

SKAGIT COUNCIL OF GOVERNMENTS TECHNICAL ADVISORY COMMITTEE MEETING

November 5, 2020 – 1:30 p.m.

GoToMeeting: (<https://global.gotomeeting.com/join/651472613>)

Dial In: 1 (877) 309-2073

Access Code: 651-472-613

AGENDA

1. Call to Order and Roll Call
2. Approval of [October 1, 2020 Technical Advisory Committee Meeting Minutes](#)
3. [Regional Transit Safety Performance Targets](#) – *Mark Hamilton*
4. [2020 Obligation Authority Plan](#) – *Mark Hamilton*
5. [2021 Obligation Authority Plan](#) – *Mark Hamilton*
6. Skagit 2045 Regional Transportation Plan – *Mark Hamilton*
 - a. [Regionally Significant Projects](#)
 - b. Call for Projects
 - c. Regional Transportation System
7. 2021 Project Selection – *Mark Hamilton*
8. Roundtable and Open Topic Discussion
9. Next Meeting: December 3, 2020
10. 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](#)

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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.

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SKAGIT COUNCIL OF GOVERNMENTS TECHNICAL ADVISORY COMMITTEE MEETING MINUTES

Thursday, October 1, 2020
GoToMeeting Remote Meeting

AGENCIES REPRESENTED

- City of Mount Vernon Bill Bullock
- City of Sedro-Woolley Mark Freiberger (arrived 1:44 p.m.)
- Skagit County Paul Randall-Grutter
- Skagit Transit Brad Windler (arrived 1:32 p.m.)
- Swinomish Indian Tribal Community Keri Cleary
- Town of Concrete Cody Hart
- Washington State Department of Transportation (WSDOT) Mehrdad Moini (arrived 1:32 p.m.), John Shambaugh

STAFF PRESENT

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

1. Call to Order: 1:30 p.m.

Roll Call: Roll was taken with a quorum present.

2. Approval of September 3, 2020 Technical Advisory Committee (Committee) Meeting Minutes:

Mr. Hart moved approval of the September 3, 2020 Technical Advisory Committee Meeting Minutes as presented, and Mr. Bullock seconded the motion. The motion carried unanimously.

3. 2020–2025 Regional Transportation Improvement Program Administrative Modification: Mr. Hamilton presented one administrative modification submitted for the October amendment cycle of the Regional Transportation Improvement Program (RTIP). This is an information item, and requires no action from the Committee.

The administrative modification was submitted for Skagit County’s Guemes Terminal Girder Replacement project. The modification increases programmed federal Ferry Boat Program funds for the project and decreases the amount of local match. Skagit County is programming these additional federal formula funds so that they can be obligated before the end of the year.

4. 2021–2026 Regional Transportation Improvement Program: Mr. Hamilton reminded the Committee that the RTIP is a six-year program of projects, with the first four years being fiscally constrained, and the last two years of the program acting as an illustrative list. The Transportation Policy Board released the draft RTIP for public comment at their September meeting, and the public comment period is currently open. The Transportation Policy Board is expected to take action on the RTIP at their October meeting.

Mr. Windler moved to recommend approval of the 2021–2026 Regional Transportation Improvement Program as presented, and Mr. Randall-Grutter seconded the motion. The motion carried unanimously.

5. 2021 Obligation Authority Plan: Mr. Hamilton presented the 2021 Obligation Authority (OA) Plan to the Committee. Mr. Hamilton explained that the plan is not included in the RTIP because it is modified throughout the year as needed. Six projects are included in the 2021 OA Plan, including the SCOG Admin project. Projects have until April 1, 2021 to obligate federal funding, except for the SCOG Admin project, which has until August 1, 2021, since the project is dependent on the approval of SCOG's Unified Planning Work Program, which is adopted in May/June every year. In 2021, approximately \$1.3 million in regionally managed federal funds are expected to obligate, and the regional OA target is estimated to be nearly \$550,000. The target is not finalized, and the estimate assumes that all projects included in this year's OA plan obligate by the end of 2020.

For 2021, projects included in the plan have until March 24 to request a one-time extension. These projects would then have until the end of the calendar year to obligate federal funding. At the April 2021 Committee meeting, SCOG will follow the RTIP procedures and implement gap strategies to fill any funding gap.

Mr. Windler moved to recommend approval of the 2021 Obligation Authority Plan as presented, and Mr. Hart seconded the motion. The motion carried unanimously.

6. Regional Transit Safety Performance Targets: Mr. Hamilton presented Regional Transit Safety Performance Targets to the Committee for discussion. Mr. Hamilton explained that these are the final federal performance measures with targets left for SCOG to set. The targets only apply to recipients of Federal Transit Administration 5307 funding, which in the Skagit region is only Skagit Transit.

Metropolitan planning organizations, such as SCOG, are required to set regional transit safety performance targets for: (1) fatalities; (2) fatality rate; (3) injuries; (4) injury rate; (5) safety events; (6) safety event rate; and (7) system reliability. For SCOG, there is only one transit agency which the regional targets apply to, and Skagit Transit adopted their transit safety performance targets in September. SCOG staff have aligned the proposed regional safety targets to match Skagit Transit's. This item will come back to the Committee in November for a recommendation to the Transportation Policy Board.

7. Skagit 2045 Regional Transportation Plan – Call for Projects: Mr. Hamilton reminded the Committee to provide feedback on the 2018 base year travel demand model network, which was sent to Committee members previously. For the Skagit 2045 Regional Transportation Plan update, SCOG will be updating the project list from the current Skagit 2040 plan. Capacity expansion projects are primarily the types of projects included in the plan. Last time, around 300 projects were submitted for inclusion in the plan. Of these, 7 projects were included in the funded projects list, 51 in the planned projects list, and 13 projects in the illustrative projects list. A total of 71 projects are listed in the plan. In the current Skagit 2040 plan, over \$2 billion in revenues is forecast, with costs in the plan estimated at over \$2.3 billion. The \$300 million difference was addressed by recommending funding strategies to generate additional revenues, such as creating transportation benefit districts.
8. Roundtable and Open Topic Discussion: Technical Advisory Committee members gave updates on their current projects. Mr. Moini notified the Committee that Kathleen Davis has retired from



WSDOT Local Programs Division. Kyle McKeon is currently serving as Acting Director of Local Programs, and Stephanie Tax will take over that role from February 14, 2021 until the end of the state biennium.

9. Next Meeting: November 5, 2020

10. Adjourned: 2:35 p.m.

Attest:

Kevin Murphy
Skagit Council of Governments

Date _____

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ACTION ITEM X.X. – REGIONAL TRANSIT SAFETY PERFORMANCE TARGETS

Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Technical Advisory Committee	10/01/2020	Discussion	Mark Hamilton	(360) 416-7876
Transportation Policy Board	10/21/2020	Discussion	Mark Hamilton	(360) 416-7876
Technical Advisory Committee	11/05/2020	Recommendation	Mark Hamilton	(360) 416-7876
Transportation Policy Board	11/18/2020	Action	Mark Hamilton	(360) 416-7876

ACTION

Skagit Council of Governments (SCOG) staff and Technical Advisory Committee recommend adoption of Resolution 2020-XX to approve regional transit safety performance targets.

DISCUSSION

SCOG has been setting regional performance targets since 2017 to meet federal requirements first included in the 2012 federal transportation law – Moving Ahead for Progress in the 21st Century Act. Transit safety targets address the final performance measures included in 2012 law, following five other target setting processes prescribed by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).

Transit safety targets differ from many of the other target setting processes in that metropolitan planning organizations, such as SCOG, do not have the option of agreeing to plan and program projects to help meet statewide targets. Instead, SCOG is required to set quantifiable safety targets. Federal Transit Administration guidance indicates that SCOG revisit transit safety targets based on the schedule for the system performance report, which will be included in the 2021 update to the Skagit 2040 Regional Transportation Plan, but may also update these targets more often. Below is a table showing all performance target categories and related dates applicable to SCOG.

PERFORMANCE TARGETS CATEGORY	UPCOMING SCOG DEADLINE TO SET TARGETS	LATEST TARGETS SET BY SCOG
FTA: Transit Asset Management	N/A*	7/19/2017
FTA: Transit Safety	2/15/2021	11/18/2020 (expected)
FHWA: Highway Safety	2/27/2021	2/20/2020
FHWA: Highway Bridge Condition	11/16/2022	10/17/2018
FHWA: Highway Pavement Condition	11/16/2022	10/17/2018
FHWA: Highway Travel Time and Freight Reliability	11/16/2022	10/17/2018

Note:

*Initial deadline to set Transit Asset Management target was 6/28/2017. Per FTA guidance, SCOG may choose to revise or maintain these targets when RTIP or Skagit 2040 is updated, in consultation with WSDOT and Skagit Transit.

TARGET SETTING PROCESS

The regional target setting process began with Skagit Transit setting their transit safety targets. Skagit Transit is the only public transportation operator that these requirements apply to in Skagit County, and they set their targets on August 19, 2020. SCOG has 180 days after Skagit Transit sets their targets to set regional targets. There are seven performance measures for which targets must be set, and Skagit Transit’s targets were incorporated into their [Public Transportation Agency Safety Plan](#), a new plan required of Skagit Transit under MAP-21. Failure to meet any target will not result in a penalty either to Skagit Transit or SCOG.

Skagit Transit’s 2020 safety targets are in the following table.

NUMBER	NAME	DESCRIPTION	TARGET BY MODE	
			FIXED-ROUTE BUS*	NON-FIXED-ROUTE BUS**
1	Fatalities	Five-year (2016–2020) rolling average of fatalities	0	0
2	Fatality Rate	Five-year (2016–2020) rolling average of fatalities per 100,000 vehicle revenue miles by mode	0.00	0.00
3	Injuries	Five-year (2016–2020) rolling average of injuries	2	1
4	Injury Rate	Five-year (2016–2020) rolling average of injuries per 100,000 vehicle revenue miles by mode	0.20	0.08
5	Safety Events	Five-year (2016–2020) rolling average of safety events	20	12
6	Safety Event Rate	Five-year (2016–2020) rolling average of safety events per 100,000 vehicle revenue miles by mode	1.40	0.80
7	System Reliability***	Five-year (2016–2020) rolling average of mean distance between major mechanical failures by mode	74,874	69,582

Notes:

*Fixed-route Bus targets by mode apply to local and express (40X, 80X, 90X) services.

**Non-fixed-route Bus targets by mode apply to paratransit and vanpool services.

***System reliability is calculated as the mean distance between major mechanical failures.

These requirements apply to only one public transportation provider based in Skagit County, and for this reason it is not recommended to set different targets than Skagit Transit has set. Establishing the same safety targets as Skagit Transit ensures consistency between the two organizations.

COORDINATION

SCOG and Skagit Transit staffs have coordinated often in 2019 and 2020, to share information related to transit safety targets and resources. SCOG staff met with Skagit Transit staff on February 20, 2020 to discuss target setting process at Skagit Transit and SCOG, and review initial Skagit Transit safety data. Draft safety targets were provided by Skagit Transit to SCOG on August 10, 2020, and final targets were provided on August 25, 2020.

SCOG staff provided draft regional safety targets to Skagit Transit staff on September 24, 2020, with the recommendation to establish regional targets identical to Skagit Transit's targets. Coordination has continued into October 2020.

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2020 OBLIGATION AUTHORITY PLAN

The following projects had to obligate federal funding by **April 1, 2020**. Projects that did not obligate by April 1, 2020 would have been deprogrammed by deletion from the RTIP by SCOG staff. No projects were deprogrammed.

AGENCY	TITLE	STIP ID	PHASE	FUNDS OBLIGATED	STBGP/TAP FUNDS
Skagit Transit	Design and Install Speed Bumps at Skagit Station	WA-12007	PE, CN	✓	\$79,086
City of Mount Vernon	Kulshan Trail Safety Lighting Project	T-17-01	PE	✓	\$21,625
City of Mount Vernon	Freeway Drive (Cameron Way to College Way)	T-97-07	PE	✓	\$224,900

The following projects have to obligate federal funding by **October 1, 2020¹**. Projects that do not obligate funding by October 1, 2020 would have been deprogrammed by deletion from the RTIP by SCOG staff. All projects obligated funding by August 1, 2020, and no projects were deprogrammed.

AGENCY	TITLE	STIP ID	PHASE	FUNDS OBLIGATED	STBGP/TAP FUNDS
SCOG	SCOG Admin 2018-2021	SCOG 18-21	PL	✓	\$167,541
City of Anacortes	R Avenue Long Term Improvements	T-1301	PE	✓	\$311,217
Samish Indian Nation	SR 20/Campbell Lake Road – Intersection Improvements	WA-11959	PE	✓	\$490,869
City of Mount Vernon	Kulshan Trail Safety Lighting Project	T-17-01	CN	✓	\$233,550
Skagit Transit	Solar Light Upgrade	WA-12717	All	✓	\$19,463
Skagit Transit	Digital Signage and Real Time Information	WA-12715	All	✓	\$105,000
Skagit Transit	Bus Stop Amenities	WA-12716	All	✓	\$56,437

TOTAL STBGP-TAP OBLIGATIONS: \$1,709,688
OBLIGATION AUTHORITY TARGET: \$1,601,983

¹ Date was originally August 1, 2020, but was extended to October 1, 2020 by the Transportation Policy Board.

Extensions

The following projects have been granted an extension to obligate federal funding by **December 31, 2020**. These projects will be deprogrammed with expiration of the 2020–2025 RTIP on January 1, 2021.

To be granted an extension, any extension request had to be received by SCOG no later than **March 25, 2020**. A project phase may only be granted one extension request.

AGENCY	TITLE	STIP ID	PHASE	FUNDS OBLIGATED	STBGP/TAP FUNDS
Skagit County	Josh Wilson Road Phase 1	WA-06522	CN	(Not Yet)	\$1,057,552
City of Sedro-Woolley	John Liner Road, Reed to Township Bicycle/Pedestrian Improvements	SW08A	PE	(Not Yet)	\$58,820
Port of Anacortes	9th Street Realignment Connectivity Project	WA-11634	PE	(Not Yet)	\$76,200

TOTAL STBGP-TAP EXTENSIONS: \$1,192,572

2021 OBLIGATION AUTHORITY PLAN

The following projects have to obligate federal funding by **April 1, 2021**. Projects that do obligate by April 1, 2021 will be deprogrammed by deletion from the RTIP by SCOG staff.

AGENCY	TITLE	STIP ID	PHASE	FUNDS OBLIGATED	STBGP/TAP FUNDS
Concrete	School Secondary Access	WA-03707	ROW	(Not Yet)	\$400,000
Samish Indian Nation	SR20/Campbell Lake Road - Intersection Improvement	WA-11959	ROW	(Not Yet)	\$86,500
Sedro-Woolley	SR20/SR9N - Township Intersection Improvements	SW33	CN	(Not Yet)	\$609,825
Sedro-Woolley	SR20/Cascade Trail West Extension Phase 2A, Holtcamp Road to Hodgkin Street	SW42	ROW	(Not Yet)	\$21,193
Skagit County	Francis Road Section 1	WA-01171	CN	(Not Yet)	\$45,408

The following project must obligate federal funding by **August 1, 2021**, or it will be deprogrammed by deletion from the RTIP by SCOG staff.

AGENCY	TITLE	STIP ID	PHASE	FUNDS OBLIGATED	STBGP/TAP FUNDS
SCOG	SCOG Admin 2018-2021 ¹	SCOG 18-21	PL	(Not Yet)	\$167,541

TOTAL STBGP-TAP OBLIGATIONS: \$1,330,467
OBLIGATION AUTHORITY TARGET (ESTIMATE)²: \$548,243

¹ Project can obligate after May/June SCOG UPWP approval.

² Estimate assumes no de-obligations and all 2020 Obligation Authority Plan extensions obligate by December 31, 2020.

Extensions

The following projects have been granted an extension to obligate federal funding by **December 31, 2021**. These projects will be deprogrammed with expiration of the 2021–2026 RTIP on January 1, 2022.

To be granted an extension, any extension request must be received by SCOG no later than **March 24, 2021**. A project phase may only be granted one extension request.

AGENCY	TITLE	STIP ID	PHASE	FUNDS OBLIGATED	STBGP/TAP FUNDS
(None)	N/A	N/A	N/A	N/A	N/A

TOTAL STBGP-TAP EXTENSIONS: \$0

REGIONALLY SIGNIFICANT PROJECTS

A project is only considered Regionally Significant in Skagit 2045 if that project is on the regional transportation network, or includes a proposed expansion of the network. Projects that are not part of the regional transportation system cannot be considered Regionally Significant. Projects that are Regionally Significant must be included in Skagit 2045 prior to being programmed in the Regional Transportation Improvement Program.

The following categories classify Regionally Significant projects as **Roadway, Nonmotorized, Transit, Ferry, Intelligent Transportation Systems, and Planning and Corridor Studies.**

Roadway: Capacity expansion projects on the regional roadway system

Examples of projects that are Regionally Significant:

- New roadway;
- Added travel lane for the length of roadway between at least two modeled intersections;
- Continuous left turn lanes from one modeled intersection to another;
- Intersection improvement that adds modeled capacity;
- Street realignment or relocation;
- New or reconstruction of interchanges, including addition of new turning movements;
- New or converted managed lane (e.g. high-occupancy vehicle lane, express toll lane);
- Freeway acceleration, deceleration, and climbing lanes; and
- Grade separated interchanges.

Examples of projects that are not Regionally Significant:

- Lane widening (e.g. 10 ft. to 12 ft.);
- Reconstruction, maintenance, preservation projects that do not add capacity;
- Safety projects that do not add capacity;
- Environmental projects that do not add capacity to transportation system; and
- Projects that upgrade facilities to different standards that are not modeled (e.g. major collector to minor arterial upgrade).

Nonmotorized: Separated pathways and bicycle lanes

Examples of projects that are Regionally Significant:

- New pathway separated from a roadway;
- Added capacity to an existing separated pathway, excluding pathway improvements (e.g. dirt to gravel, or gravel to asphalt); and
- Adding designated bicycle lanes to a roadway on the regional transportation system.

Examples of projects that are not Regionally Significant:

- Other than bicycle lanes on the regional roadway system, any project within roadway right of way or adjacent to a roadway, except where separated pathways are part of the regional transportation system and share right of way with a roadway.
- Sidewalk, walkway projects that do not include a separated pathway; and
- Bike sharrows and bike boxes.
- Pathway improvements (e.g. dirt to gravel, or gravel to asphalt).

Transit: Capacity expansion projects

Examples of projects that are Regionally Significant:

- New park-and-ride lots with 50 or more stalls;
- New or proposed transit centers, stations and maintenance-operations bases;
- Dedicated transit right of way; and
- Bus purchases that expand fleet capacity.

Examples of projects that are not Regionally Significant:

- Transportation Demand Management projects (e.g. ridesharing/vanpooling);
- New bus routes and service increases;
- Replacement bus purchases that do not expand fleet capacity; and
- Bus flyer stops.

Ferry: Vessel additions and replacements; terminals that are new, relocated, or replaced with added capacity

Examples of projects that are Regionally Significant:

- Additional vessels, not including seasonal service changes;
- Vessel replacements;
- New or relocated terminals; and
- Terminal replacements that expand capacity.

Examples of projects that are not Regionally Significant:

- Changes to existing ferry service; and
- Preservation and maintenance of existing vessels and terminals.

Planning and Corridor Studies: Planning and corridor studies and that are part of a broader project classified as Regionally Significant

Examples of projects that are Regionally Significant:

- Planning and corridor studies that are part of a broader project with a future phase(s) (e.g. preliminary engineering, right of way, construction) may be Regionally Significant if the project meets applicable criteria in other Regionally Significant categories.

Examples of projects that are not Regionally Significant:

- Planning and corridor studies that are stand-alone projects without any future phase.

Intelligent Transportation Systems: Intelligent Transportation Systems projects \$10 million and over

Examples of projects that are Regionally Significant:

- Intelligent Transportation Systems projects \$10 million and over.

Examples of projects that are not Regionally Significant:

- Intelligent Transportation Systems projects under \$10 million.

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