

SKAGIT COUNCIL OF GOVERNMENTS TRANSPORTATION POLICY BOARD MEETING

Wednesday, March 21, 2018 – 1:30 PM

[La Conner Maple Hall](#)

104 Commercial, La Conner, WA 98257

AGENDA

1. **Call to Order and Roll Call**
2. **Public Comment** (three minute limit per person)
3. **Chair's Report**
4. **Executive Director's Report**
5. **Consent Agenda**
 - a. Approval of [February 21, 2018 Transportation Policy Board Meeting Minutes](#)
6. **Action Items**
 - a. Approval of [March 2018 Regional Transportation Improvement Program Amendment](#) – *Mark Hamilton*
7. **Discussion Items**
 - a. [Ad Hoc Advisory Committee for Coordinated Public Transit-Human Services Transportation Plan & Project Prioritization](#) – *Mark Hamilton*
8. **Roundtable and Open Topic Discussion**
9. **Next Meeting:** Wednesday, April 18, 2018, 1:30 PM, *Burlington City Council Chambers*
10. **Adjourned**

Information:

[SCOG Financial Update](#)

The SCOG Board of Directors meeting will follow this meeting

[Meeting Packet](#)

Title VI Notice: SCOG fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations. For more information, or to obtain a Title VI Complaint Form, visit SCOG's website at <http://scog.net/about/nondiscrimination/>.

Notificación del Título VI: El SCOG cumple plenamente con el Título VI de la Ley de Derechos Civiles de 1964, así como los estatutos y reglamentos relacionados. Si desea más información o tener acceso al formulario de denuncia del Título VI, visite la página web del SCOG <http://scog.net/about/nondiscrimination/>.



TRANSPORTATION POLICY BOARD OFFICERS

Commissioner Ron Wesen.....Chair

Mayor Jill Boudreau.....Vice-Chair

TRANSPORTATION POLICY BOARD MEMBERSHIP AND VOTES

Anacortes.....	1
Burlington.....	1
Mount Vernon.....	1
Sedro-Woolley.....	1
Skagit County.....	3
WSDOT.....	1
Ports.....	1
• Port of Anacortes	
• Port of Skagit	
Towns.....	1
• Concrete	
• Hamilton	
• La Conner	
• Lyman	
Tribes.....	1
• Swinomish Indian Tribal Community	
• Samish Indian Nation	

NON-VOTING MEMBERS

- Major Employer Representative
- Skagit PUD
- State Representatives
- State Senators

Title VI Notice: SCOG fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations. For more information, or to obtain a Title VI Complaint Form, visit SCOG’s website at <http://scog.net/about/nondiscrimination/>.

Notificación del Título VI: El SCOG cumple plenamente con el Título VI de la Ley de Derechos Civiles de 1964, así como los estatutos y reglamentos relacionados. Si desea más información o tener acceso al formulario de denuncia del Título VI, visite la página web del SCOG <http://scog.net/about/nondiscrimination/>.

SKAGIT COUNCIL OF GOVERNMENTS TRANSPORTATION POLICY BOARD MEETING MINUTES

Wednesday, February 21, 2018
Burlington City Council Chambers
Burlington, Washington

MEMBERS PRESENT

Voting Members: Commissioner Ron Wesen, Skagit County, Chair; Councilman Bill Aslett, City of Burlington; Councilman Richard Brocksmith, City of Mount Vernon; Chairman Brian Cladoosby, Swinomish Indian Tribal Community; Mayor Joan Cromley, Town of Hamilton; Jay Drye, Washington State Department of Transportation (WSDOT); Mayor Laurie Gere, City of Anacortes; Commissioner Lisa Janicki, Skagit County; Mayor Jason Miller, Town of Concrete.

Non-Voting Members: Commissioner Robbie Robertson, Skagit Public Utility District.

STAFF PRESENT

Kevin Murphy, Executive Director; Mark Hamilton, Senior Transportation Planner; Rose Howe, Assistant Planner.

MEMBERS OF PUBLIC PRESENT

Two members of the public attended the meeting.

MINUTES

1. Call to Order: Commissioner Wesen called the meeting to order at 1:30 PM.
Roll Call: Roll was taken with a quorum present.
2. Public Comment: There were no public comments.
3. Chair's Report: Commissioner Wesen reported attending a Farmhouse Gang executive meeting, where regional issues were discussed.
4. Executive Director's Report: Kevin Murphy reported attending a Practical Solutions roundtable meeting with WSDOT Secretary Roger Millar as well as statewide Metropolitan Planning Organization / Regional Transportation Planning Organization (MPO/RTPO) leaders. At the meeting, WSDOT executive leadership discussed with MPO/RTPOs how to better align statewide and regional plans. Mr. Murphy explained that a work program is being developed to help figure that out.

Additionally, Mr. Murphy stated MPO/RTPOs discussed the funding increase proposed in the Governor's budget. The increase was substantially less than the requested amount. Mr. Murphy reported following up with Senator Hobbs, who asked for a letter detailing the original funding request. Legislative priority lists were also discussed at the meeting, and Mr. Murphy reported the Transportation Policy Board (TPB) has already directed staff to develop the region's list by the end of the year, prior to the next Washington state legislative session.

Mr. Murphy also described attending a Washington State Freight Mobility Strategic Investment Board (FMSIB) meeting. Mr. Murphy stated SCOG is advisory to FMSIB's road and railway crossing study, which is now in the developing criteria phase of its assessment.

5. Consent Agenda

- a. Approval of the January 17, 2018 Transportation Policy Board Meeting Minutes

Commissioner Janicki moved to approve the consent agenda. Mayor Gere seconded the motion. The motion carried unanimously.

6. Action Items

- a. Approval of February 2018 Regional Transportation Improvement Program Amendments: Mark Hamilton presented the following proposed amendments to the 2018-2023 Regional Transportation Improvement Program:

- Mount Vernon
 - 4th St N / Riverside Dr
- Washington State Department of Transportation – NW
 - SR 20 / Deception Pass & Canoe Pass Bridges – Seismic Analysis

Mayor Gere moved to approve the February amendments to the 2018-2023 Regional Transportation Improvement Program. Councilman Aslett seconded the motion. The motion carried unanimously.

- b. Approval of Resolution 2018-03 To Set Regional Safety Performance Targets: Mark Hamilton explained that metropolitan planning organizations, such as SCOG, are in the process of setting regional safety performance targets. Mr. Hamilton explained the safety targets are for all public roadways in Skagit County, and targets need to be set for five measures of safety:

- Fatalities
- Fatality rate
- Serious injuries
- Serious injury rate
- Non-motorist fatalities and serious injuries

Mr. Hamilton reported that this is the first time the TPB will be setting safety targets for the region. Mr. Hamilton said the TPB has two options for setting safety performance targets. First, Mr. Hamilton explained, SCOG can set quantifiable safety targets. For each of the five measures, SCOG would develop its own targets to plan and work toward. Alternatively, Mr. Hamilton reported SCOG can agree to plan and program projects in the region so SCOG contributes toward the state meeting their statewide safety targets.

Mr. Hamilton stated that the staff recommendation is to agree to plan and program projects. Councilman Bill Aslett asked questions clarifying SCOG's responsibility in planning potential safety projects and the advantages of each option. Chairman Cladoosby asked about whether

records on wrecks, fatalities and collisions are kept for Skagit County. Mr. Hamilton responded to TPB members' questions, and confirmed safety data is recorded and tracked yearly by WSDOT's safety office.

Commissioner Janicki moved to approve Resolution 2018-03 To Set Regional Safety Performance Targets. Chairman Cladoosby seconded the motion.

Before the vote, Commissioner Janicki commented she would like to see state and county level data on a regular enough basis to be articulate about safety trends. Commissioner Janicki stated being able to see how Skagit County is tracking along with the state targets would be helpful.

The TPB then voted on the motion to approve Resolution 2018-03. The motion carried unanimously.

7. Discussion Items:

- a. Surface Transportation Program Obligation Authority Tracking: Kevin Murphy explained SCOG receives an obligation target each year from WSDOT. Last year, Mr. Murphy reported SCOG members did not meet the obligation authority target by the August 1st deadline and SCOG is at risk of having its funds sanctioned this year.

Mr. Murphy explained SCOG staff has been working with the Technical Advisory Committee (TAC) to create project schedules to be better informed about where projects are with meeting the August 1st deadline. Mr. Murphy mentioned the TAC discussed moving a project off the contingency list to obligate this year, a potential TPB action item for next month.

Mr. Murphy stated SCOG wants to have Mount Vernon obligate their College Way project as soon as possible, move the TAC-recommended project from the contingency list and over-obligate this year. Mr. Murphy then further explained why being over-obligated by more than one year but less than two years is advantageous for SCOG. Mr. Murphy concluding by stating staff is not recommending action at this time on this agenda item.

8. Roundtable and Open Topic Discussion

Commissioner Wesen and Commissioner Janicki discussed the collaborative work done to restore emergency access to homes outside of Lyman, after flooding damaged a road.

Jay Drye gave an update on the Sharpe's Corner project. Mr. Drye said utility relocation work is currently ongoing, and construction activity will start in earnest around the end of March and first few weeks in April. Mr. Drye also discussed cable barrier construction work being done on I-5.

9. Next Meeting: Wednesday, March 21, 2018, 1:30 PM, *La Conner Maple Hall*

10. Adjourned: The meeting adjourned at 2:12 PM.

Information Items: The Transportation Policy Board was provided with a monthly financial update and the draft February 1, 2018, Technical Advisory Committee Meeting Minutes.



Approved,

Kevin Murphy, Executive Director
Skagit Council of Governments

Date _____

Commissioner Ron Wesen, Skagit County
Transportation Policy Board Chair
Skagit Council of Governments

Date _____

DRAFT

ACTION ITEM 6.A. – APPROVAL OF MARCH 2018 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT

Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Technical Advisory Committee	02/01/2018	Recommendation	Mark Hamilton	(360) 416-7876
Transportation Policy Board	03/21/2018	Action	Mark Hamilton	(360) 416-7876

RECOMMENDED ACTION

Skagit Council of Governments (SCOG) staff and the Technical Advisory Committee recommend approval of the following Regional Transportation Improvement Program (RTIP) amendment:

- Mount Vernon
 - Freeway Drive (Cameron Way to College Way)

FISCAL IMPACT

The Regional Transportation Improvement Program is fiscally constrained in the 2018 – 2021 program years.

- [Current financial feasibility table](#)
- [Proposed financial feasibility table](#)

PUBLIC PARTICIPATION

A public comment period began on February 23 and ended on March 9, 2018. No comments were received.

DISCUSSION

PROPOSED RTIP AMENDMENT

- Mount Vernon
 - Freeway Drive (Cameron Way to College Way): this amendment would move the preliminary engineering phase of this project into the fiscally constrained 2018 – 2021 RTIP. Preliminary engineering and construction phases of this project are currently programmed in 2023. This project would construct pavement sidewalks, lighting, and storm drainage to provide pedestrian and bike facilities, with a center left turn lane to increase capacity. This project was awarded \$792,900 in federal Surface Transportation Program funds by SCOG in June 2017: \$224,900 for preliminary engineering and \$568,000 for construction.

Agency Mount Vernon

Project Title Freeway Drive (Cameron Way to College Way)

Description Construct pavement sidewalks, lighting, and storm drainage to provide pedestrian and bike facilities, center left turn lane to increase capacity.

Road Name Freeway Drive

Begin Termini Cameron Way

End Termini College Way

Total Project Length 0.65

Improvement Type Reconstruction, Added Capacity

Functional Class Urban Minor Arterial

Environmental Type Documented Categorical Exempt

Priority Number 9

Amendment Number

Amendment Date

Total Project Cost \$2,170,000



Regionally Significant **Right-of-Way Required**

STIP ID T-97-07

WSDOT PIN

Federal Aid Number

SCOG ID

Agency ID

Hearing Date 8/9/2017

Adoption Date 8/9/2017

Resolution Number 3724

Phase Obligation Schedule

Phase	Phase Start	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total	Date Programmed
PE	2021	STP(US)	\$224,900		\$0	\$35,100	\$260,000	3/14/2018
Total			\$224,900		\$0	\$35,100	\$260,000	

2018-2021 SCOG Regional Transportation Improvement Program Financial Feasibility Table

2/23/2018

Funding Program	Carryover	2018			2019			2020			2021			4-Year Allocation	4-Year Pro-grammed	4-Year Difference
		Estimated Allocation	Available	Pro-grammed	Estimated Allocation	Available	Pro-grammed	Estimated Allocation	Available	Pro-grammed	Estimated Allocation	Available	Pro-grammed			
SCOG-Managed Funds	-\$96	\$1,818	\$1,723	\$1,904	\$1,818	\$1,552	\$1,225	\$1,818	\$2,145	\$1,593	\$1,818	\$2,060	\$1,583	\$7,176	\$6,305	\$871
STP	\$173	\$1,675	\$1,849	\$1,904	\$1,675	\$1,535	\$1,225	\$1,675	\$1,985	\$1,571	\$1,675	\$1,778	\$1,349	\$6,873	\$6,049	\$824
TAP	-\$269	\$143	-\$126	\$0	\$143	\$17	\$0	\$143	\$160	\$22	\$143	\$282	\$234	\$303	\$256	\$47
State-Managed Funds	\$0	\$35,216	\$35,216	\$35,216	\$3,775	\$3,775	\$3,775	\$7,524	\$7,524	\$7,524	\$5,399	\$5,399	\$5,399	\$51,914	\$51,914	\$0
5307	\$0	\$1,960	\$1,960	\$1,960	\$2,019	\$2,019	\$2,019	\$2,079	\$2,079	\$2,079	\$2,079	\$2,079	\$2,079	\$8,137	\$8,137	\$0
5309	\$0	\$1,180	\$1,180	\$1,180	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,180	\$1,180	\$0
HSIP	\$0	\$2,834	\$2,834	\$2,834	\$1,075	\$1,075	\$1,075	\$0	\$0	\$0	\$0	\$0	\$0	\$3,909	\$3,909	\$0
NHPP	\$0	\$8,061	\$8,061	\$8,061	\$0	\$0	\$0	\$3,202	\$3,202	\$3,202	\$0	\$0	\$0	\$11,263	\$11,263	\$0
STP(BR)	\$0	\$1,053	\$1,053	\$1,053	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,053	\$1,053	\$0
STP(S)	\$0	\$5,954	\$5,954	\$5,954	\$681	\$681	\$681	\$2,243	\$2,243	\$2,243	\$3,270	\$3,270	\$3,270	\$12,148	\$12,148	\$0
CRAB	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$50	\$50	\$50	\$50	\$0
CWA	\$0	\$10,624	\$10,624	\$10,624	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,624	\$10,624	\$0
Ped/Bike Program	\$0	\$800	\$800	\$800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$800	\$800	\$0
TIB	\$0	\$2,750	\$2,750	\$2,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,750	\$2,750	\$0
Federally-Managed Funds	\$0	\$3,498	\$3,498	\$3,498	\$1,200	\$1,200	\$1,200	\$0	\$0	\$0	\$0	\$0	\$0	\$4,698	\$4,698	\$0
DEMO	\$0	\$2,699	\$2,699	\$2,699	\$1,200	\$1,200	\$1,200	\$0	\$0	\$0	\$0	\$0	\$0	\$3,899	\$3,899	\$0
FBP	\$0	\$799	\$799	\$799	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$799	\$799	\$0
Locally-Managed Funds	\$0	\$16,837	\$16,837	\$16,837	\$12,743	\$12,743	\$12,743	\$12,564	\$12,564	\$12,564	\$2,507	\$2,507	\$2,507	\$44,651	\$44,651	\$0
Local	\$0	\$16,837	\$16,837	\$16,837	\$12,743	\$12,743	\$12,743	\$12,564	\$12,564	\$12,564	\$2,507	\$2,507	\$2,507	\$44,651	\$44,651	\$0
Total	-\$96	\$57,369	\$57,274	\$57,455	\$19,536	\$19,270	\$18,943	\$21,906	\$22,233	\$21,681	\$9,724	\$9,966	\$9,489	\$108,439	\$107,568	\$871

DISCUSSION ITEM 7.A. – AD HOC ADVISORY COMMITTEE FOR COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN & PROJECT PRIORITIZATION

Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Transportation Policy Board	03/21/2018	Discussion	Mark Hamilton	(360) 416-7876

DISCUSSION

The Skagit Council of Governments (SCOG) will be updating the coordinated public transit-human services transportation plan (Plan) this year and preparing a regional list of prioritized human services and transportation projects. The Plan “identifies the transportation needs of individuals with disabilities, seniors, and people with low incomes; provides strategies for meeting those local needs; and prioritizes transportation services and projects for funding and implementation” (FTA Circular 9070.1G: Page V-1). In the Skagit region, the plan is updated at least every four years and the list of projects every two years.

The updated Plan will supersede the [Skagit-Island Human Services Transportation Plan](#), which was adopted by the Skagit-Island Regional Transportation Planning Organization (SIRTPO) in 2014. The SIRTPO dissolved the following year and SCOG is now the regional transportation planning organization (RTPO) for the Skagit region. Island County formed their own RTPO in 2016 and will be preparing their own plan this year. The four-year update to the Plan for the Skagit region is a duty of SCOG under State law ([RCW 47.80.023\(10\)](#)).

Projects must be on the regional list of prioritized human services and transportation projects in order to be eligible for funding through the WSDOT Consolidated Grant Program. SCOG’s role in this statewide process is to evaluate projects in our region and assign regional letter grades—A, B, C or D. Projects are then entered into a statewide selection process. Regional letter grades are an input into this broader statewide process. Project funding decisions are not made by SCOG, but by WSDOT’s Public Transportation Division after the Washington state transportation budget is set for the 2019 - 2021 biennium. The regional prioritization of human services and transportation projects is also a duty of SCOG under State law ([RCW 47.80.023\(10\)](#)).

Key statewide deadlines for the WSDOT Consolidated Grant Program are presented on this [WSDOT process and timeline](#). These statewide deadlines are in addition to regional deadlines associated with the regional prioritization process that have not yet been determined. More information on the WSDOT Consolidated Grant Program is available on [WSDOT’s website](#).

AD HOC ADVISORY COMMITTEE

An ad hoc advisory committee was formed in 2014 to assist with Plan development and project prioritization, and again in 2016 to develop a new prioritized list of projects. SCOG staff recommends that such a committee be formed again in 2018 and that the committee dissolve following completion of their advisory role on the Plan and project list.

The ad hoc advisory committee is anticipated to have two primary duties:

1. Coordinate the Development of the Plan

The committee would support the work of a consultant throughout the planning process including needs assessment and public outreach. The consultant is anticipated to be hired by SCOG through a professional services contract this spring following Transportation Policy Board (TPB) approval. The final product of this duty would be a recommendation of the Plan to the TPB.

2. Prioritize Regional Human Services Transportation Projects in the Skagit Region

The committee would also assist with prioritization of human services and transportation projects in the Skagit region that will be submitted to WSDOT in December 2018 for consideration of grant funding in the 2019 – 2021 biennium. The project evaluation process will be developed this year with the assistance of the committee who would later recommend a regional prioritized list of human services and transportation projects to the TPB.

The Plan and a final list of prioritized projects must be approved by the TPB by the end of 2018 and submitted to WSDOT. For both of the above duties, final decisions are made by the TPB, which would likely happen at the November/December meeting.

NEXT STEPS

The TPB approved a list of organizations, representatives and alternates to serve on a similar [ad hoc advisory committee in 2016](#). That committee met four times and provided their final recommendation in November 2016 on a regional list of prioritized projects. The committee dissolved after their November 2016 meeting.

SCOG staff will begin contacting potential members to gauge their interest in participating on the ad hoc advisory committee. The individuals representing each of these organizations will be presented for consideration of approval at the April 2018 TPB meeting. Staff recommends considering adding the Town of Concrete to the committee since they submitted applications in 2016 for the WSDOT Consolidated Grant Program and Town staff expressed interest in serving on a future advisory committee tasked with recommending a regional list of prioritized projects.

A recommended list of organizations willing and able to participate, along with representatives and alternates, will be presented for consideration at the April TPB meeting.

2016 Ad Hoc SPECIAL NEEDS TRANSPORTATION COMMITTEE

ORGANIZATION	REPRESENTATIVE	ALTERNATE(S)
Boys & Girls Clubs of Skagit County	Ron McHenry	N/A
Center for Independence: North Sound	Shawn Latham	N/A
Community Action of Skagit County	Lynn Christofersen	Jen Milton
Mercy Transportation	Shirley Allen	N/A
Northwest Educational Service District #189	Anna Esquibel	N/A
Northwest Regional Council	Alyssa Horry	N/A
Samish Indian Nation	Zam DeShields	N/A
Sauk-Suiattle Indian Tribe	Joni Soriano	Kevin Lenon, Natalie Misanes & Michele Metcalf
Skagit Transit	Brad Windler	Marcia Smith
Swinomish Indian Tribal Community	Tara Satushek	Ed Knight
Volunteers of America	Elisa Delgado	N/A
Washington State Department of Transportation	Ryan Warner	N/A

Dates	Total Funding Available	FHWA (13.5%)	FTA (13.5%)	FTA 5310 HSTP	RTPO	STP (13.5%)
06/30/17 Carryforward	\$451,940	\$86,256	\$67,141	(\$0)	\$0	\$293,903
RTPO July 1, 2017 to June 30, 2019	\$139,113				\$139,113	
July 2017 Expenditures	(43,059)	(18,094)	(1,499)		(6,766)	(14,263)
07/31/2017 Balance	\$547,994	68,162	65,641	(0)	132,347	279,640
FHWA July 1, to Sept 30, 2017	\$52,189	\$52,189				
August 2017 Expenditures	(51,477)	(20,897)	(1,574)		(9,308)	(17,496)
08/31/2017 Balance	\$548,706	99,454	64,067	(0)	123,040	262,144
Sept 2017 Expenditures	(67,677)	(30,838)	(2,322)		(12,464)	(22,053)
09/30/2017 Balance	481,029	68,616	61,746	(0)	110,576	240,091
FHWA Oct 1, 2017 to Sept 30, 2018	\$211,529	\$211,529				
FTA April 29 to Sept 30, 2017	\$16,899		\$16,899			
Oct 2017 Expenditures	(45,720)	(19,997)	(2,297)		(6,704)	(16,723)
10/31/2017 Balance	663,737	260,148	76,348	(0)	103,872	223,368
FTA July 1, 2017 to June 30, 2021	\$40,000			\$40,000		
Nov 2017 Expenditures	(32,566)	(11,797)	(2,349)		(8,489)	(9,931)
11/30/2017 Balance	671,171	248,351	74,000	40,000	95,383	213,437
Dec 2017 Expenditures	(35,032)	(11,230)	(759)		(9,835)	(13,208)
12/31/2017 Balance	636,139	237,122	73,240	40,000	85,548	200,229
Jan 2018 Expenditures	(53,334)	(13,559)	(2,786)	0	(12,251)	(24,738)
01/31/2018 Balance	582,806	223,562	70,455	40,000	73,298	175,491
Feb 2018 Expenditures	(55,252)	(17,327)	(8,494)	0	(752)	(28,680)
02/28/2018 Balance	527,553	206,236	61,960	40,000	72,546	146,811