

SKAGIT COUNCIL OF GOVERNMENTS TECHNICAL ADVISORY COMMITTEE MEETING MINUTES

Thursday, April 4, 2019
SCOG Conference Room
Mount Vernon, WA

AGENCIES REPRESENTED

- City of Anacortes..... Steve Lange
- Town of Concrete..... Cody Hart
- Samish Indian Nation..... Nora Pederson
- Skagit County Forrest Jones
- Skagit Transit..... Brad Windler (arrived 1:50 p.m.)
- Swinomish Indian Tribal Community Keri Cleary
- Washington State Department of Transportation (WSDOT)..... John Shambaugh

STAFF PRESENT

- Kevin Murphy Executive Director
- Katie Bunge..... Assistant Planner
- Mark Hamilton..... Senior Transportation 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. Approval of March 7, 2019 Technical Advisory Committee (TAC) Meeting Minutes: Mr. Shambaugh moved to approve the March 7, 2019 meeting minutes, and Ms. Pederson seconded the motion. The motion carried unanimously.
3. Administrative Modification to 2019–2024 Regional Transportation Improvement Program: Mark Hamilton shared administrative modifications to the 2019–2024 Regional Transportation Improvement Program for the month of April. One administrative modification was submitted by WSDOT for the SR 530/Sauk-Suiattle Confluence – Chronic Environmental Deficiency Retrofit project. This modification changes the beginning and ending termini for the project, and increases the total project cost by \$91,998. Increases in preliminary engineering and construction phase funds are included in this change in project cost.
4. Emergent Need Award Process: Kevin Murphy reminded the Technical Advisory Committee that last month, Mount Vernon’s College Way (SR 538) @ I-5 project was discussed as having an emergent need for funding. At the Transportation Policy Board meeting in March, the Board discussed direction to SCOG staff and the TAC develop an emergent need funding process. Mr. Hamilton outlined the direction from the Board related to a new emergent need funding mechanism.

Technical Advisory Committee members discussed industry standards for contingency planning and funding already built into the project development process. Members cited other funding sources which set a limit of flexibility in funding for construction overages.

Committee members provided the following recommendations for an emergent need funding mechanism:

- The funding mechanism should set a maximum cap of 10% of the federal funds awarded by SCOG for the phase of the project;
- The requestor must demonstrate the project’s regional significance;
- Evidence of due diligence, including change order history, related to the issue(s) subject of the request for additional funding;
- An explanation of contingencies at the time of the bid, the contingency fund amount and a record of actions taken since then should be part of the emergent need request; and
- The requestor must demonstrate efforts to secure funding through other avenues and sources and submit documentation with the emergent need request showing that funding from other sources is unavailable to address the funding shortfall.

Most TAC members supported the use of funds for currently underway construction phases of projects, but not for other project phases.

5. Roundtable and Open Topic Discussion: Technical Advisory Committee members gave updates on their current projects.
6. Next Meeting: May 2, 2019
7. Adjourned: 2:32 p.m.

Attest:

Mark Hamilton, AICP
Skagit Council of Governments

Date _____