



# SKAGIT COUNCIL OF GOVERNMENTS TECHNICAL ADVISORY COMMITTEE MEETING MINUTES

Thursday, November 2, 2017  
SCOG, Room C  
Mount Vernon, WA

## AGENCIES REPRESENTED

- Anacortes ..... Justin Symonds
- Sedro-Woolley ..... Mark Freiberger (Arrived at 1:35 PM)
- Skagit County ..... Forrest Jones
- Skagit Transit..... Brad Windler
- Swinomish Indian Tribal Community ..... Keri Cleary
- Washington State Department of Transportation ..... John Shambaugh

## STAFF PRESENT

- Mark Hamilton ..... Transportation Planner
- Rose Howe ..... Assistant Planner

## MINUTES

The meeting began at 1:31 PM.

1. SCOG Report: Mark Hamilton reported the Skagit Council of Governments (SCOG) office will be moving this month into the National Electrical Contractors Association building in Mount Vernon, across Montgomery Street from SCOG's current location. Mr. Hamilton said the tentative move date is November 27, and the next Technical Advisory Committee (TAC) meeting may be in a new location. SCOG staff will provide information about the new meeting location and parking spaces before next month's meeting. Brad Windler noted that meeting space may be available nearby at Skagit Station in Mount Vernon.
2. October 5, 2017 Technical Advisory Committee Meeting Minutes: A quorum of the Technical Advisory Committee was not present at the October 5 TAC meeting so the recorded notes are not an action item and were presented as for informational purposes.
3. Sample Project Progress Report: Mr. Hamilton reported project delivery schedules have been discussed at previous months' meetings, after many smaller Metropolitan Planning Organizations statewide were not able to meet the August 1 obligation deadline. The Skagit region did not hit the August 1 obligation target, as a Burlington project obligated between the August deadline and the end of the federal fiscal year on September 30. Thus, Mr. Hamilton said, SCOG will be working with project sponsors to create project schedules for each project in the Regional Transportation Improvement Program that has been awarded regional funds through SCOG – both from the Surface Transportation Program and the Transportation Alternatives Program. A project progress report from the Puget Sound Regional Council was presented as a way that SCOG may track progress in the future on a regular basis.

Mr. Hamilton explained that SCOG staff will distribute draft procedures prior to next month's TAC meeting and they can be discussed at that meeting.

John Shambaugh asked how the proposed system will be different than previous SCOG reporting methods. Mr. Hamilton responded that project reports will be vetted by TAC members who should be able to evaluate whether or not projects are truly on track to meet their obligation deadlines. He further stated that SCOG staff do not feel comfortable vetting project schedules because many TAC members have experience managing federalized projects that SCOG staff do not have – this past experience should assist in considering other

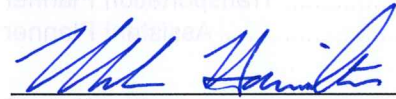
project timelines and what seems reasonable for how quickly project elements can be achieved. Mr. Shambaugh also asked whether the reports will be reviewed by WSDOT's Local Programs staff. Mr. Hamilton answered that would be helpful and SCOG staff had discussed this option previously with Local Programs, who offered to provide this service. Mr. Hamilton concluded by asking TAC members to provide further feedback at next month's meeting as the procedures are being developed.

4. **Obligation Report:** Mr. Hamilton presented the Year-to-Date Obligation Report to TAC members. The report showed that SCOG did not meet our annual target by August 1. SCOG's yearly target was roughly \$2.13 million and SCOG obligated about \$2.23 million, with most of that obligation coming between August 1 and September 30. Mr. Hamilton asked Mark Freiberger about a project that appeared twice on the report; Mr. Freiberger said the inclusion of the project across two lines was probably an accounting procedure done by Gabe Philips, a former employee at SCOG, for accounting purposes in the Regional Transportation Improvement Program.
5. **Roundtable Discussion:** Technical Advisory Committee members gave updates on their current projects.

The next TAC meeting will be at 1:30 PM on December 7, 2017. SCOG staff will announce the meeting location at least a week prior to the meeting.

The meeting was adjourned at 2:08 PM.

Attest:

  
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Mark Hamilton,  
Skagit Council of Governments

Date 12/7/2017