

SKAGIT COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING

October 15, 2025

Anticipated start time is 9:30 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: 285-209-981

AGENDA

1. **Call to Order and Roll Call**
2. **Written Public Comments** – *Mark Hamilton*
3. **Verbal Public Comments**
4. **Executive Director's Report**
5. **Consent Agenda**
 - a. Approval of [August 20, 2025 Board of Directors Meeting Minutes](#)
 - b. Approval of [Accounts Payable Vouchers](#) and Payroll Certification
AP voucher batch #155613, and AP voucher batch #155751 in an amount totaling \$106,059.92; and payroll certification for August 2025 in the amount of \$47,958.32; and AP voucher batch #155932, and AP voucher batch #156088 in an amount totaling \$65,577.25; and payroll certification for September 2025 in the amount of \$49,626.62.
 - c. [Resolution 2025-10 to Appoint Auditing Officer for 2026](#)
6. **Executive Session** (A separate Teams remote meeting invitation will be sent for the Executive Session)
 - a. To evaluate the qualifications of an applicant for public employment (RCW 42.30.110)
7. **Action Items**
 - a. Authorize Chair to Enter Contract Negotiations with a Candidate for the Position of Executive Director – *Mayor Matt Miller*
 - b. [2026 Budget](#) – *Kevin Murphy*
 - c. Selection of SCOG Board of Directors Member to EDASC Board for 2026 – *Kevin Murphy*
8. **Chair's Report**
9. **Roundtable and Open Topic Discussion**
10. **Next Meeting:** February 18, 2026, Time TBD, [Burlington City Council Chambers and Remote](#)
11. **Adjourned**

Information Items:

[Washington Intergovernmental Review Process Uniform Notification Form](#)
[Year to Date Actual vs. Budget – January through August 2025](#)
[Quarterly Financial Update](#)

[Meeting Packet](#)

BOARD OF DIRECTORS OFFICERS

Mayor Matt Miller..... Chair

Mayor Peter Donovan..... 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 County.....3
Skagit Public Utility District.....1
Swinomish Indian Tribal Community1

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/>.

ADA Notice to the Public: The Skagit Council of Governments fully complies with Section 504 of the Rehabilitation act of 1973 and the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability. For more information, or to file a grievance contact the ADA Coordinator, Kevin Murphy at 360-416-7871 or kmurphy@scog.net.

Aviso de la ADA para el público: El Consejo de Gobiernos de Skagit cumple plenamente con la Sección 504 de la Ley de Rehabilitación de 1973 y la Ley de Americanos con Discapacidades de 1990 (ADA) y no discrimina por motivos de discapacidad. Para obtener más información, o para presentar una queja, póngase en contacto con el Coordinador de la ADA, Kevin Murphy en 360-416-7871 or kmurphy@scog.net.

SKAGIT COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING MINUTES

August 20, 2025
Burlington City Council Chambers and Remote

MEMBERS PRESENT

Mayor Matt Miller, City of Anacortes, Chair; Mayor Peter Donovan, City of Mount Vernon, Vice Chair; Mayor Bill Aslett, City of Burlington; Assessor Danny Hagen, Skagit County; Commissioner Corrin Hamburg, Skagit PUD; Mayor Marna Hanneman, Town of La Conner; Commissioner Mahlon Hull, Port of Skagit; Commissioner Lisa Janicki, Skagit County; Mayor Julia Johnson, City of Sedro-Woolley; 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 Sarah Ruether, Associate Planner.

OTHERS PRESENT

Will Honea, Skagit County Prosecuting Attorney's Office. Twenty-four members of the public attended the meeting.

AGENDA

1. Call to Order: Mayor Miller called the meeting to order at 9:15 a.m.

Roll Call: Roll was taken with a quorum present.

2. Written Public Comments: Mr. Johnson stated that a public comment period was held prior to the meeting and no public comments were received.
3. Verbal Public Comments: No verbal public comments were provided at the meeting.
4. Consent Agenda

- a. Approval of May 21, 2025 Board of Directors Meeting Minutes
- b. Approval of Accounts Payable Vouchers and Payroll Certification

AP voucher batch #154639, and AP voucher batch #154741 in an amount totaling \$167,524.26; and payroll certification for May 2025 in the amount of \$49,586.99; AP voucher batch #154886, AP voucher batch #155118, and AP voucher batch #155262 in an amount totaling \$95,429.09; and payroll certification for June 2025 in the amount of \$47,452.74. AP voucher batch #155314,

AP voucher batch #155418, and Inter Governmental Transfer IGT2025Q2-23 in an amount totaling \$86,331.65; and payroll certification for July 2025 in the amount of \$49,028.95.

Mayor Johnson moved to approve the Consent Agenda. Mayor Hanneman seconded the motion and it carried unanimously.

5. Action Items

- a. 2026 Proposed Dues: Mr. Murphy presented this action item. As discussed at the May 2025 Board of Directors meeting, SCOG staff are proposing a 2.7% dues increase from 2025 to 2026, which equals a \$4,620 increase, and total 2026 dues of \$175,756. He described the methodology SCOG uses to set dues every year.

Mayor Donovan moved to approve 2026 Proposed Dues as presented. Commissioner Janicki seconded the motion and it carried unanimously.

- b. Resolution 2025-05 Amending 1998 Resolution Designating the Skagit Watershed Council as Lead Entity: Mr. Murphy and Mr. Honea presented this action item.

Mr. Murphy provided historical context to the Board of Directors on 1998 designation of the Skagit Watershed Council as the Lead Entity. He then summarized resolutions before the Board of Directors this year, including a resolution that was withdrawn, and a new resolution for Board of Directors consideration, which is included in the meeting packet and states, in part:

1. The SCOG Executive Director shall serve as facilitator to assist Skagit County and the relevant Treaty Tribes in negotiating appropriate agreements to update and modernize governance of SWC, in order to preserve its status as the Lead Entity under RCW 77.85.
2. Agreements should address, at minimum: (i) board structure, (ii) board governance, and (iii) a mechanism for appointment of the Lead Entity Citizens Committee ("LECC").
3. The SCOG Executive Director shall report back to the SCOG board by December 20, 2025 with a status report on the progress of negotiations.

Mr. Honea spoke in support of the new resolution. Mr. Murphy clarified that the new resolution retains the Skagit Watershed Council as the Lead Entity; SCOG is not expected to be a party to any of the agreements; Board of Directors actions represent only local governments in this matter and are not considered tribal government actions; and agreement details are left up to the parties signing the agreements, not the Board of Directors.

Several Board of Directors members discussed whether Mr. Murphy, the new SCOG Executive Director, or a third party should facilitate the discussions. The Board of Directors was supportive of opening the language to include the possibility of a different Board Designee serving as the facilitator.

Mayor Aslett moved to approve Resolution 2025-05 Amending 1998 Resolution Designating the Skagit Watershed Council as Lead Entity as presented, with a revision to add the SCOG Board designee language underlined below.

“1. The SCOG Executive Director or Board designee shall serve as facilitator to assist Skagit County and the relevant Treaty Tribes in negotiating appropriate agreements to update and modernize governance of SWC, in order to preserve its status as the Lead Entity under RCW 77.85.”

Mayor Donovan seconded the motion and it carried unanimously.

6. Discussion Items

- a. Initial 2026 Budget: Mr. Murphy presented this discussion item. The projected initial 2026 budget decreased approximately \$470,000 from the 2025 budget. The large budget decrease is due to the three transportation consulting projects nearing completion. Revenues assume the 2.7% dues increase that was just approved, along with new grants received by SCOG this year. Mr. Murphy concluded his presentation by describing the expenses anticipated in the initial 2026 budget, mentioning that Salaries and Benefits is the highest expense category in 2026, which is typical of SCOG annual budgets.

Mayor Aslett commented on the 6% healthcare increase, noting it seemed low. Mr. Murphy replied that the expected increase could change as more information is received prior to final budget approval.

7. Chair’s Report: Mayor Miller had nothing to report.
8. Executive Director’s Report: Mr. Murphy gave an update on the search process for the new Executive Director. He also mentioned that Ms. Carter has moved out of state, continues to work remotely for SCOG, and the new Executive Director will determine what to do with the Executive Assistant and Clerk of the Board position.
9. Roundtable and Open Topic Discussion: Board of Directors members did not have anything to share for the roundtable and open topic discussion.
10. Next Meeting: The next regular meeting is October 15, 2025, with the meeting time to be determined, in person at the Burlington City Council Chambers and remote.
11. Adjourned: Mayor Miller adjourned the meeting at 9:49 a.m.

Information Items: Year to Date Actual vs. Budget – January through June 2025; and Quarterly Financial Update.

Approved,

Kevin Murphy, Executive Director
Skagit Council of Governments

Date: _____

Mayor Matt Miller
Board of Directors Chair
Skagit Council of Governments

Date: _____

DRAFT

	Aug-25					
2025133	A-1 Shredding, Inc.	Professional Services	31010	32717	7/11/2025	\$45.00
2025134	City of Mount Vernon (enc)	Utiliites	12360	7312025	7/31/2025	\$30.87
2025135	Green Valley Clean	Professional Services	31182	1391	7/31/2025	\$305.00
2025136	Karras Consulting	Professional Services	35607	1006337	7/11/2025	\$11,633.33
2025137	NECA	Rent	31094	September 2025 Rent	8/1/2025	\$3,200.00
2025138	Nelson, Anika	Travel	35604	7312025	7/31/2025	\$154.70
2025139	Puget Sound Energy Suite100 (enc)	Utiliites	14036	80425	8/4/2025	\$63.13
2025140	Puget Sound Energy Suite 101 (enc)	Utiliites	14036	8042025	8/4/2025	\$61.45
2025141	PTV America Inc (enc)	Computer & Software	21858	10714241	7/14/2025	\$2,176.00
2025142	Ricoh (enc)	Printing	27592	5071753806	7/25/2025	\$43.48
2025143	RSG	Professional Services	32359	53819R	5/31/2025	\$16,050.01
2025144	RSG	Professional Services	32359	53902	6/30/2025	\$18,717.44
2025145	Skagit County Public Works	Professional Services	20644	20250602	6/30/2025	\$3,498.07
2025146	Skagit Senior Day in the Park 2025 (enc)	Fees	34325	8212025	8/21/2025	\$250.00
2025147	US Bank VISA - AllianzTravel Insurance/KM (enc)	Travel	25459	7032025	7/3/2025	\$64.84
2025148	US Bank VISA - Alaska Air /KM (enc)	Travel	25459	7072025	7/7/2025	\$946.60
2025149	US Bank VISA - Budget /DC (enc)	Travel	25459	7092025	7/9/2025	\$503.23
2025150	US Bank VISA - Rightworks/KM (enc)	Computer & Software	25459	INV04041603	7/10/2025	\$75.00
2025151	US Bank VISA - Assoc /SR (enc)	Dues & Subscriptions	25459	Y2Q5bTA39i	6/25/2025	\$25.00
2025152	US Bank VISA - SVH/MH (enc)	Dues & Subscriptions	25459	1462124	7/8/2025	\$208.00
2025153	Waste Management (enc)	Utiliites	26387	0861821-0043-7	8/1/2025	\$85.02
2025154	Whatcom Council of Governments	Professional Services	23714	1319	6/30/2025	\$3,053.05
2025155	WSP SS4A Project	Professional Services	34241	40215638	7/3/2025	\$30,937.09
	BATCH 155613 Total					\$92,126.31

2025156	Association of WA Cities (enc)	Employee Healthcare Benefits	A0657	73121	8/18/2025	\$13,933.61
	BATCH 155751 Total					\$13,933.61

	Sep-25					
2025157	City of Mount Vernon (enc)	Utiliites	12360	8312025	8/31/2025	\$30.87
2025158	Green Valley Clean	Professional Services	31182	1411	8/31/2025	\$305.00
2025159	Johnson, Grant	Travel	33382	9022025	9/2/2025	\$419.70
2025160	Language Exchange Inc. (enc)	Professional Services	12045	LE00339	8/14/2025	\$309.00
2025161	NECA	Rent	31094	October 2025 Rent	8/1/2025	\$3,200.00
2025162	Puget Sound Energy Suite100 (enc)	Utiliites	14036	932025	9/3/2025	\$68.17
2025163	Puget Sound Energy Suite 101 (enc)	Utiliites	14036	9032025	9/3/2025	\$64.59
2025164	Ricoh (enc)	Printing	27592	5071895700	8/24/2025	\$68.00
2025165	RSG	Professional Services	32359	54005	8/25/2025	\$24,022.34
2025166	US Bank VISA - Budget /KM (enc)	Travel	25459	8212025	8/22/2025	\$88.94
2025167	US Bank VISA - Best Western /GJ (enc)	Travel	25459	8122025	8/12/2025	\$330.70
2025168	US Bank VISA - Rightworks/KM (enc)	Computer & Software	25459	INV04075572	8/10/2025	\$75.00
2025169	US Bank VISA - APA /SR (enc)	Dues & Subscriptions	25459	3542989	8/12/2025	\$450.00
2025170	US Bank VISA - FedEx /SR (enc)	Meeting Expenses	25459	8142025	8/14/2025	\$460.58
2025171	US Bank VISA - Language Network /SR (enc)	Dues & Subscriptions	25459	LE00338	8/15/2025	\$309.00
2025172	US Bank VISA - OfficeDepot/MH (enc)	Office Supplies	25459	8062025	8/6/2025	\$42.98
2025173	US Bank VISA - OfficeDepot/MH (enc)	Office Supplies	25459	8625	8/6/2025	\$27.19
2025174	Waste Management (enc)	Utiliites	26387	0866531-0043-7	9/1/2025	\$84.54
2025175	Whatcom Council of Governments	Professional Services	23714	1347	7/31/2025	\$3,924.28
2025176	WSP Transportation PROTECT	Professional Services	34241	40233443	8/14/2025	\$17,362.76
	BATCH 155932 Total					\$51,643.64

2025177	Association of WA Cities (enc)	Employee Healthcare Benefits	A0657	74227	9/17/2025	\$13,933.61
	BATCH 156088 Total					\$13,933.61

RESOLUTION 2025-10

TO APPOINT AUDITING OFFICER FOR 2026

WHEREAS, it is beneficial for the Skagit Council of Governments to engage the services of the Skagit County Auditor to perform standard audit procedures on accounts payable voucher requests, to prepare accounts payable vouchers, to prepare and issue payroll warrants and to provide other related accounts payable and payroll services.

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

We declare the Skagit County Auditor to be the Auditing Officer for payroll and accounts payable for the year 2026, at an annual cost of \$5,200. It is further resolved that payment for services will be by intergovernmental transfer initiated by the Skagit County Auditor on a calendar quarterly basis.

Adopted: October 15, 2025

Mayor Matt Miller, City of Anacortes
Board of Directors Chair

Kevin Murphy
Executive Director

ACTION ITEM 7.B. – 2026 BUDGET

Document History

Meeting	Date	Type of Item	Staff Contact	Phone
Board of Directors	8/20/2025	Discussion	Kevin Murphy	(360) 416-7871
Board of Directors	10/15/2025	Action	Kevin Murphy	(360) 416-7871

RECOMMENDED ACTION

Adopt the proposed 2026 budget.

FISCAL IMPACT

The projected 2026 budget decreased approximately \$474,000 from the 2025 budget.

DISCUSSION

The 2026 budget has estimated total expenditures in the amount of \$1,158,216 which compares to the 2025 budget of \$1,632,547. This large budget decrease is due to the three transportation consulting projects nearing conclusion. These include the Regional Transportation Plan, Regional Safety Action Plan, and the Regional Transportation Resilience Improvement Plan. All the transportation projects are included in the adopted Unified Planning Work Program.

Major budget assumptions include the following.

Revenues:

- 2.7% dues increase for 2026
- All federal and state planning grants at the same level as 2025
- Human Service Transportation Plan \$45,000
- State Consolidated Grant for Regional Mobility \$129,469 expended of total \$338,888 awarded
- Growth Management Act support amount of 85,000 as per adopted work program by the GMA SC.

Expenditures:

- Same staff levels as in 2025. The new executive director's salary is based on the advertised range
- 2.7% cost of living adjustment for non-contract staff based on Seattle CPI as of June 2025
- Approximately 12% increase in healthcare related benefits and assumption for new Executive Director
- Approximately 33% decrease in retirement contributions
- Consultant contracts for the Regional Transportation Plan and Regional Transportation Resilience Improvement Plan – carried forward from 2025

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

- Salaries and Benefits: \$792,441 is budgeted for salaries and benefits in the 2026 budget. This figure is \$43,808 higher than the 2025 budgeted amount. This includes cost of living for existing non-contract staff, new Executive Director, and related benefits.
- Professional Services: Professional services, in the amount of \$225,030 in the 2026 budget and represent a decrease of approximately \$560,000. The decrease is due to most of the work for the three grant funded projects the Regional Transportation Plan, Regional Safety Action Plan, and the Regional Transportation Resilience Improvement Plan being completed in 2025. For the budget the following professional services will be expected in 2026:
 - Professional Services
 - Audits (Accountability & F/S)\$0
 - Regional Transportation Plan.....\$35,000
 - Skagit County Auditor\$5,200
 - Skagit County Information Services\$35,170
 - Financial Services (WCOG).....\$30,000
 - Legal Services.....\$1,000
 - Traffic Counts.....\$35,000
 - Resilience Improvement Plan\$100,000
 - Janitorial Service\$3,660
 - Regional Safety Action Plan.....\$0
 - Website Update.....\$15,000
- Operating Expenses: Operating expenses in the 2026 budget, in the amount of \$140,745. 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.

A summary of the 2026 budget is shown below along with a comparison to the current 2025 budget.



	2025	2026	
	As Amended 4/16/2025	Draft as of 10/07/2025	Increase or (Decrease)
REVENUE			
Local Dues and Other	\$ 291,136	\$ 260,759	
State	71,643	91,063	
Federal	1,223,126	877,381	
Total Revenue	\$ 1,585,905	\$ 1,229,203	\$ (356,702)
EXPENSES			
Salaries	\$498,027	\$532,975	
Benefits	250,606	259,466	
Total Salaries & Benefits	\$ 748,633	\$ 792,441	\$43,808
Operating Expenses	98,090	140,745	
Professional Services	785,824	225,030	
Total Other Expenses	\$ 883,914	\$ 365,775	(\$518,139)
Total Expenses	\$ 1,632,547	\$ 1,158,216	(\$474,331)
Net Increase (Decrease) in Cash	\$ (46,642)	\$ 70,987	\$ 117,629

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)

Skagit Council of Governments
Year to Date Actual vs. Full Year Budget
January through August 2025

	<u>Jan - Aug 25</u>	<u>Annual Budget</u>	<u>% of Budget</u>
Revenues			
333 · Federal Grants	\$ 732,055	\$ 1,223,126	60%
334 · State Grants	57,229	71,643	80%
337 · Local	74,425	120,000	62%
361.11 · Investment Interest	11,129	-	100%
368.5 · Dues & Other Local	171,136	171,136	100%
367 · Contributions&Donations Private	-	-	0%
369 · Non-Governmental & Misc. Income	-	-	0%
Total Revenues	<u>\$ 1,045,974</u>	<u>\$ 1,585,905</u>	<u>66%</u>
Expenses			
505 · Advertising / Legal Notices	\$ 1,509	\$ 2,900	52%
510 · Conferences & Training	858	15,000	6%
515 · Computer & Software Expenses	5,748	7,525	76%
520 · Dues and Subscriptions	5,773	5,290	109%
525 · Equipment & Furniture Purchases	-	1,000	0%
532 · Fees	1,374	1,025	134%
535 · Insurance Expense	9,523	10,000	95%
538 · Meeting Expenses	-	450	0%
550 · Postage	-	-	0%
555 · Payroll Salaries and Wages	331,129	498,027	66%
556 · Payroll Taxes & Benefits	166,745	250,606	67%
557 · Printing	436	-	100%
560 · Professional Services	544,617	785,824	69%
565 · Rent Expense	25,600	38,400	67%
570 · Repairs and Maintenance	-	500	0%
575 · Supplies	569	2,400	24%
580 · Travel	4,066	10,000	41%
585 · Utilities	2,299	3,600	64%
595 · Other Expenses	-	-	0%
Total Expenses	<u>\$ 1,100,246</u>	<u>\$ 1,632,547</u>	<u>67%</u>
Net Increase (Decrease) in Cash	<u><u>\$ (54,272)</u></u>	<u><u>\$ (46,642)</u></u>	

Financial Position

For the Month Ended:	8/31/24	9/30/24	10/31/24	11/30/24	12/31/24	1/31/25	2/29/2025	3/31/25	4/30/25	5/31/25	6/30/25	7/31/25	8/31/25
General Fund Balance	532,743	526,699	495,142	484,338	455,792	586,809	589,939	604,874	585,833	435,488	452,407	543,604	401,928
Accounts Receivable	112,466	120,935	116,760	114,783	175,492	194,940	161,840	226,801	251,692	315,642	266,745	181,115	268,624
Accounts Payable	(5,458)	(25,027)	(8,067)	(16,254)	(16,347)	(29,881)	(51,337)	(209,373)	(137,944)	(104,906)	(85,386)	(116,718)	(44,539)
Net Working Capital	<u>639,751</u>	<u>622,607</u>	<u>603,835</u>	<u>582,867</u>	<u>614,937</u>	<u>751,868</u>	<u>700,442</u>	<u>622,302</u>	<u>699,581</u>	<u>646,224</u>	<u>633,766</u>	<u>608,001</u>	<u>626,013</u>