

SKAGIT COUNCIL OF GOVERNMENTS TECHNICAL ADVISORY COMMITTEE MEETING MINUTES

Thursday, May 6, 2021
GoToMeeting Remote Meeting

AGENCIES REPRESENTED

- City of Anacortes..... Tim Hohmann (1:44 p.m.)
- City of Burlington Brian Dempsey
- City of Mount Vernon Bill Bullock
- City of Sedro-Woolley Mark Freiberger (2:07 p.m.)
- Samish Indian Nation.....David Strich
- Skagit CountyPaul Randall-Grutter
- Skagit PUD..... Chris Shaff
- Skagit Transit..... Brad Windler (1:36 p.m.)
- Town of Concrete..... Cody Hart
- Town of La Conner Scott Thomas
- Washington State Department of Transportation (WSDOT)..... John Shambaugh

STAFF PRESENT

- Kevin Murphy Executive Director
- Mark Hamilton..... Senior Transportation Planner
- Katie Bunge..... Associate Planner

OTHERS PRESENT

Two members of the public attended the meeting.

1. Call to Order: 1:31 p.m.

Roll Call: Roll was taken with a quorum present.

2. April 1, 2021 Technical Advisory Committee (TAC) Meeting Minutes:

Mr. Hart moved approval of the April 1, 2021 Technical Advisory Committee Meeting Minutes as presented, and Mr. Bullock seconded the motion. The motion carried unanimously.

3. May Regional Transportation Improvement Amendments: Mr. Hamilton presented four amendments submitted during the May amendment cycle to the 2021-2026 Regional Transportation Improvement Program (RTIP):

- Anacortes
 - 32nd Street and M Avenue Intersection Improvements
- Skagit Transit
 - Operating Funds
 - Bus Stop Sign Project
 - Paratransit Passenger Portal Software

Mr. Hamilton explained that the amendment from the City of Anacortes would add the project to the RTIP. The project was recently awarded approximately \$1 million of federal Highway Safety Improvement Program funds through the WSDOT City Safety Program, with a local match of \$685,000.

For Skagit Transit's Operating Funds project, this amendment would remove programmed funds in 2021 from the RTIP. The current programmed funding is no longer needed due to Skagit Transit's receipt of various federal funding available in response to the COVID-19 pandemic.

Skagit Transit's Bus Stop Sign Project and Paratransit Passenger Portal Software project would both be added to the RTIP under two respective amendments. Both are funded through Federal Transit Administration 5339 formula funds available to Skagit Transit.

Mr. Dempsey moved to recommend approval of the May Regional Transportation Improvement Program amendments as presented, and Mr. Shambaugh seconded the motion. The motion carried unanimously.

4. Unified Planning Work Program for State Fiscal Year 2022: Mr. Hamilton presented a revised draft of SCOG's unified planning work program (UPWP), which outlines the organization's transportation work activities for the upcoming Washington state fiscal year. Any recommendation from the TAC will go to the Transportation Policy Board this month as they consider taking action on the UPWP.

Since last month's TAC discussion, SCOG staff met with Federal Highway Administration, Federal Transit Administration, and WSDOT staffs to review the draft UPWP. No revisions were recommended as an outcome of this meeting, but a few revisions are proposed by staff. These revisions concern the Household Travel Survey work item, which has been extended multiple times due to the COVID-19 pandemic. Data collection for the Household Travel Survey is now scheduled for fall 2021 under a current consultant contract with Resource Systems Group, Inc. An updated cost estimate has been included in the UPWP along with narrative describing consultant contract costs. Other revisions include updates to revenue and expenditure estimates in the UPWP.

Mr. Dempsey moved to recommend approval of the Unified Planning Work Program for State Fiscal Year 2022 as presented, and Mr. Bullock seconded the motion. The motion carried unanimously.

5. Quarterly Obligation Report: Mr. Hamilton reminded the TAC that an obligation report comes to them each quarter, and tracks Surface Transportation Block Grant and Transportation Alternatives regional obligations through the federal fiscal year. As of March, the Skagit region has a little over \$1 million obligated, and approximately \$800,000 left to obligate in order to meet the regional obligation authority target. Two projects are expected to obligate before the end of the federal fiscal year, Mount Vernon's Freeway Drive project with an expected obligation of \$1.65 million, and the annual SCOG Admin project. Projects which have been granted extensions this year must obligate by the end of the calendar year, but are not expected to obligate before the end of the federal fiscal year.

Mr. Hart asked about the obligation authority status of other regions. Mr. Murphy responded that he had heard there are a few metropolitan planning organizations that do not expect to meet their regional obligation authority targets. Around two months ago, it sounded like the local portion of the statewide obligation authority target would not be met, but the Puget Sound Regional Council had not yet implemented their annual obligation authority procedures at that time.

- 6. Roundtable and Open Topic Discussion: Mr. Hamilton reminded the TAC that a regional call for projects is currently open and closes on May 14. A question and answer document has been uploaded to the SCOG website, and is available for project sponsors as they complete their applications. A project presentation meeting is scheduled for May 25 and will be a remote meeting. The purpose of the meeting is for the TAC to see projects presented by the sponsors and have an opportunity to ask questions.

Technical Advisory Committee members gave updates on their current projects. Mr. Hart asked if SCOG had considered a timeline for returning to in-person meetings. Mr. Murphy answered that the SCOG governing bodies have not yet made any determination on returning to in-person meetings. Mr. Hart requested that the TAC return to in-person meetings when allowed to do so.

- 7. Next Meeting: June 3, 2021

- 8. Adjourned: 2:09 p.m.

Attest:

Kevin Murphy
Skagit Council of Governments

Date