

# SKAGIT COUNCIL OF GOVERNMENTS TECHNICAL ADVISORY COMMITTEE MEETING MINUTES

June 1, 2023

Skagit Council of Governments Conference Room

315 South Third Street, Suite 100

Mount Vernon, WA 98273

## AGENCIES REPRESENTED

- City of Anacortes..... Tim Hohmann
- City of Burlington ..... Brian Dempsey
- City of Mount Vernon ..... Bill Bullock
- City of Sedro-Woolley ..... Mark Freiberger
- Skagit County ..... Forrest Jones, Tom Weller
- Skagit PUD..... Mark Semrau
- Skagit Transit..... Brad Windler
- Washington State Department of Transportation ..... John Shambaugh

## STAFF PRESENT

- Skagit Council of Governments ..... Kevin Murphy, Mark Hamilton, Grant Johnson

## OTHERS PRESENT

No one else attended the meeting.

## AGENDA

1. Call to Order: 1:38 p.m.

Roll Call: Roll was taken with a quorum present.

2. May 4, 2023 Technical Advisory Committee Meeting Minutes: Mr. Bullock moved to approve the May 4, 2023 Technical Advisory Committee meeting minutes, and Mr. Windler seconded the motion. The motion carried unanimously.
3. June Regional Transportation Improvement Program Amendments: Mr. Hamilton presented this agenda item. He explained that there are three proposed 2023–2028 Regional Transportation Improvement Program (RTIP) amendments submitted for June, which are all from Skagit County. He stated that these amendments are all related to electrification of the Guemes Island Ferry – including a new vessel, shore-side improvements and terminal modifications – with the intent to combine three projects currently programmed in the Statewide Transportation Improvement Program (STIP) into one, and delete the other two projects from the STIP. Combining the three

projects in this way is due to a Federal Transit Administration requirement related to their partial funding available to the project.

Mr. Dempsey motioned to recommend approval of the June Regional Transportation Improvement Program Amendments to the Transportation Policy Board, as presented. Mr. Hohmann seconded the motion and it carried unanimously.

4. Project Selection Recommendation: Mr. Hamilton presented this agenda item. He gave an overview of the 2022 Project Selection process and timeline and stated that as part of the process Technical Advisory Committee (TAC) members have the ability to make a project-selection recommendation to the Transportation Policy Board (TPB). He explained that there are two parts to the recommendation: (1) which projects to select for funding and proposed level of funding; and (2) a prioritized contingency list of projects. He stated that there are three federal sources of funding for this project selection: the Surface Transportation Block Grant Program (STBG), with a 5% minimum set-aside of STBG funds for non-roadway projects; Transportation Alternatives Set-Aside (TA); and Carbon Reduction Program (CR). He also reminded TAC members that geographies and urban area classifications had changed since the most recent SCOG project selection in 2021.

Mr. Hamilton gave an overview of the different scoring criteria and weighting for the project selection process. He stated that the City of Mount Vernon was eligible for five bonus points due helping the region meet its obligation authority target (OA) via gap strategy procedures in the RTIP, and reminded TAC members that the TPB had made changes to the weighting of criteria TAC recommendation by moving 5 points from Economic Vitality (down to 10 points from 15) to Project Funding & Readiness (up to 15 points from 10). Mr. Hamilton also said that TA eligible projects were also graded based on seven socioeconomic factors from the Washington Tracking Network website, consistent with new federal requirements for TA and statewide guidance from the WSDOT Local Programs Division.

Mr. Hamilton then described the amount of funding available and went over the projects that had applied. He stated that for projects only eligible for STBG funds, that approximately \$5.5 million was available and just under \$11 million had been requested. For projects eligible for multiple funding sources, approximately \$8.4 million was available – which is the total estimated available for STBG, TA and CR – and just under \$4 million had been requested. For non-roadway projects, approximately \$4.2 million had been requested and a minimum of \$275,000 is available from STBG funds for project selection (5% of \$5.5 million). He then went over the projects which had applied for the contingency list and stated that \$8.5 million had been requested.

Mr. Hamilton explained that one project application – Swinomish Village Sidewalk Gaps – had been withdrawn by the applicant, the Swinomish Indian Tribal Community.

Mr. Hamilton then presented the results of the project ranking and scoring, including a comparison of rankings to the TAC priority rank. He stated that most projects scored and ranked similarly but that there were several outliers. He then described which projects were eligible for specific funding sources, and TAC members discussed the projects, funding sources available and eligibility of projects for different funding sources.

A couple errors were pointed out by TAC members in materials presented by Mr. Hamilton: (1) one project had an incorrect phase identified, right of way when it should have been construction; and

(2) another project had a phase omitted from the scoring sheet, only showing one phase when two phases were submitted for consideration with the project application. Corrections were made by Mr. Hamilton prior to the TAC recommendation being developed.

Mr. Freiberger moved to recommend the Transportation Policy Board select the list of projects in the following table for STBG, TA and CR funding, with Mr. Shambaugh seconding the motion. The motion carried unanimously.

Applicant	Project	Phase	Funding Type	Selection Amount
Skagit County	Cook Road/ I-5 Interchange Vicinity Improvements	PE	STBG	\$352,957
Skagit County	Cook Road/ I-5 Interchange Vicinity Improvements	CN	STBG	\$2,538,298
Sedro-Woolley	John Liner Road Arterial Improvements	PE	STBG	\$226,111
Sedro-Woolley	John Liner Road Arterial Improvements	RW	STBG	\$210,089
Sedro-Woolley	John Liner Road Arterial Improvements	CN	STBG	\$617,956
Skagit County	Peterson Road (Urban)	PE	STBG	\$618,903
Skagit County	Peterson Road (Urban)	RW	STBG	\$129,750
Skagit Transit	Bus Stop Amenities	PL/Other	TA	\$157,560
Mount Vernon	Kulshan Trail Safety Lighting - Phase 3	PE	TA	\$32,000
Mount Vernon	Kulshan Trail Safety Lighting - Phase 3	CN	TA	\$275,000
Sedro-Woolley	Jones/John Liner RR Undercrossing & Roadway Extension	PE	STBG	\$558,785
Mount Vernon	EV Bicycle Charging Facility - MVLC	CN	TA	\$144,500
Skagit Transit	Construction of Ancillary Maintenance Buildings	CN	STBG	\$275,000
Skagit Transit	Construction Zero Emissions Vehicle Infrastructure and Equipment Purchase	CN	CR	\$275,000
Mount Vernon	EV Vehicle Charging Facility - MVLC*	CN	CR	\$285,000
Anacortes	Q Avenue Pedestrian Crossings	PE	CR	\$46,000
Anacortes	Q Avenue Pedestrian Crossings	CN	TA CR	\$62,000 \$334,000
Sedro-Woolley	SR 20/Cascade Trail West Extension Phase 2B Hospital Drive to Holtcamp Road	PE	TA	\$104,665
Sedro-Woolley	SR 20/Cascade Trail West Extension Phase 2B Hospital Drive to Holtcamp Road	RW	TA	\$16,868
Sedro-Woolley	SR 20/Cascade Trail West Extension Phase 2B Hospital Drive to Holtcamp Road	CN	TA	\$224,468

\*TAC recommendation to partially fund project

STBG Subtotal	\$5,527,849
TA Subtotal	\$1,017,061
CR Subtotal	\$940,000
<b>Grand Total</b>	<b>\$7,484,910</b>

Mr. Hohmann moved to recommend the Transportation Policy Board approve the prioritized contingency list included in the following table, and Mr. Bullock seconded the motion. The motion carried unanimously.

Rank	Applicant	Project	Phase	Funding Request
1	Skagit Council of Governments	Skagit 2050 Regional Transportation Plan	PL	\$346,000
2	Sedro-Woolley	Cook Road/South Trail Road Intersection Improvements	PE	\$311,189
3	Mount Vernon	Kulshan Trail Safety Lighting - Phase 2**	PE	\$18,000
3	Mount Vernon	Kulshan Trail Safety Lighting - Phase 2**	CN	\$159,000
4	Anacortes	12th Street and K Avenue Intersection Improvements*	PE	\$224,000
4	Anacortes	17th Street and Q Avenue Intersection Improvements*	PE	\$224,000
6	Mount Vernon	30th Street Improvements	RW	\$129,750
7	Mount Vernon	Riverside Drive Improvements - 1	RW	\$562,000
8	Mount Vernon	Kulshan Trail Safety Lighting - Phase 4**	PE	\$32,000
8	Mount Vernon	Kulshan Trail Safety Lighting - Phase 4**	CN	\$275,000
9	Mount Vernon	Riverside Drive Improvements - 2	RW	\$173,000
10	Skagit Council of Governments	Intelligent Transportation Systems Architecture	PL	\$77,850
11	Sedro-Woolley	North Reed Street Overlay Project 1 SR 20 to John Liner Road	CN	\$324,375
12	Skagit Transit	Replacement Paratransit Coaches - Battery Electric	ALL	\$2,002,584
13	Skagit Transit	Skagit Transit's Maintenance Operations and Administration Facility Replacement	CN	\$3,000,000
<b>Total</b>				<b>\$7,858,748</b>

\* Project average ranking tied  
 \*\* Project with multiple phases

- City of Burlington Comprehensive Plan Transportation Element Certification: Mr. Johnson presented this agenda item. He explained that one of SCOG’s duties as a regional transportation planning organization is to certify the regional consistency and compliance with the Growth Management Act (GMA) of the comprehensive plan transportation elements for Skagit County jurisdictions. He stated that the Burlington City Council had approved an update to the City of Burlington Comprehensive Plan Transportation Element at their May 11, 2023 meeting, and that SCOG staff was now initiating the transportation element certification process. He gave a background of the comprehensive plan certification process and stated that a first draft of the transportation element had been submitted to SCOG for review in 2021, and that this final version incorporated the previous SCOG staff review recommendations. Mr. Johnson stated that after reviewing the approved version of the transportation element, SCOG staff has found it to be consistent with the Skagit 2045 Regional Transportation Plan and compliant with the GMA. Mr. Johnson then gave a summary of major topics included in Burlington’s update to the transportation element, including land use assumptions, expected

deficiencies, notable projects and the financial forecast. He explained that this is a discussion item for this meeting, and that next month it would be coming back to the TAC for a recommendation to the TPB.

Mr. Shambaugh asked if there had been any coordination with Washington State Department of Transportation staff on this project. Mr. Johnson stated that he recently discussed the Burlington transportation element certification with David Strich.

- 6. Non-Motorized Advisory Committee Progress Report: Mr. Johnson presented this agenda item. He explained that the Non-Motorized Advisory Committee (NMAC) bylaws and 2023 work program both require that the NMAC present an update to the TAC on a biannual basis, and that he is giving the update because no NMAC members were able to attend this meeting. He then gave an overview of NMAC activities through the calendar year, including the number of meetings, major work items and membership changes.
- 7. 2023 Obligation Authority Plan: This agenda item was presented by Mr. Hamilton. He stated that this item has been updated to reflect the latest available information, and then went over the 2023 Obligation Authority Plan. Mr. Hamilton asked that agencies keep him apprised of obligation status as their projects move through the statewide obligation process.

TAC members provided obligation updates for projects in the 2023 Obligation Authority Plan that have not yet obligated federal funding.

- 8. Roundtable and Open Topic Discussion: Technical Advisory Committee members provided project updates for their jurisdictions.

Mr. Johnson stated that City of Anacortes staff reached out to SCOG staff to let them know that the city intends to submit a grant application for the federal Safe Streets and Roads for All (SS4A) program, and to ask if SCOG intended to apply. He explained that there is a non-duplicative application provision in the grant program, so if a member jurisdiction receives funding for a planning grant, SCOG would be ineligible to receive funding for a regional plan. TAC members discussed the SS4A program and supported SCOG preparing a regional plan grant application.

- 9. Next Meeting: July 6, 2023, 1:30 p.m.
- 10. Adjourned: 3:46 p.m.

Attest:

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Mark Hamilton, Senior Transportation Planner  
Skagit Council of Governments

Date: \_\_\_\_\_