



SKAGIT COUNCIL OF GOVERNMENTS TECHNICAL ADVISORY COMMITTEE MEETING

April 4, 2019 – 1:30 PM

Skagit Council of Governments Conference Room

[315 South Third Street, Suite 100, Mount Vernon, WA 98273](#)

AGENDA

1. Call to Order and Roll Call
2. Approval of [March 7, 2019 Technical Advisory Committee Meeting Minutes](#)
3. [Administrative Modification to 2019–2024 Regional Transportation Improvement Program](#)
4. [Emergent Need Award Process](#)
5. Roundtable and Open Topic Discussion
6. Next Meeting: May 2, 2019
7. Adjourned

Please contact [Mark Hamilton](#) at (360) 416-7876 if there are any other items that need to be brought up for discussion.

[Meeting Packet](#)

TECHNICAL ADVISORY COMMITTEE MEMBERSHIP AND VOTES

VOTING MEMBERS

Anacortes.....	1
Burlington.....	1
Mount Vernon.....	1
Sedro-Woolley.....	1
Skagit County.....	3
Skagit Transit.....	1
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

Skagit PUD

QUORUM REQUIREMENT

A quorum consists of half the total votes (5), with Skagit County consisting of one seat toward the quorum calculation. Formal recommendations to the Transportation Policy Board can only be made when a quorum is present.

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 TECHNICAL ADVISORY COMMITTEE MEETING MINUTES

Thursday, March 7, 2019
SCOG Conference Room
Mount Vernon, WA

AGENCIES REPRESENTED

- City of Anacortes..... Steve Lange (arrived 1:34 p.m.)
- City of Burlington Brian Dempsey
- City of Mount Vernon Mike Love
- City of Sedro-Woolley Mark Freiburger
- Town of La Conner Scott Thomas
- Samish Indian Nation..... Nora Pederson
- Skagit County Forrest Jones
- Skagit Transit..... Marcy Smith
- Washington State Department of Transportation (WSDOT)..... John Shambaugh

STAFF PRESENT

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

1. Call to Order: 1:30 p.m.
2. Approval of February 7, 2019 Technical Advisory Committee (TAC) Meeting Minutes: Mr. Shambaugh moved to approve the February 7, 2019 meeting minutes, and Mr. Thomas seconded the motion. The motion carried unanimously.
3. Surface Transportation Block Grant Program Project Selection: Mr. Hamilton shared that this year, SCOG will be issuing a call for projects for Surface Transportation Block Grant (STBG) funds, as well as a one-time allocation of Highway Infrastructure Program (HIP) funds. The projects selected for STBG funding will be included in the 6-year Regional Transportation Improvement Program, programmed mainly in years 2024 and 2025. STBG funds are allocated for urban areas, rural areas, and flexible funds available for any area. HIP funds are allocated for urban areas and rural areas, with no flexible funding availability. Unlike the STBG funds, HIP funds must be obligated by September 2021. Mr. Hamilton explained the timeline for this year’s round of STBG project selection. Funds are anticipated to be awarded by July/August 2019.

Mr. Hamilton explained that the application materials for this call for projects have not substantially changed from 2017. The Transportation Policy Board has advised that public vetting of projects should be done at the local level, and that the SCOG regional process is a supplement to the local public process.

Mr. Hamilton shared a number of proposed changes and discussion items related to the evaluation criteria for this round of project selection, including:

- TAC Priority criterion;
- Preservation and Maintenance criteria;
- Expansion of proposed activities for the contingency list;
- Set aside amount for non-roadway projects;
- Project presentations to the TAC; and
- Role of the Non-Motorized Advisory Committee (NMAC).

Members discussed each item. TAC members supported keeping the TAC Priority criterion and the current amount of 5 points possible for Preservation and Maintenance. Members supported changing the Preservation and Maintenance criteria to a more objective methodology utilizing definitions consistent with Federal Highway Administration guidance. The TAC supported expanding activities in the contingency list to include transit capital and preservation and maintenance projects, provided they are able to reasonably obligate in six weeks.

TAC members took a vote regarding keeping the current minimum 10% set aside of STBG funding for non-roadway projects, and the majority voted to continue the practice. Members supported the idea of project presentations to the TAC during the project evaluation period. The TAC supported allowing the NMAC a chance to review and make recommendations to the TAC before the June 6, 2019 TAC meeting.

TAC members discussed the current spatial analysis methodology for evaluating impact on Environmental Justice communities. Ms. Pederson noted that some projects which serve these communities may score lower if they are not located in low-income or minority census areas identified through the SCOG Demographic Profile. Mr. Hamilton committed to sending TAC members the demographic profile that SCOG uses for the spatial analysis of project applications.

Mr. Freiburger moved to recommend approval of the evaluation process for the STBG project selection to the Transportation Policy Board, and Mr. Love seconded the motion. The motion carried unanimously.

4. Roundtable and Open Topic Discussion: Technical Advisory Committee members gave updates on their current projects.
5. Next Meeting: April 4, 2019
6. Adjourned: 3:17 p.m.

Attest:

Mark Hamilton, AICP
Skagit Council of Governments

Date _____

INFORMATION ITEM – APRIL ADMINISTRATIVE MODIFICATION TO 2019–2024 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM

Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Technical Advisory Committee	04/04/2019	Information	Mark Hamilton	(360) 416-7876
Transportation Policy Board	04/17/2019	Information	Kevin Murphy	(360) 416-7871

ADMINISTRATIVE MODIFICATION

The following project modifications are minor adjustments to the 2019–2024 Regional Transportation Improvement Program and do not require Transportation Policy Board approval. Staff will approve these adjustments by April 19th and submit them to WSDOT for inclusion in the Statewide Transportation Improvement Program.

- Washington State Department of Transportation
 - SR 530/Sauk-Suiattle Confluence - Chronic Environmental Deficiency Retrofit: This administrative modification changes the beginning and ending termini for the project, and increases the total project cost by \$91,998. The change in project costs includes an increase in preliminary engineering funding that was already obligated, and an increase of \$1 for the 2019 construction phase.

FISCAL IMPACT

The Regional Transportation Improvement Program is fiscally constrained in the 2019–2022 program years.

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

Agency WSDOT - NW

Project Title SR 530/Sauk-Suiattle Confluence - Chronic Environmental Deficiency Retrofit

Description Lengthen two existing groins and add two additional groins to prevent bank erosion adjacent to the highway.



Road Name SR 530

Begin Termini MP 55.68

End Termini MP 55.91

Total Project Length 0.10

Improvement Type Environmental Only

Functional Class Rural Minor Arterial

Environmental Type Categorically Exempt

Priority Number 1

Amendment Number

Amendment Date

Total Project Cost \$3,709,748

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

STIP ID WA-07780

WSDOT PIN 153043E

Federal Aid Number 0530(030)

SCOG ID

Agency ID

Hearing Date

Adoption Date

Resolution Number

Phase Obligation Schedule

Phase	Phase Start	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total	Date Programmed
CN	2019	STP(S)	\$2,939,910		\$0	\$59,999	\$2,999,909	10/17/2018
Total			\$2,939,910		\$0	\$59,999	\$2,999,909	

Financial Feasibility Table

Funding Program	Carryover	2019			2020			2021			2022			4-Year Allocation	4-Year Programmed	4-Year Difference
		Estimated Allocation	Available	Pro-programmed	Estimated Allocation	Available	Pro-programmed	Estimated Allocation	Available	Pro-programmed	Estimated Allocation	Available	Pro-programmed			
SCOG-Managed Funds	-\$3,043	\$2,061	-\$982	\$254	\$2,061	\$825	\$2,068	\$2,061	\$818	\$1,332	\$2,061	\$1,547	\$2,270	\$5,201	\$5,925	-\$724
STP	-\$2,905	\$1,906	-\$1,000	\$254	\$1,906	\$652	\$2,047	\$1,906	\$511	\$1,098	\$1,906	\$1,318	\$1,990	\$4,718	\$5,389	-\$672
TAP	-\$137	\$155	\$18	\$0	\$155	\$173	\$22	\$155	\$307	\$234	\$155	\$228	\$280	\$483	\$536	-\$52
State-Managed Funds	\$0	\$14,813	\$14,813	\$14,813	\$11,699	\$11,699	\$11,699	\$8,316	\$8,316	\$8,316	\$14,075	\$14,075	\$14,075	\$48,904	\$48,904	\$0
5307	\$0	\$3,565	\$3,565	\$3,565	\$1,840	\$1,840	\$1,840	\$1,870	\$1,870	\$1,870	\$1,910	\$1,910	\$1,910	\$9,185	\$9,185	\$0
5339	\$0	\$1,498	\$1,498	\$1,498	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,498	\$1,498	\$0
HSIP	\$0	\$3,895	\$3,895	\$3,895	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,895	\$3,895	\$0
NHPP	\$0	\$1,009	\$1,009	\$1,009	\$695	\$695	\$695	\$2,179	\$2,179	\$2,179	\$7,202	\$7,202	\$7,202	\$11,085	\$11,085	\$0
STP(S)	\$0	\$3,987	\$3,987	\$3,987	\$6,823	\$6,823	\$6,823	\$4,267	\$4,267	\$4,267	\$4,963	\$4,963	\$4,963	\$20,040	\$20,040	\$0
CRAB	\$0	\$860	\$860	\$860	\$2,341	\$2,341	\$2,341	\$0	\$0	\$0	\$0	\$0	\$0	\$3,201	\$3,201	\$0
Federally-Managed Funds	\$0	\$2,840	\$2,840	\$2,840	\$171	\$171	\$171	\$0	\$0	\$0	\$0	\$0	\$0	\$3,011	\$3,011	\$0
DEMO	\$0	\$1,720	\$1,720	\$1,720	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,720	\$1,720	\$0
FBP	\$0	\$1,120	\$1,120	\$1,120	\$171	\$171	\$171	\$0	\$0	\$0	\$0	\$0	\$0	\$1,291	\$1,291	\$0
Locally-Managed Funds	\$0	\$4,658	\$4,658	\$4,658	\$6,183	\$6,183	\$6,183	\$2,345	\$2,345	\$2,345	\$2,617	\$2,617	\$2,617	\$15,803	\$15,803	\$0
Local	\$0	\$4,658	\$4,658	\$4,658	\$6,183	\$6,183	\$6,183	\$2,345	\$2,345	\$2,345	\$2,617	\$2,617	\$2,617	\$15,803	\$15,803	\$0
Total	-\$3,043	\$24,372	\$21,330	\$22,565	\$20,114	\$18,879	\$20,122	\$12,722	\$11,479	\$11,993	\$18,753	\$18,238	\$18,962	\$72,919	\$73,643	-\$724

EMERGENT NEED AWARD PROCESS

At the March 20, 2019 meeting of the Transportation Policy Board, SCOG staff were directed to work with the Technical Advisory Committee on a process to award additional federal funds to projects in certain emergent need instances. Only federal funds that the Board has award authority over would be available through this process.

The parameters for the emergent need award process that the Board outlined at the meeting are as follows:

- The award decision should not cause any existing programmed project in the Regional Transportation Improvement Program to be delayed because of the award;
- Take into account the regional nature of the project, and the relative importance of the facility to residents of Skagit County and visitors;
- The process should be for emergent needs only, discovered during a phase of a project that is already underway and was previously awarded federal funds by SCOG for that phase;
- Include a ceiling/percentage of original award the emergent need award could not exceed;
- The process should not award additional funds to projects where bids are higher than was anticipated or any other increase in costs prior to obligating the project phase; and
- Regional jurisdictions should support one another and complete projects that have already begun.

The Board may choose to create an emergent need award process at their next meeting, on April 17, 2019 or at a future meeting.

Any recommendation the Technical Advisory Committee has on this subject will be forwarded to the Transportation Policy Board with their meeting materials. Meeting materials for the next Board meeting will be distributed on April 10, 2019.

AUDIO RECORDING

An audio recording of the March 20, 2019 Board meeting where this item was discussed is available on [SCOG's website](#). To access the recording, scroll down on the webpage and press the "+" button next to the March 20, 2019 meeting and then the play button for the audio. The discussion takes place between 1:00 and 14:00 of the 58:14 recording. The draft meeting minutes are not yet available.