOURCE*
Name: Michael Peroni Phone: (360) 336-3727 Address: P.O.Box 2924 Mount Vernon, WA 98273	Federal State Local Other TOTAL	\$ 576,000 _____ _____ _____ _____ \$ 576,000	USDA -OPPE _____ _____ _____ _____ _____

7. DESCRIPTION

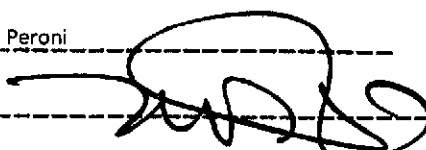
NABC will serve socially disadvantaged farmer and ranchers including Latinx, Hmong/Lao, and East African populations in Washington State's northwest Island, King, San Juan, Skagit, Snohomish and Whatcom counties, and southwest counties of Lewis, Thurston, Grays Harbor, Pacific, Mason and Pierce Our approach includes four tasks: 1) USDA program introductions and application training and support, 2) farming business administrative and operational templates, computer training, and business plan development training and support, 3) land access and financial literacy education and support, and 4) operations templates, sales platform training, and other technical assistance to support local Hmong farmers.

8. GEOGRAPHICAL AREA AFFECTED: (City, County, State, etc.)
Island, King, San Juan, Skagit, Snohomish, Whatcom, Lewis, Thurston, Grays Harbor, Pacific, Mason and Pierce Counties

9. DURATION OF PROJECT: 10-1-23 to 9-30-26	10. DATE COMMENTS ARE DUE:
---	----------------------------

11. CERTIFYING OFFICIAL:

Name: Michael Peroni

Signature: 

Title: Executive Director Date: 7-25-23

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

WASHINGTON INTERGOVERNMENTAL REVIEW PROCESS
UNIFORM NOTIFICATION FORM
(WIRP)

	1. PROJECT IDENTIFICATION NUMBER:
2. APPLICANT: Town of Concrete	3. PROPOSED DATE OF SUBMITTAL: June 30, 2023
4. PROJECT TITLE: 2023-2024 Public Works Equipment	
5. CONTACT PERSON: Name: Andrea Fichter Phone: 360.853.8401 Address: PO Box 39 Concrete, WA 98237	6. FUNDING: AMOUNT SOURCE Federal \$36,000.00 <u>USDA Rural Development</u> State _____ Local \$12,000.00 <u>Town</u> Other _____ TOTAL \$48,000.00 _____
7. DESCRIPTION: Purchase of needed public works department equipment to provide adequate services during routine and emergency responses.	
8. GEOGRAPHICAL AREA AFFECTED: (City, County, State, etc.) Concrete, Skagit, Washington	
9. DURATION OF PROJECT: 2023-2024	10. DATE COMMENTS ARE DUE: 06/23/2023
11. CERTIFYING OFFICIAL: Name: <u>Andrea Fichter</u> Signature: _____ Title: Clerk Treasurer Date May 18, 2023	

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

WASHINGTON INTERGOVERNMENTAL REVIEW PROCESS
UNIFORM NOTIFICATION FORM
(WIRP)

	1. PROJECT IDENTIFICATION NUMBER:
2. APPLICANT: Northwest Agriculture Business Center	3. PROPOSED DATE OF SUBMITTAL: 6-26-23

4. PROJECT TITLE:
Rural Cooperative Development for Western Washington

5. CONTACT PERSON:	6. FUNDING:	AMOUNT	SOURCE*
Name: Michael Peroni	Federal	\$ 200,000	USDA -RCDG
Phone: (360) 336-3727	State		
Address: P.O.Box 2924	Local		
Mount Vernon, WA 98273	Other	86,000	NABC
	TOTAL	\$ 286,000	

7. DESCRIPTION


NABC staff, and paid contractors, to continue its operation as a cooperative development center and deliver services to new clients and cooperative development projects, as well as deliver new services to current clients and projects. NABC will build on its expertise as a business development center to assist individuals and entities in the development, expansion, and operational improvement of rural businesses, specifically cooperatives and mutually owned businesses. These services will focus on strategies that support a rural workforce, advance economic development, and improve the quality of life for residents of rural Western Washington State. NABC has demonstrated expertise in developing creative and effective solutions to complex production, organizational, and logistics issues facing rural communities; building trust and effectively delivering services to historically underrepresented communities; shortening the supply chain and encouraging local food production in rural communities through cooperative development; effectively and efficiently conveying information to rural communities that advances resilient economies based on cooperative development and providing the hands-on technical assistance, leadership, and expertise necessary to implement these activities.

8. GEOGRAPHICAL AREA AFFECTED: (City, County, State, etc.)
Grays Harbor, Island, King, Lewis, Mason, Pacific, Pierce, San Juan, Skagit, Snohomish, Thurston, and Whatcom Counties

9. DURATION OF PROJECT: Oct 1, 2023 - Oct 31, 2024	10. DATE COMMENTS ARE DUE:
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11. CERTIFYING OFFICIAL:

Name: Michael Peroni

Signature: 

Title: Executive Director Date: 6-26-23

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

WASHINGTON INTERGOVERNMENTAL REVIEW PROCESS
UNIFORM NOTIFICATION FORM
(WIRP)

	1. PROJECT IDENTIFICATION NUMBER:
2. APPLICANT: Northwest Agriculture Business Center	3. PROPOSED DATE OF SUBMITTAL: 5-16-13

4. PROJECT TITLE:
Cooperative & Business Development for Socially Disadvantaged Groups in W. Washington

5. CONTACT PERSON:	6. FUNDING:	AMOUNT	SOURCE*
Name: Michael Peroni	Federal	\$ 174,999	USDA -SDGG
Phone: (360) 336-3727	State	_____	_____
Address: P.O.Box 2924	Local	_____	_____
Mount Vernon, WA 98273	Other	_____	_____
	TOTAL	\$ 174,999	_____

7. DESCRIPTION

The Northwest Agriculture Business Center (NABC) is requesting grant funds in the amount of \$174,999 to provide technical assistance to Socially Disadvantaged Groups in rural areas of Western Washington. The tasks, activities, and collaboration with other development organizations associated with the grant proposal will improve the quality of life, increase the livelihood, enhance cultural engagement, improve the environmental sustainability, and provide economic development for our rural communities, especially for those who have been historically underserved and who most need the resources and support of the USDA and NABC.

Socially disadvantaged groups to be served: Latinx communities of Skagit and Whatcom Counties, Washington Hmong Farmers Cooperative (WHFC), Wakulima USA - a farming and food business organization that advances small business development and food sovereignty for low-income East African immigrants and refugees, and Modest Family Solutions (MFS) - a Black, Latino, Immigrant and Refugee-led and staffed community resource center.

8. GEOGRAPHICAL AREA AFFECTED: (City, County, State, etc.)
Island, Skagit, Snohomish, King, Whatcom Counties

9. DURATION OF PROJECT: Oct 1, 2023 - Sept 30 2024	10. DATE COMMENTS ARE DUE:
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11. CERTIFYING OFFICIAL:

Name: Michael Peroni

Signature: _____

Title: Executive Director Date: 5-16-18

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

WASHINGTON INTERGOVERNMENTAL REVIEW PROCESS
 UNIFORM NOTIFICATION FORM
 (WIRP)

	1. PROJECT IDENTIFICATION NUMBER:
2. APPLICANT:	3. PROPOSED DATE OF SUBMITTAL:
4. PROJECT TITLE:	
5. CONTACT PERSON:	6. FUNDING: AMOUNT SOURCE Federal \$ _____ _____ State \$ _____ _____ Local \$ _____ _____ Other \$ _____ _____ TOTAL \$ _____ _____
7. DESCRIPTION	
8. GEOGRAPHICAL AREA AFFECTED: (City, County, State, etc.)	
9. DURATION OF PROJECT:	10. DATE COMMENTS ARE DUE:
11. CERTIFYING OFFICIAL: Name: _____ Signature: _____ Title: _____ Date _____	

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



About Skagit Council of Governments



Skagit Council of Governments connects Skagit County’s leaders to build a stronger region. Since 1967, SCOG has existed as a voluntary organization of local governments, and a regional planning resource.

Today, SCOG is the federally-designated Metropolitan Planning Organization (MPO) and state-designated Regional Transportation Planning Organization (RTPO) for the Skagit region. Additionally, SCOG coordinates administration of the Growth Management Act (GMA) in the Skagit region through its annual GMA work program.

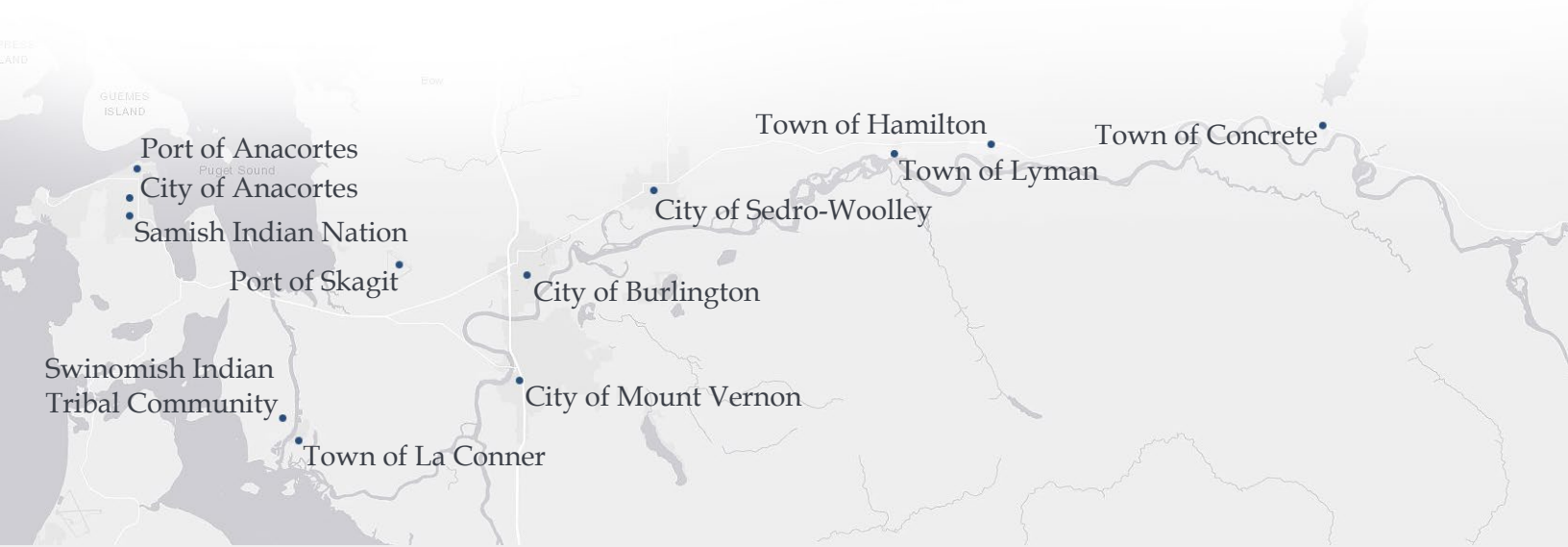
By coordinating transportation decision making and policy development as well as GMA activities, SCOG engages its fifteen member governments, partners, stakeholders, and the community in developing long-term solutions for the region’s challenges.

Contents

Member Agencies	4
2022 in Transportation.....	5
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SCOG 2022 Operating Budget.....	10
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Member Agencies



County

Skagit County

State

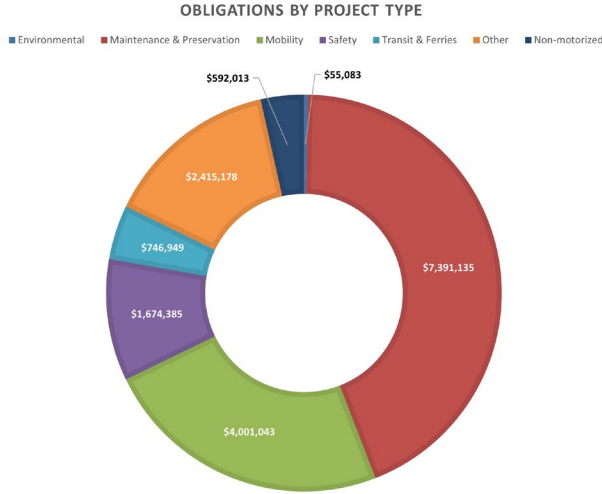
Washington State
Department of
Transportation

Transit

Skagit Transit

Special Districts

Skagit PUD #1



2022 in Transportation

\$16,875,786 in federal funds were obligated for transportation projects

\$747,520 in grant funds were returned to state and federal governments

\$9,258,968 in federal funds obligated by the Washington State Department of Transportation on projects within the region

In 2022, 13 Projects Obligated \$2,465,555 in Regional Funds:

Anacortes: R Avenue Improvements

Burlington: Pease Rd Cascade Mall Non-Motorized Connection

Mount Vernon: 15th Street Sidewalk Improvements, 30th Street Improvements - 1, Riverside Drive Improvements - 1, Riverside Drive Improvements - 2

SCOG: SCOG Administration SFY 2022, SCOG Regional Transportation Resilience Plan

Sedro-Woolley: SR 20/Cascade Trail West Extension Phase 2A, SR 20/SR 9 - Township Intersection Improvements

Skagit County: Francis Road - Section 3

Skagit Transit: Bus Stop Amenities, Design and Surveying Services for Bus Stop Upgrades

2022 in Transportation

Skagit Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP)

SCOG worked with Transpo Group to update the CPT-HSTP, which identifies transportation needs of individuals within the region that have special needs and helps develop solutions to improve their access to services. The CPT-HSTP update began in January 2022 with adoption in November 2022. Extensive stakeholder and public outreach was conducted as part of the planning process, which included monthly meetings of the ad hoc Special Needs Transportation Committee beginning in April 2022, and the Skagit Human Services Transportation Online Open House which went online in July 2022.

Additional Obligation Authority

SCOG coordinated a regional process for additional obligation authority, which resulted in nearly \$700,000 in additional federal funding going to local projects from the Washington State Department of Transportation.

Skagit Travel Survey

SCOG worked with Resource Systems Group (RSG) to finalize analysis of regional travel data collected through the Skagit Travel Survey during Fall 2021. The survey studied regional travel behavior and public sentiment for transportation investments.

RSG produced two reports based on their work for SCOG: the *2021 Skagit Travel Survey: Final Report*, and the *Passive Data Overview*. SCOG expects to use the information from these two reports to help inform transportation planning efforts within the region in the future, including an update to the regional travel demand model.

ADA Self-Evaluation and Program Access Plan

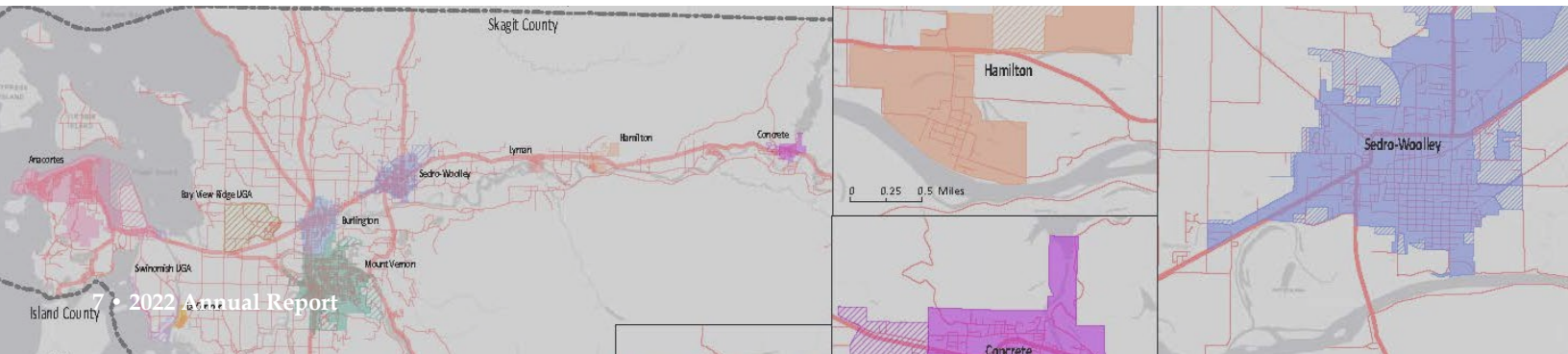
SCOG conducted an Americans with Disabilities Act (ADA) self-evaluation of its facilities and programs, and used findings from the evaluation to develop a program access plan. The SCOG ADA Self-Evaluation and Program Access Plan will help ensure that SCOG maintains compliance with ADA requirements in the future.

2022 in Growth Management

During 2022, Skagit Council of Governments continued to provide administrative support to the Growth Management Act Steering Committee (GMASC) and its Technical Advisory Committee (GMATAC).

Skagit County and its cities and towns must plan for anticipated population growth under the Washington state Growth Management Act (GMA).

The 2002 Framework Agreement, executed by Skagit County along with cities and towns, addresses the collaborative requirement for planning at the regional level through GMA, and establishes the GMASC as the regional planning organization for this process. The Steering Committee develops recommendations for Countywide Planning Policies, urban growth areas, and allocations of population and employment for use in local comprehensive planning.



2022 in Growth Management

Growth Monitoring Program

SCOG continued to build capacity for growth management countywide by conducting the analysis for the 2022 Growth Monitoring Report. This report built on the methodology developed over the past five years, and examined four years of trend data for population, housing, and employment.

Boundary Review Board

Staff worked with the GMA Technical Advisory Committee and Steering Committee to recommend changes to Countywide Planning Policy 12.17 regarding dissolution of the Boundary Review Board to the Board of Skagit County Commissioners.

Ongoing Research and Support

SCOG continues to provide support for growth management across the region by conducting independent research on issues related to housing, population growth, migration, employment, and other regional trends.



Photo Credit: Eddie Murdock

Looking Forward to 2023

Transportation

Title VI Plan Update

SCOG will conduct a major update of the Title VI Plan, which had its last major update in 2020. As part of the update, SCOG will also use 2020 Census data to update the Skagit County Demographic Profile and conduct an Environmental Justice assessment of project selection decisions at SCOG from 2020 to 2023.

Select Projects to Receive Federal Funds

SCOG will conduct a regional selection of projects to receive federal funds from the Surface Transportation Block Grant (STBG), Transportation Alternatives (TA) set-aside and Carbon Reduction Program (CR). SCOG estimates that \$8.41 million will be available through the call for projects.

Growth Management

Growth Monitoring Program

SCOG will analyze population, employment, and housing data for the seventh annual Growth Monitoring Report.

Population and Employment Forecasts and Allocations

SCOG will continue work with a consultant to prepare regional forecasts of population and employment growth in the Skagit region. These forecasts will be used for the next major update to the Skagit 2045 Regional Transportation Plan. As part of the Growth Management Act Support Work Program SCOG will be using these products to develop GMA specific methods of county wide population and employment targets for future use in periodic updates to Comprehensive Plans.

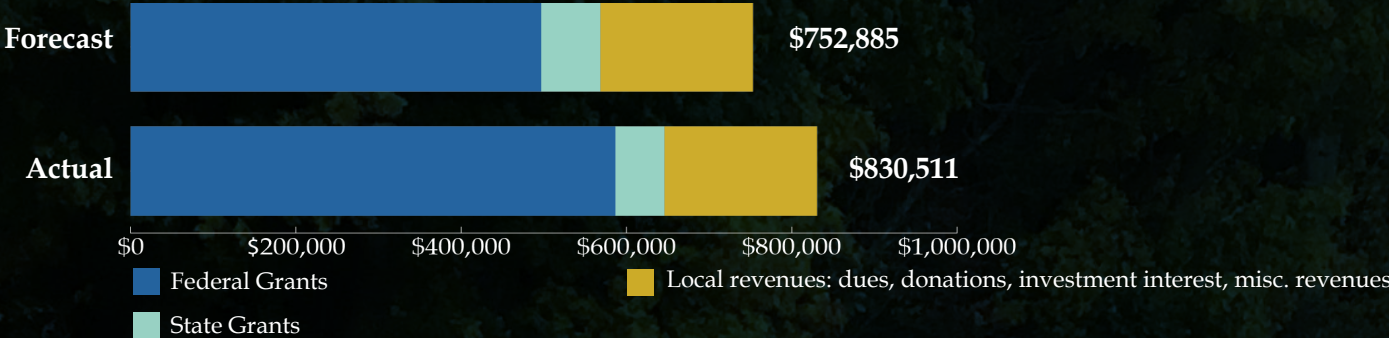
Economic Development

Comprehensive Economic Development Strategy

SCOG will work with a consultant to develop a Comprehensive Economic Development Strategy (CEDS), which is a long-term, consensus-driven planning document that is intended to guide economic development throughout the Skagit region.

SCOG 2022 Operating Budget

Revenue by Funding Source

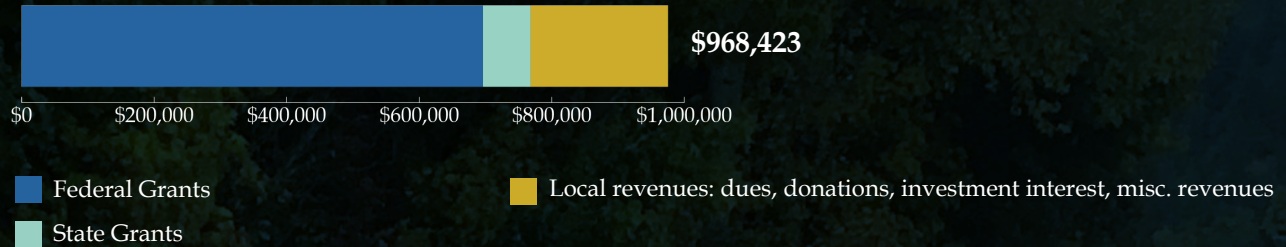


Expenses by Activity



2023 Budget

Forecasted Revenue



Budgeted Expenses



CHUCKANUT
Park and Ride



SCOG
Skagit Council of Governments

315 South 3rd St. Suite #100
Mount Vernon, WA 98273
<https://www.scog.net>

Kevin Murphy
Executive Director
(360) 416-7871
kevinm@scog.net

Mark Hamilton, AICP
Senior Transportation Planner
(360) 416-7876
markh@scog.net

Deborah Carter
Executive Assistant/Clerk of the Board
(360) 416-7875
dcarter@scog.net

Grant Johnson
Associate Planner
(360) 416-6678
grantj@scog.net

