

SKAGIT COUNCIL OF GOVERNMENTS TRANSPORTATION POLICY BOARD MEETING MINUTES

Wednesday, October 19th, 2016
Burlington City Council Chambers
Burlington, Washington

MEMBERS PRESENT

Voting Members: Commissioner Ken Dahlstedt, Skagit County, Chair; Mayor Laurie Gere, City of Anacortes, Vice-Chair; Mayor Jill Boudreau, City of Mount Vernon; Mayor Joan Cromley, Town of Hamilton; Jay Drye, Washington State Department of Transportation; Commissioner Lisa Janicki, Skagit County; Commissioner Steve Omdal, Port of Skagit County; Commissioner John Pope, Port of Anacortes; Mayor Steve Sexton, City of Burlington; Mayor Keith Wagoner, City of Sedro-Woolley; Commissioner Ron Wesen, Skagit County.

STAFF PRESENT

Kevin Murphy, Executive Director; Pam Carlson, Finance Manager; Mark Hamilton, Transportation Planner; Gabe Philips, Transportation Planner.

OTHERS PRESENT

Todd Carlson, Washington State Department of Transportation.

MEMBERS OF PUBLIC PRESENT

There were four individuals in attendance.

MINUTES

1. Call to Order: Commissioner Dahlstedt called the meeting to order at 1:32 PM.
Roll Call: Roll was taken with a quorum present.
2. Public Comment: There were no public comments.
3. Chair's Report: Commissioner Dahlstedt had no items to report.
4. Executive Director's Report: Kevin Murphy noted that SCOG will be hosting a regional transportation forum on October 25th, 2016. He also reported on his involvement with the Joint Transportation Committee's advisory panel on railroad crossings. It is expected that a draft report will be available in November.
5. Consent Agenda
 - a. Approval of the September 21st, 2016 Skagit Council of Governments Transportation Policy Board meeting minutes.

Mayor Boudreau moved to approve the consent agenda. Mayor Wagoner seconded the motion. The motion carried unanimously.
6. Action Items
 - a. Regional Project Evaluation Process for Human Services Transportation Projects: Mark Hamilton described the Human Services Transportation Project prioritization process proposed by the Skagit Special Needs Transportation Committee. Mr. Hamilton said that if the Transportation Policy Board approves the project evaluation process and ranking criteria, a call for projects will be issued on October 20th, 2016.

Mayor Boudreau asked why the Washington State Department of Transportation (WSDOT) project submittal deadline is before the regional deadline. Mr. Hamilton responded that WSDOT moved up their deadline this year so it is now before the proposed regional deadline. Applicants will be asked to submit the same application to the region as they did to the state by October 14th.

Commissioner Pope asked if the Sauk-Suiattle Tribe was involved in the process. Mr. Hamilton said that representatives from the tribe are on the Skagit Special Needs Transportation Committee and attend their monthly meetings.

Commissioner Pope moved to approve the call for projects as the regional project evaluation process to be used for evaluating regional human services transportation projects. Mayor Boudreau seconded the motion. The motion carried unanimously.

- b. Approve October Amendment to the 2016-2021 Regional Transportation Improvement Program: Gabe Philips presented the following proposed amendment to the 2016-2021 Regional Transportation Improvement Program:

- Concrete
 - Main Street Overlay
- WSDOT
 - SR 20 Canoe Pass Bridge Painting

Mayor Boudreau moved to approve the October amendment to the 2016-2021 Regional Transportation Improvement Program as presented. Mayor Sexton seconded the motion. The motion carried unanimously.

- c. Adoption of the 2017-2022 Regional Transportation Improvement Program: Mr. Philips gave an overview of the Draft 2017-2022 Regional Transportation Improvement Program, highlighting the addition of an online map that provides detailed information about the included projects. He also summarized the changes that have occurred to the document since it was released for public comment. Almost all of the changes were administrative modifications to the details of the included projects.

Mayor Boudreau moved to adopt Resolution 2016-09 to Approve the 2017-2022 Regional Transportation Improvement Program. The motion was seconded by Mayor Gere. The motion carried unanimously.

7. Discussion Item

- a. Summary of Regional Fund Obligations: Mr. Philips gave an overview of the federal fund obligations that occurred in federal fiscal year 2016. SCOG's obligation target, set by WSDOT was about \$1.86 million. SCOG's total obligation delivery was around \$145,000 less than the target. Mr. Philips said that WSDOT's policy states that regions that fall short of their obligation target are at risk of having their funds sanctioned. He also said that it is unlikely that any of SCOG's funds would be sanctioned due to the relatively small size of the shortfall. Mr. Philips then presented the projects that were scheduled to obligate funding in federal fiscal year 2016 and the projects that are programmed to obligate funding in federal fiscal year 2017.

Commissioner Wesen asked what happens to the \$145,000 shortfall if it is not sanctioned by WSDOT. Mr. Philips responded that it is carried over into future calls for projects by SCOG.

8. Transportation Policy Board Roundtable Discussion: There were no items to discuss.
9. Next Meeting: The next Transportation Policy Board meeting will be November 16th, 2016 at the Burlington City Council Chambers at 1:30 PM.
10. Adjourned: The meeting adjourned at 1:55 PM.

Information Items: The Transportation Policy Board was provided with a monthly financial update, the draft October 6th, 2016 Technical Advisory Committee meeting minutes, the draft October 4th, 2016 Skagit Special Needs Transportation Committee meeting minutes, and a flyer for the SCOG Regional Transportation Forum.



Kevin Murphy

Kevin Murphy, Executive Director
Skagit Council of Governments

Date 11-16-2016

Approved,

Laurie Gere

Mayor Laurie Gere, City of Anacortes
Transportation Policy Board Vice-Chair
Skagit Council of Governments

Date 11/16/16