

# Skagit Council of Governments

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## SKAGIT COUNCIL OF GOVERNMENTS

Meeting Minutes

December 21<sup>st</sup>, 2011

Port of Skagit Conference Room

Burlington, WA

**Members Present:** Mayor Ramon Hayes, Town of La Conner, Chair; Commissioner Jim Cook, Skagit County PUD, Vice-Chair; Mayor Mike Anderson, City of Sedro-Woolley; Skagit County Commissioner Ken Dahlstedt; Skagit County Commissioner Sharon Dillon; Councilman Eddie Hills, Town of Lyman; Mayor Dean Maxwell, City of Anacortes; Commissioner Ray Niver, Port of Anacortes; Mayor Bud Norris, City of Mount Vernon; Commissioner Bill Shuler, Port of Skagit; Councilwoman Joanne Valentine, City of Burlington, Skagit Transit Representative; Skagit County Commissioner Ron Wesen.

**Staff Present:** James Mastin, Interim Executive Director; Pam Carlson, Financial Manager; Gabe Philips, Transportation Planner.

The monthly meeting of the Skagit Council of Governments was called to order by Commissioner Jim Cook, Skagit County PUD. Roll was taken with a quorum present.

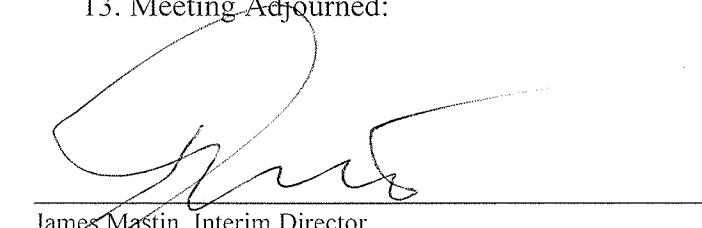
1. Approval of November 16<sup>th</sup>, 2011 SCOG Board minutes: On motion by Mayor Dean Maxwell, City of Anacortes, seconded by Mayor Mike Anderson, City of Sedro-Woolley, the November 16<sup>th</sup>, 2011 SCOG Board minutes were approved. It was noted that the action regarding SCOG Board chair and vice-chair elections was done out of compliance with SCOG bylaws. On motion by Commissioner Ray Niver, Port of Anacortes, seconded by Mayor Dean Maxwell, City of Anacortes, the action to elect a 2012 chair and vice chair during the November 16<sup>th</sup>, 2011 meeting was amended to move the election of the SCOG Chair and Vice Chair to the January 2012 Policy Board meeting to be in compliance with the SCOG Bylaws.
2. Public Comment: No public comments
3. SCOG Vouchers and Payroll Timesheets: On motion by Mayor Dean Maxwell, City of Anacortes, seconded by Councilwoman Joanne Valentine, City of Burlington, Skagit Transit Representative, the SCOG vouchers (Batch No's 456-10 thru 485-10 in the amount of \$16,763.87, October 20<sup>th</sup>, 2011 thru November 16<sup>th</sup>, 2011) and payroll timesheets for November 2011 were approved.
4. Revolving Loan Update: Pam Carlson, SCOG, gave the Board an update on the RLF program. The RLF Committee recommends that the elected officials on the RLF Committee should rotate as their terms expire and that the 3 years terms should be staggered.

5. Resolutions to amend business meal, travel expense reimbursements and amendments to the SCOG personnel manual were approved as follows:

On motion by Mayor Dean Maxwell, City of Anacortes, seconded by Mayor Ramon Hayes, Town of La Conner, Resolution 12-11-A for 2011 Business Meal and Travel Reimbursement Policy Adjustment was passed.

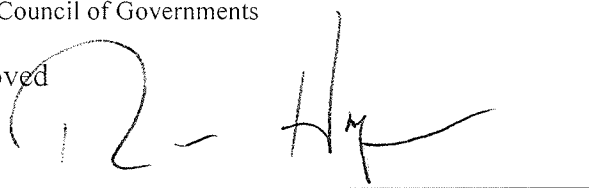
On motion by Mayor Dean Maxwell, City of Anacortes, seconded by Mayor Ramon Hayes, resolution 12-11-B to Amend SCOG Personnel Manual Sections 8.01 and 8.03 language was passed.

6. Approval of Intergovernmental Cooperative Agreement Between SCOG and Skagit County: On motion by Commissioner Ray Niver, Port of Anacortes, seconded by Mayor Mike Anderson, City of Sedro-Woolley, the Intergovernmental Cooperative Agreement Between SCOG and Skagit County was approved.
7. Update on SCOG Financials: Pam Carlson, SCOG, gave an update on the financial standing of SCOG. It was noted that SCOG's finances are in much better order than they have been in the past.
8. 2012 Dues Update and Discussion: James Mastin informed the Board that the SCOG 2012 dues will be the same as the 2011.
9. 2012 SCOG COLA Discussion: On motion by Mayor Dean Maxwell, City of Anacortes, seconded by Skagit County Commissioner Sharon Dillon, the discussion regarding awarding a cost of living adjustment to SCOG employees will be tabled until the January 2012 meeting.
10. WIRP approval: On motion by Commissioner Ray Niver, Port of Anacortes, seconded by Mayor Mike Anderson, City of Sedro-Woolley, Washington Intergovernmental Review Process (WIRP) of the Soon Woong Cho and Hyunsil Cho Kim USDA loan refinance application was approved.
11. Other Business: It was suggested that in the January 2012 meeting the Board address the interim status of James Mastin's position.
12. Next Meeting: January 18<sup>th</sup>, 2012.
13. Meeting Adjourned:

  
James Mastin, Interim Director  
Skagit Council of Governments

Dated: 1-18-2012

Approved

  
Ramon Hayes, Chairman  
Skagit Council of Governments

Dated: 1-18-12