

SKAGIT COUNCIL OF GOVERNMENTS TECHNICAL ADVISORY COMMITTEE MEETING

July 6, 2023 – 1:30 p.m.

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Dial In: 1 (877) 309-2073

Access Code: 898-065-381

AGENDA

1. Call to Order and Roll Call
2. [June 1, 2023 Technical Advisory Committee Meeting Minutes](#)
3. [July Regional Transportation Improvement Program Amendment](#) – *Mark Hamilton*
4. [Non-Motorized Advisory Committee Bylaws Update](#)– *Grant Johnson*
5. **Regional Transportation Improvement Program Gap Strategy Considerations** – *Bill Bullock, City of Mount Vernon*
6. [2024–2029 Regional Transportation Improvement Program](#) – *Mark Hamilton*
7. **EquipmentWatch Rental Rate Blue Book** – *Bill Bullock, City of Mount Vernon*
8. [2023 Obligation Authority Plan](#) – *Mark Hamilton*
9. Roundtable and Open Topic Discussion
10. Next Meeting: August 3, 2023, 1:30 p.m.
11. 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
• Samish Indian Nation	
• Swinomish Indian Tribal Community	

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

June 1, 2023

Skagit Council of Governments Conference Room

315 South Third Street, Suite 100

Mount Vernon, WA 98273

AGENCIES REPRESENTED

- City of Anacortes..... Tim Hohmann
- City of Burlington Brian Dempsey
- City of Mount Vernon Bill Bullock
- City of Sedro-Woolley Mark Freiberger
- Skagit County Forrest Jones, Tom Weller
- Skagit PUD..... Mark Semrau
- Skagit Transit..... Brad Windler
- Washington State Department of Transportation John Shambaugh

STAFF PRESENT

- Skagit Council of Governments Kevin Murphy, Mark Hamilton, Grant Johnson

OTHERS PRESENT

No one else attended the meeting.

AGENDA

1. Call to Order: 1:38 p.m.

Roll Call: Roll was taken with a quorum present.

2. May 4, 2023 Technical Advisory Committee Meeting Minutes: Mr. Bullock moved to approve the May 4, 2023 Technical Advisory Committee meeting minutes, and Mr. Windler seconded the motion. The motion carried unanimously.
3. June Regional Transportation Improvement Program Amendments: Mr. Hamilton presented this agenda item. He explained that there are three proposed 2023–2028 Regional Transportation Improvement Program (RTIP) amendments submitted for June, which are all from Skagit County. He stated that these amendments are all related to electrification of the Guemes Island Ferry – including a new vessel, shore-side improvements and terminal modifications – with the intent to combine three projects currently programmed in the Statewide Transportation Improvement Program (STIP) into one, and delete the other two projects from the STIP. Combining the three

projects in this way is due to a Federal Transit Administration requirement related to their partial funding available to the project.

Mr. Dempsey motioned to recommend approval of the June Regional Transportation Improvement Program Amendments to the Transportation Policy Board, as presented. Mr. Hohmann seconded the motion and it carried unanimously.

4. Project Selection Recommendation: Mr. Hamilton presented this agenda item. He gave an overview of the 2022 Project Selection process and timeline and stated that as part of the process Technical Advisory Committee (TAC) members have the ability to make a project-selection recommendation to the Transportation Policy Board (TPB). He explained that there are two parts to the recommendation: (1) which projects to select for funding and proposed level of funding; and (2) a prioritized contingency list of projects. He stated that there are three federal sources of funding for this project selection: the Surface Transportation Block Grant Program (STBG), with a 5% minimum set-aside of STBG funds for non-roadway projects; Transportation Alternatives Set-Aside (TA); and Carbon Reduction Program (CR). He also reminded TAC members that geographies and urban area classifications had changed since the most recent SCOG project selection in 2021.

Mr. Hamilton gave an overview of the different scoring criteria and weighting for the project selection process. He stated that the City of Mount Vernon was eligible for five bonus points due helping the region meet its obligation authority target (OA) via gap strategy procedures in the RTIP, and reminded TAC members that the TPB had made changes to the weighting of criteria TAC recommendation by moving 5 points from Economic Vitality (down to 10 points from 15) to Project Funding & Readiness (up to 15 points from 10). Mr. Hamilton also said that TA eligible projects were also graded based on seven socioeconomic factors from the Washington Tracking Network website, consistent with new federal requirements for TA and statewide guidance from the WSDOT Local Programs Division.

Mr. Hamilton then described the amount of funding available and went over the projects that had applied. He stated that for projects only eligible for STBG funds, that approximately \$5.5 million was available and just under \$11 million had been requested. For projects eligible for multiple funding sources, approximately \$8.4 million was available – which is the total estimated available for STBG, TA and CR – and just under \$4 million had been requested. For non-roadway projects, approximately \$4.2 million had been requested and a minimum of \$275,000 is available from STBG funds for project selection (5% of \$5.5 million). He then went over the projects which had applied for the contingency list and stated that \$8.5 million had been requested.

Mr. Hamilton explained that one project application – Swinomish Village Sidewalk Gaps – had been withdrawn by the applicant, the Swinomish Indian Tribal Community.

Mr. Hamilton then presented the results of the project ranking and scoring, including a comparison of rankings to the TAC priority rank. He stated that most projects scored and ranked similarly but that there were several outliers. He then described which projects were eligible for specific funding sources, and TAC members discussed the projects, funding sources available and eligibility of projects for different funding sources.

A couple errors were pointed out by TAC members in materials presented by Mr. Hamilton: (1) one project had an incorrect phase identified, right of way when it should have been construction; and

(2) another project had a phase omitted from the scoring sheet, only showing one phase when two phases were submitted for consideration with the project application. Corrections were made by Mr. Hamilton prior to the TAC recommendation being developed.

Mr. Freiberger moved to recommend the Transportation Policy Board select the list of projects in the following table for STBG, TA and CR funding, with Mr. Shambaugh seconding the motion. The motion carried unanimously.

Applicant	Project	Phase	Funding Type	Selection Amount
Skagit County	Cook Road/ I-5 Interchange Vicinity Improvements	PE	STBG	\$352,957
Skagit County	Cook Road/ I-5 Interchange Vicinity Improvements	CN	STBG	\$2,538,298
Sedro-Woolley	John Liner Road Arterial Improvements	PE	STBG	\$226,111
Sedro-Woolley	John Liner Road Arterial Improvements	RW	STBG	\$210,089
Sedro-Woolley	John Liner Road Arterial Improvements	CN	STBG	\$617,956
Skagit County	Peterson Road (Urban)	PE	STBG	\$618,903
Skagit County	Peterson Road (Urban)	RW	STBG	\$129,750
Skagit Transit	Bus Stop Amenities	PL/Other	TA	\$157,560
Mount Vernon	Kulshan Trail Safety Lighting - Phase 3	PE	TA	\$32,000
Mount Vernon	Kulshan Trail Safety Lighting - Phase 3	CN	TA	\$275,000
Sedro-Woolley	Jones/John Liner RR Undercrossing & Roadway Extension	PE	STBG	\$558,785
Mount Vernon	EV Bicycle Charging Facility - MVLC	CN	TA	\$144,500
Skagit Transit	Construction of Ancillary Maintenance Buildings	CN	STBG	\$275,000
Skagit Transit	Construction Zero Emissions Vehicle Infrastructure and Equipment Purchase	CN	CR	\$275,000
Mount Vernon	EV Vehicle Charging Facility - MVLC*	CN	CR	\$285,000
Anacortes	Q Avenue Pedestrian Crossings	PE	CR	\$46,000
Anacortes	Q Avenue Pedestrian Crossings	CN	TA CR	\$62,000 \$334,000
Sedro-Woolley	SR 20/Cascade Trail West Extension Phase 2B Hospital Drive to Holtcamp Road	PE	TA	\$104,665
Sedro-Woolley	SR 20/Cascade Trail West Extension Phase 2B Hospital Drive to Holtcamp Road	RW	TA	\$16,868
Sedro-Woolley	SR 20/Cascade Trail West Extension Phase 2B Hospital Drive to Holtcamp Road	CN	TA	\$224,468

*TAC recommendation to partially fund project

STBG Subtotal	\$5,527,849
TA Subtotal	\$1,017,061
CR Subtotal	\$940,000
Grand Total	\$7,484,910

Mr. Hohmann moved to recommend the Transportation Policy Board approve the prioritized contingency list included in the following table, and Mr. Bullock seconded the motion. The motion carried unanimously.

Rank	Applicant	Project	Phase	Funding Request
1	Skagit Council of Governments	Skagit 2050 Regional Transportation Plan	PL	\$346,000
2	Sedro-Woolley	Cook Road/South Trail Road Intersection Improvements	PE	\$311,189
3	Mount Vernon	Kulshan Trail Safety Lighting - Phase 2**	PE	\$18,000
3	Mount Vernon	Kulshan Trail Safety Lighting - Phase 2**	CN	\$159,000
4	Anacortes	12th Street and K Avenue Intersection Improvements*	PE	\$224,000
4	Anacortes	17th Street and Q Avenue Intersection Improvements*	PE	\$224,000
6	Mount Vernon	30th Street Improvements	RW	\$129,750
7	Mount Vernon	Riverside Drive Improvements - 1	RW	\$562,000
8	Mount Vernon	Kulshan Trail Safety Lighting - Phase 4**	PE	\$32,000
8	Mount Vernon	Kulshan Trail Safety Lighting - Phase 4**	CN	\$275,000
9	Mount Vernon	Riverside Drive Improvements - 2	RW	\$173,000
10	Skagit Council of Governments	Intelligent Transportation Systems Architecture	PL	\$77,850
11	Sedro-Woolley	North Reed Street Overlay Project 1 SR 20 to John Liner Road	CN	\$324,375
12	Skagit Transit	Replacement Paratransit Coaches - Battery Electric	ALL	\$2,002,584
13	Skagit Transit	Skagit Transit's Maintenance Operations and Administration Facility Replacement	CN	\$3,000,000
Total				\$7,858,748

* Project average ranking tied

** Project with multiple phases

- City of Burlington Comprehensive Plan Transportation Element Certification: Mr. Johnson presented this agenda item. He explained that one of SCOG’s duties as a regional transportation planning organization is to certify the regional consistency and compliance with the Growth Management Act (GMA) of the comprehensive plan transportation elements for Skagit County jurisdictions. He stated that the Burlington City Council had approved an update to the City of Burlington Comprehensive Plan Transportation Element at their May 11, 2023 meeting, and that SCOG staff was now initiating the transportation element certification process. He gave a background of the comprehensive plan certification process and stated that a first draft of the transportation element had been submitted to SCOG for review in 2021, and that this final version incorporated the previous SCOG staff review recommendations. Mr. Johnson stated that after reviewing the approved version of the transportation element, SCOG staff has found it to be consistent with the Skagit 2045 Regional Transportation Plan and compliant with the GMA. Mr. Johnson then gave a summary of major topics included in Burlington’s update to the transportation element, including land use assumptions, expected

deficiencies, notable projects and the financial forecast. He explained that this is a discussion item for this meeting, and that next month it would be coming back to the TAC for a recommendation to the TPB.

Mr. Shambaugh asked if there had been any coordination with Washington State Department of Transportation staff on this project. Mr. Johnson stated that he recently discussed the Burlington transportation element certification with David Strich.

- 6. Non-Motorized Advisory Committee Progress Report: Mr. Johnson presented this agenda item. He explained that the Non-Motorized Advisory Committee (NMAC) bylaws and 2023 work program both require that the NMAC present an update to the TAC on a biannual basis, and that he is giving the update because no NMAC members were able to attend this meeting. He then gave an overview of NMAC activities through the calendar year, including the number of meetings, major work items and membership changes.
- 7. 2023 Obligation Authority Plan: This agenda item was presented by Mr. Hamilton. He stated that this item has been updated to reflect the latest available information, and then went over the 2023 Obligation Authority Plan. Mr. Hamilton asked that agencies keep him apprised of obligation status as their projects move through the statewide obligation process.

TAC members provided obligation updates for projects in the 2023 Obligation Authority Plan that have not yet obligated federal funding.

- 8. Roundtable and Open Topic Discussion: Technical Advisory Committee members provided project updates for their jurisdictions.

Mr. Johnson stated that City of Anacortes staff reached out to SCOG staff to let them know that the city intends to submit a grant application for the federal Safe Streets and Roads for All (SS4A) program, and to ask if SCOG intended to apply. He explained that there is a non-duplicative application provision in the grant program, so if a member jurisdiction receives funding for a planning grant, SCOG would be ineligible to receive funding for a regional plan. TAC members discussed the SS4A program and supported SCOG preparing a regional plan grant application.

- 9. Next Meeting: July 6, 2023, 1:30 p.m.
- 10. Adjourned: 3:46 p.m.

Attest:

Mark Hamilton, Senior Transportation Planner
Skagit Council of Governments

Date: _____

ACTION ITEM X.X. – JULY REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT

Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Technical Advisory Committee	07/06/2023	Review and Recommendation	Mark Hamilton	(360) 416-7876
Transportation Policy Board	07/19/2023	Action	Mark Hamilton	(360) 416-7876

RECOMMENDED ACTION

Skagit Council of Governments (SCOG) staff and Technical Advisory Committee recommend approval of the following Regional Transportation Improvement Program (RTIP) amendment:

- Washington State Department of Transportation
 - I-5/Tributaries to Friday, Lake & Chuckanut Creeks - Fish Passage: this amendment revises a project already programmed in the RTIP. Total estimated project cost is reduced from \$72,409,688 to \$61,039,781, termini and total project length are revised, and state funding sources and amounts are adjusted for project phases.

FISCAL CONSTRAINT

The Regional Transportation Improvement Program is fiscally constrained in the 2023–2026 program years.

PUBLIC PARTICIPATION

A public comment period began on June 30 and ended on July 7.

Agency WSDOT - NW

Project Title I-5/Tributaries to Friday, Lake & Chuckanut Creeks - Fish Passage

Description Remove the existing fish passage barriers and replace them with fish passable structures. Note: This project is located within the boundaries of SCOG and WCOG. The amounts shown are for SCOG only.



Road Name I-5

Begin Termini I-5 MP 240.75

End Termini I-5 MP 242.63

Total Project Length 1.88

Improvement Type Environmental Only

Functional Class Interstate

Environmental Type Categorical Exclusion

Priority Number 1

Amendment Number

Amendment Date

Total Project Cost \$61,039,781

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

STIP ID WA-14314

WSDOT PIN 100540W

Federal Aid Number

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
PE	2023		\$0	CWA	\$94,581	\$0	\$94,581	7/19/2023
PE	2023		\$0	CSRF	\$956,324	\$0	\$956,324	7/19/2023
RW	2024		\$0	CWA	\$348,250	\$0	\$348,250	7/19/2023
CN	2023		\$0	CWA	\$1,185,149	\$0	\$1,185,149	7/19/2023
CN	2023		\$0	CSRF	\$58,071,691	\$0	\$58,071,691	7/19/2023
Total			\$0		\$60,655,995	\$0	\$60,655,995	

Financial Feasibility Table

Funding Program	Carryover	2023			2024			2025			2026			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			
Regionally Managed Federal Funds	\$1,403	\$1,979	\$3,382	\$2,870	\$1,979	\$2,492	\$1,453	\$1,979	\$3,018	\$2,044	\$1,979	\$2,954	\$2,085	\$9,320	\$8,451	\$869
STBG	\$1,358	\$1,741	\$3,099	\$2,709	\$1,741	\$2,131	\$1,412	\$1,741	\$2,461	\$1,822	\$1,741	\$2,380	\$2,085	\$8,323	\$8,028	\$295
TA	\$44	\$238	\$283	\$161	\$238	\$360	\$41	\$238	\$557	\$222	\$238	\$573	\$0	\$997	\$424	\$573
Other Federal Funds & State Funds	\$0	\$130,519	\$130,519	\$130,519	\$50,475	\$50,475	\$50,475	\$59,713	\$59,713	\$59,713	\$29,087	\$29,087	\$29,087	\$269,794	\$269,794	\$0
5307	\$0	\$5,494	\$5,494	\$5,494	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$15,994	\$15,994	\$0
5339	\$0	\$113	\$113	\$113	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$113	\$113	\$0
BR	\$0	\$5,677	\$5,677	\$5,677	\$1,490	\$1,490	\$1,490	\$14,874	\$14,874	\$14,874	\$4,612	\$4,612	\$4,612	\$26,654	\$26,654	\$0
DEMO	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,740	\$1,740	\$1,740	\$1,740	\$1,740	\$0
FBP	\$0	\$351	\$351	\$351	\$638	\$638	\$638	\$0	\$0	\$0	\$0	\$0	\$0	\$988	\$988	\$0
FTA Discretionary	\$0	\$2,500	\$2,500	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500	\$2,500	\$0
HSIP	\$0	\$1,550	\$1,550	\$1,550	\$8,775	\$8,775	\$8,775	\$0	\$0	\$0	\$0	\$0	\$0	\$10,325	\$10,325	\$0
NHFP	\$0	\$2,415	\$2,415	\$2,415	\$1,754	\$1,754	\$1,754	\$389	\$389	\$389	\$4,506	\$4,506	\$4,506	\$9,064	\$9,064	\$0
NHPP	\$0	\$239	\$239	\$239	\$12,158	\$12,158	\$12,158	\$5,064	\$5,064	\$5,064	\$8,112	\$8,112	\$8,112	\$25,572	\$25,572	\$0
PROTECT	\$0	\$5,449	\$5,449	\$5,449	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,449	\$5,449	\$0
STBG(S)	\$0	\$2,005	\$2,005	\$2,005	\$6,412	\$6,412	\$6,412	\$18,240	\$18,240	\$18,240	\$108	\$108	\$108	\$26,764	\$26,764	\$0
TTP	\$0	\$49	\$49	\$49	\$0	\$0	\$0	\$0	\$0	\$0	\$1,155	\$1,155	\$1,155	\$1,204	\$1,204	\$0
CRAB	\$0	\$7,173	\$7,173	\$7,173	\$1,487	\$1,487	\$1,487	\$0	\$0	\$0	\$0	\$0	\$0	\$8,660	\$8,660	\$0
CSRF	\$0	\$75,628	\$75,628	\$75,628	\$12,724	\$12,724	\$12,724	\$16,809	\$16,809	\$16,809	\$4,667	\$4,667	\$4,667	\$109,827	\$109,827	\$0
CWA	\$0	\$1,480	\$1,480	\$1,480	\$469	\$469	\$469	\$160	\$160	\$160	\$50	\$50	\$50	\$2,159	\$2,159	\$0
MAW	\$0	\$14,000	\$14,000	\$14,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,000	\$14,000	\$0
MVA	\$0	\$3,312	\$3,312	\$3,312	\$1,068	\$1,068	\$1,068	\$678	\$678	\$678	\$242	\$242	\$242	\$5,301	\$5,301	\$0
Other	\$0	\$3,085	\$3,085	\$3,085	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,085	\$3,085	\$0
TIB	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$395	\$395	\$395	\$395	\$395	\$0
Matching Funds	\$0	\$19,560	\$19,560	\$19,560	\$4,918	\$4,918	\$4,918	\$4,277	\$4,277	\$4,277	\$4,964	\$4,964	\$4,964	\$33,719	\$33,719	\$0
Local	\$0	\$19,560	\$19,560	\$19,560	\$4,918	\$4,918	\$4,918	\$4,277	\$4,277	\$4,277	\$4,964	\$4,964	\$4,964	\$33,719	\$33,719	\$0
Total	\$1,403	\$152,058	\$153,461	\$152,948	\$57,373	\$57,885	\$56,846	\$65,969	\$67,008	\$66,034	\$36,030	\$37,005	\$36,136	\$312,833	\$311,964	\$869

DISCUSSION ITEM – NON-MOTORIZED ADVISORY COMMITTEE BYLAWS UPDATE

Document History

Meeting	Date	Type of Item	Staff Contact	Phone
Technical Advisory Committee	7/6/2023	Discussion	Grant Johnson	(360) 416-6678

DISCUSSION

Every year, the Technical Advisory Committee (TAC) reviews and approves the work program for the Non-Motorized Advisory Committee (NMAC). The NMAC is an advisory committee to the TAC which is created and governed by bylaws approved by the TAC. The NMAC Bylaws were adopted in January 2016, and since that time there have been several changes that may necessitate amending the committee's bylaws. As part of the 2023 NMAC Work Program, the TAC directed the NMAC to review the bylaws, to include meetings, membership, responsibilities and leadership, and to recommend changes to the TAC if necessary.

The NMAC discussed potential amendments to the bylaws at their April 2023 meeting, and at their June 27, 2023 recommended that the amended bylaws be presented to the TAC for discussion and adoption. Several changes to the bylaws were recommended by the NMAC. These changes are:

- Change meeting time to 10:30 a.m., and change meeting venue from the SCOG Offices to remote meetings;
- Add language to give the TAC the option to amend the membership throughout the year in order to respond to membership changes;
- Change language about bicycle and pedestrian counts to reflect that SCOG does not organize counts, and that NMAC members would be assisting other organizations; and
- Remove redundant language about assisting member organizations

NON-MOTORIZED ADVISORY COMMITTEE BYLAWS

The Non-Motorized Advisory Committee (NMAC) serves as an advisory committee to the Skagit Council of Governments (SCOG) Technical Advisory Committee (TAC). Its primary function is to provide technical recommendations and a user perspective regarding all forms of non-motorized transportation.

MEETINGS

NMAC meetings are held at ~~noon~~ 10:30 a.m. on the fourth Tuesday of every month ~~at the SCOG offices via~~ remote meeting. Meeting dates, times, and locations can be changed to better suit the needs of the NMAC or the TAC. SCOG will inform the NMAC and the public of any meeting changes in a timely manner.

MEMBERSHIP

The NMAC shall have up to 10 members. Members shall be proposed by the NMAC and approved by the TAC. Members shall be those with a demonstrated expertise or user perspective in non-motorized transportation. Efforts shall be made to recruit members to have representation of commuters, recreational users, health professionals, seniors, youth, low-income populations, persons with disabilities, minority groups, and various geographic areas within Skagit County. Elected officials from the governing bodies of SCOG member jurisdictions shall not be permitted to be on the NMAC. Membership of the NMAC will be reviewed and approved annually by the TAC at its December meeting, ~~and on an as-needed basis.~~

RESPONSIBILITIES

- The annual work program of the NMAC will be approved by the TAC, with activities being drawn from the following list:
 - Provide technical input to the TAC on non-motorized elements of the Regional Transportation Plan and local comprehensive plans
 - Provide technical input to the TAC on project selection criteria and ranking
 - ~~Assist member organizations as needed.~~
 - Publish non-motorized maps as needed
 - ~~Organize annual bicycle and pedestrian counts~~
 - Assist member organizations and volunteer groups with bicycle and pedestrian counts
 - Assist member organizations and volunteer groups to improve non-motorized transportation and safety
- Report on progress twice a year to the TAC, in June and December. Monthly NMAC meeting minutes are not required by the TAC, but may be prepared for the benefit of the NMAC.
- Distribute the monthly agenda one week before meetings.
- Members shall not lobby or advocate on behalf of SCOG. This is not to be construed as limiting NMAC members' rights to freely advocate or lobby on their own behalf, not representing SCOG in an official capacity.

LEADERSHIP

NMAC shall determine its leadership format, for example, whether to have a chair and co-chair, and if so, the term of the position and method of selection. The leadership will work with SCOG staff to develop NMAC meeting agendas.

Approved by the Skagit Council of Governments Technical Advisory Committee on August 3, 2023 ~~January 7th, 2016.~~

Attest:

DRAFT

2024–2029 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM PREPARATION TIMELINE

SCOG is about to begin preparation of the 2024–2029 Regional Transportation Improvement Program (RTIP). If you have not already done so, please use the web-based STIP software – SecureAccess Washington – to roll over or add projects for the 2024–2029 RTIP. **Projects should be submitted to SCOG by August 11, 2023.** Please include all federally funded and regionally significant projects expected to obligate federal funding within the **next six years**.

Federal law requires that SCOG maintain a fully programmed four-year TIP (23 CFR 450.326), and Washington state law requires that SCOG develop a six-year TIP (RCW 47.80.023). SCOG prepares a new RTIP every year for consistency with the Statewide Transportation Improvement Program (STIP), which is also prepared yearly and includes the RTIP as a component.

Projects must be included in a comprehensive transportation program (local TIP), tribal TIP, capital improvement program, or transit development plan prior to inclusion into the RTIP.

TIMELINE FOR RTIP PREPARATION

Preliminary review by Technical Advisory Committee	September 7, 2023
RTIP available for public review	September 2023
Final review and recommendation by Technical Advisory Committee	October 5, 2023
Public comment period ends	October 6, 2023
Adoption by Transportation Policy Board	October 18, 2023
Submit RTIP to Washington State Department of Transportation	October 19, 2023
Federal Highway Administration and Federal Transit Administration approve 2024–2027 STIP	January 2024

CONSIDERATIONS

The following are 2024–2029 RTIP considerations for TAC discussion:

- Include guidance in the RTIP on what constitutes an amendment, administration modification and updates not requiring changes to the RTIP. Clarify ambiguity in STIP Administration – Appendix C about the threshold of an amendment vs. an administrative modification, such as the 30% and/or \$3 million requirement.
- Revise Gap Strategy #4 in RTIP Obligation Authority Process to make all projects selected by SCOG eligible to receive additional federal funds under this strategy. Currently only projects funded with STBG funds are eligible, and the change would expand eligibility to projects funded with TA and CR funds as well. Also include projects brought off the contingency list as eligible for additional federal funds under this strategy.

2023 OBLIGATION AUTHORITY PLAN

The following projects¹ had to obligate federal funding before **March 1, 2023**. If the projects did not obligate by March 1, 2023, they would have been deprogrammed by deletion from the RTIP by SCOG staff. No projects were deprogrammed.

AGENCY	TITLE	STIP ID	PHASE	FUNDS OBLIGATED	STBG/TA FUNDS
(None)	N/A	N/A	N/A	N/A	N/A

The following project must obligate federal funding before **August 1, 2023**, or it will be deprogrammed by deletion from the RTIP by SCOG staff.

AGENCY	TITLE	STIP ID	PHASE	FUNDS OBLIGATED	STBG/TA FUNDS
SCOG	SCOG Admin 2022-2025 ²	SCOG 22-25	PL	(Not Yet)	\$261,176

The following projects must obligate federal funding by **September 30, 2023**, or contingent funding will be withdrawn for the projects on **October 1, 2023**. Project sponsors are encouraged to obligate federal funding before **July 1, 2023**.

AGENCY	TITLE	STIP ID	PHASE	FUNDS OBLIGATED	STBG/TA FUNDS
City of Anacortes	R Avenue Long Term Improvements	T-1301	PE	(Not Yet)	\$176,460
City of Anacortes	Ship Harbor Blvd and SR 20 Spur Intersection	ANAC T-140	PE	✗	\$21,631
City of Anacortes	Ship Harbor Blvd and SR 20 Spur Intersection	ANAC T-140	CN	(Not Yet)	\$368,019
City of Burlington	SR 20/Skagit Street Signalization Project	WA-03951	PE	✓	\$173,000
City of Mount Vernon	Riverside Drive Improvements – 2	WA-13533	PE	(Not Yet)	\$259,500
City of Sedro-Woolley	SR 20/SR 9 - Township Intersection Improvements	SW33	PE	✓	\$53,856
City of Sedro-Woolley	SR 20/SR 9 - Township Intersection Improvements	SW33	CN	✓	\$71,421
City of Sedro-Woolley	SR 20/Cascade Trail West Extension Phase 2A, Holtcamp Road to Hodgins	SW42	RW	✓	\$51,900
City of Sedro-Woolley	John Liner Road – Reed to Township Bicycle/Pedestrian Improvements	SW08A	PE	✓	\$102,913
Skagit County	Francis Road – Section 3	WA-01192	PE	✗	\$300,000

TOTAL EXPECTED STBG-TA OBLIGATIONS³: \$153,485
OBLIGATION AUTHORITY TARGET: \$1,678,048

¹ The John Liner Road, Reed to Township Bicycle/Pedestrian Improvements project’s construction phase is removed from the 2023 Obligation Authority Plan. A lower-than-expected STBG allocation to SCOG for federal fiscal year 2023, which was received on February 6, 2023, put the RTIP out of fiscal constraint by year, and Sedro-Woolley staff agreed to move the project phase out of the 2023–2026 STIP, so the \$442,015 is not included in the 2023–2026 STBG programming. It is anticipated the project phase will be reprogrammed to 2024 with the 2024–2029 RTIP.

² A lower-than-expected STBG allocation for federal fiscal year 2023 reduced funding for this project phase from \$319,595 to \$261,176, which is 15% of the regional STBG allocation. Adjusting funding for this project is consistent with RTIP Policy 13 SCOG Administration Funding.

³ Includes \$400,000 STBG obligation authorized by FHWA on January 4, 2023, which was included on 2022–2027 RTIP. Includes \$1,763,091 in STBG and TA deobligations authorized by FHWA this federal fiscal year.

Extensions

The following projects have been granted an extension to obligate federal funding by **December 31, 2023**. These projects will be deprogrammed with expiration of the 2023–2028 RTIP on January 1, 2024.

To be granted an extension, any extension request must have been received by SCOG no later than **February 22, 2023**. A project phase may only be granted one extension request.

AGENCY	TITLE	STIP ID	PHASE	FUNDS OBLIGATED	STBG/TA FUNDS
Skagit County	Francis Road Section 3	WA-01192	RW	(Not Yet)	\$75,075
Samish Indian Nation	Tommy Thompson Trail Trestle and Causeway Replacement	WA-13974	PL	(Not Yet)	\$160,650
Anacortes	R Avenue Long Term Improvements	T-1301	CN	(Not Yet)	\$859,087

TOTAL STBG-TA EXTENSIONS: \$1,094,812

Appeals

The Transportation Policy Board approved an appeal to reprogram a project phase in the 2023–2028 RTIP. The following project phase must obligate federal funding by **December 31, 2023**. This project will be deprogrammed with expiration of the 2023–2028 RTIP on January 1, 2024.

A project phase may only be appealed once to the Transportation Policy Board.

AGENCY	TITLE	STIP ID	PHASE	FUNDS OBLIGATED	STBG/TA FUNDS
City of Burlington	SR 20/Skagit Street Signalization Project	WA-03951	CN	(Not Yet)	\$1,513,750

TOTAL STBG-TA APPEALS: \$1,513,750