

# SKAGIT TECHNICAL ADVISORY COMMITTEE MEETING MINUTES

Thursday, May 1<sup>st</sup>, 2014  
SCOG, Room C  
Mount Vernon, WA

## AGENCIES REPRESENTED

- Anacortes ..... Eric Shjarback
- Burlington ..... Brian Dempsey, Bryan Harrison
- Concrete ..... Cody Hart
- Mount Vernon ..... Esco Bell, Mike Love
- Sedro-Woolley ..... Eron Berg, Mark Freiberger
- Skagit County ..... Paul Randall-Grutter
- Skagit Transit ..... Carolyn Chase
- Swinomish Tribal Community ..... Tara Satushek
- WSDOT ..... John Shambaugh

## STAFF PRESENT

- Kevin Murphy ..... Executive Director
- Gabe Philips ..... Transportation Planner

## MINUTES

1. The meeting began at 1:30 PM. Roll was taken with a quorum present.
2. SCOG Report: Kevin Murphy reported that the Skagit Sub-Regional Transportation Planning Organization (RTPO) approved Surface Transportation Program project selections at their last Policy Board meeting. He said that there were several motions that failed prior to the final selection, the project selection as recommended by the Technical Advisory Committee (TAC) on April 3<sup>rd</sup>, 2014.

Gabe Philips informed the TAC that an open house was held last night for the Skagit Regional Non-Motorized Plan. He will provide the TAC with a summary of the public comments at the next meeting.

3. Approval of the April 3<sup>rd</sup>, 2014 TAC meeting minutes. Mark Freiberger made a motion to approve the April 3<sup>rd</sup>, 2014 TAC meeting minutes as they were presented. Cody Hart seconded the motion. The motion carried unanimously.
4. Transportation Improvement Program Amendments: There were no formal amendments to the Transportation Improvement Program (TIP).
5. Draft Unified Planning Work Program: The TAC was presented with a draft version of the 2015 Skagit-Island Unified Planning Work Program (UPWP). Gabe Philips reviewed the comments that the WSDOT planning office had.

Kevin Murphy asked the TAC if they would like to include a task in the UPWP for non-motorized consultant services. In the past, SCOG has paid for a consultant to provide administration to the Active Community Taskforce, implementation of the Open Space plan, and application support for Safe Routes to School and Ped/Bike grants, among other things. The contract for this service expired yesterday and staff wanted to get a sense on whether the TAC would recommend continuing receiving the service.

After discussion about how useful the service has been, the TAC did not feel a recommendation should be made to include a new consultant contract in the UPWP.

Esco Bell made a motion to recommend the UPWP as presented for approval to the MPO/RTPO Policy Board. The motion was seconded by Paul Randall-Grutter. The motion carried with Eric Shjarback opposed and Tara Satushek abstaining.

6. Technical Advisory Committee Procedures: Gabe Philips shared with the TAC the updated TAC bylaws. The main changes addressed who can represent agencies on the TAC and the number of voting members required to be present for a quorum. Gabe said that once the Transportation Policy Board (TPB) agreement and bylaws are in place the TAC bylaws will mirror their organization. The TPB will also formally approve the updated TAC bylaws.
7. Non-Motorized Consultant Services: This item was addressed in the UPWP agenda item and was skipped over.
8. Quarterly Surface Transportation Program (STP)/Transportation Alternatives Program (TAP) Obligation Report: Gabe Philips gave a brief report on the region's current standing in regards to meeting its obligation target. With the recent Roosevelt Avenue project deobligation, the region's obligation total is -\$476,456. The target for the region is \$1,254,191. However, with the projects that are currently programmed to obligate in federal fiscal year 2015, the region expects to meet its obligation target.

Gabe Philips then checked with each of the project sponsors that are programmed for federal fiscal year 2015 to ensure they intend to obligate their funds by July 31, 2014. Each project sponsor said that they would be able to obligate their funds by the deadline.

9. Surface Transportation Program Project Scoring Criteria: Gabe Philips gave an overview of the initial staff recommendations for STP project selection criteria. A survey was distributed amongst the TAC to determine initial weighting of the criteria. Gabe used this to develop the initial criteria.

Eric Shjarback said he thought the weight for previous STP allocations was too small. The TAC recommended that this criterion be given more weight and applied to the final score rather than the score for the project funding/readiness category.

Mark Freiburger suggested running a few projects through the scoring criteria once it is established as a check to see if it is ranking the best projects at the top. Kevin Murphy suggested that the TAC pre-rank the projects prior to them being scored to see if the selection criteria produce similar results to their judgment.

The TAC recommended that three of the scoring categories be removed: preservation, stewardship, and environment. These criteria were the lowest-scoring in the TAC survey. Also, staff found it difficult to identify measures that could easily be used for these criteria. John Shambaugh said that these criteria should still be addressed because they are how the Regional Transportation Plan is implemented.

Due to the difficulty in defining how they would actually be measured, volume-to-capacity ratios and level of service calculations were recommended to be removed.

The TAC requested that Gabe prepare a revised draft of the selection criteria with today's recommendation and then the TAC will reconvene in two weeks to make further refinements.

10. Roundtable Projects Discussion: In the interest of time, this item was skipped.

The next TAC meeting will be at 2:00 PM on May 15<sup>th</sup>, 2014. The meeting will be held in SCOG conference room C.



The meeting was adjourned at 3:15 PM.

Attest:

A handwritten signature in blue ink, appearing to read "Gabe Philips", is written over a horizontal line.

Gabe Philips,  
Skagit Council of Governments

Date 5/16/2014