

SKAGIT COUNCIL OF GOVERNMENTS TECHNICAL ADVISORY COMMITTEE MEETING MINUTES

Thursday, May 2, 2019
SCOG Conference Room
Mount Vernon, WA

AGENCIES REPRESENTED

- City of Anacortes..... Steve Lange
- City of Mount Vernon Esco Bell (arrived 1:36 p.m.), Mike Love
- City of Sedro-Woolley Mark Freiberger
- Samish Indian Nation..... Nora Pederson (arrived 1:39 p.m.)
- Skagit County Forrest Jones
- Skagit PUD..... Mark Semrau
- Washington State Department of Transportation (WSDOT)..... Mehrdad Moini,
John Shambaugh

STAFF PRESENT

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

OTHERS PRESENT

One member of the public attended the meeting.

1. Call to Order: 1:32 p.m.

Roll Call: Roll was taken with a quorum present.

2. Approval of April 4, 2019 Technical Advisory Committee (TAC) Meeting Minutes: Mr. Lange moved to approve the April 4, 2019 meeting minutes, and Mr. Shambaugh seconded the motion. The motion carried unanimously.
3. May Amendments to Regional Transportation Improvement Program: Katie Bunge shared proposed amendments and administrative modifications to the 2019–2024 Regional Transportation Improvement Program for May. One amendment and two administrative modifications were submitted by Skagit Transit. The amendment introduces a new project, Pre and Post Trip Inspection Program Hardware and Software, to the RTIP. All phases of the project are programmed for 2019, utilizing \$60,000 of 5339 Federal Transit Administration (FTA) funds and \$15,000 of local funds, for a total project cost of \$75,000. The two administrative modifications adjust programmed funding amounts for Skagit Transit projects:
 - Skagit Transit’s Maintenance Operations and Administration Facility Phase 1: The 5339 funds programmed in 2019 are reduced by \$60,000 and programmed local funds are reduced by \$15,000 in order to be utilized for the Pre and Post Trip Inspection Program Hardware and

Software project. Funding codes are adjusted from 5339 to 5339(b) to reflect competitively awarded funds.

- Operating Funds: Programmed 5307 funds for 2019 are adjusted to reflect allocation amounts from FTA. Programmed amounts are \$1,754,921 in FTA 5307 funds and \$1,954,921 in local funds.

Mr. Love motioned to recommend the May amendments to the 2019–2024 Regional Transportation Improvement Program as presented. Mr. Lange seconded the motion, and the motion carried unanimously.

4. Unified Planning Work Program for State Fiscal Year 2020: Mark Hamilton presented the revised draft Unified Planning Work Program for state fiscal year 2020 to the TAC and explained revisions and changes made. Revisions include recommendations from WSDOT staff on including language to reflect coordination with WSDOT on the next metropolitan-regional transportation plan update, as well as revisions to Appendix E to include additional transportation projects conducted by other agencies within the Skagit region.

Mr. Freiberger moved to recommend the Unified Planning Work Program for state fiscal year 2020 as presented, and Mr. Love seconded the motion. The motion carried unanimously.

5. Quarterly Obligation Report: Mr. Hamilton presented the Quarterly Obligation Report for the first quarter of 2019 to the TAC. Mr. Hamilton reminded the TAC that this year's obligation authority (OA) target is low due to the amount over-obligated last year. Mr. Hamilton shared that SCOG is on track to meet its OA target this year, as long as the programmed projects and the Ship Harbor Boulevard roundabout project are able to obligate by August as planned. Mr. Lange confirmed that the Ship Harbor Boulevard roundabout project would obligate prior to August 1.

Mr. Moini shared that while SCOG is on track to meet its OA target, other metropolitan planning organizations around Washington state may have difficulty meeting their targets this year. If this is the case, Mr. Moini recommended that project sponsors with contingency projects be ready to potentially obligate projects sooner to help meet the overall state OA target.

6. Emergent Need Funding Request: Mr. Hamilton presented an Emergent Need Funding Request application received from City of Mount Vernon staff for the College Way SR 538 @ I-5 project. Mr. Hamilton reminded the TAC that the parameters for the Emergent Need funding mechanism were recommended by the TAC at the last meeting, and the Transportation Policy Board approved the Emergent Need Funding process at their April meeting. Mr. Hamilton explained that a fiscal assessment would be conducted by SCOG staff for each funding application received, since available funding will change continuously.

TAC members discussed parameters around the funding mechanism including the maximum fundable amount as 10% of the initial SCOG federal award, documentation of initial project funding, and possible changes to the funding request application form. Mr. Love explained that in this project's case, the initial contingency funds were used in the construction contract for the project, since the bids were higher than expected. Mr. Love described the initial sources of funding for the project, and explained that in this case, the project utilized federal Surface Transportation Program funds, repurposed federal earmark funds and state Transportation Improvement Board funds.

Mr. Freiburger moved to recommend approval of the emergent need funding request as presented, and Mr. Jones seconded the motion. The motion carried unanimously.

- 7. Roundtable and Open Topic Discussion: Technical Advisory Committee members gave updates on their current projects.
- 8. Next Meeting: June 6, 2019
- 9. Adjourned: 3:00 p.m.

Attest:

Mark Hamilton, AICP
Skagit Council of Governments

Date _____

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