

## SKAGIT COUNCIL OF GOVERNMENTS TECHNICAL ADVISORY COMMITTEE MEETING

August 3, 2023 – 1:30 p.m.

[Microsoft Teams](#)

Call In: 1 (323) 553-1010

Phone Conference ID: 260 399 293#

### AGENDA

1. **Call to Order and Roll Call**
2. [July 6, 2023 Technical Advisory Committee Meeting Minutes](#)
3. [August Regional Transportation Improvement Program Amendments](#) – *Mark Hamilton*
4. [Burlington Comprehensive Plan Transportation Element Certification](#) – *Grant Johnson*
5. [Non-Motorized Advisory Committee Bylaws Update](#) – *Grant Johnson*
6. [Quarterly Obligation Report](#) – *Mark Hamilton*
7. [2023 Obligation Authority Plan](#) – *Mark Hamilton*
8. **Project Selection Debriefing** – *Mark Hamilton*
9. **Roundtable and Open Topic Discussion**
10. **Next Meeting:** September 7, 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

July 6, 2023

GoToMeeting Remote Meeting

## AGENCIES REPRESENTED

- City of Anacortes.....Tim Hohmann
- City of Mount Vernon ..... Bill Bullock
- City of Sedro-Woolley .....David Lee
- Skagit County .....Forrest Jones, Grace Kane, Tom Weller
- Samish Indian Nation.....John Barrett, Nick Dorr
- Skagit PUD.....Mark Semrau
- Skagit Transit.....Brad Windler
- Washington State Department of Transportation ..... Ryan Clemens, 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: 1:33 p.m.

Roll Call: Roll was taken with a quorum present.

2. June 1, 2023 Technical Advisory Committee Meeting Minutes: Mr. Hohmann moved to approve the June 1, 2023 Technical Advisory Committee (TAC) meeting minutes, and Mr. Windler seconded the motion. The motion carried unanimously.
3. July Regional Transportation Improvement Program Amendment: Mr. Hamilton presented this agenda item. He explained that there was one proposed 2023–2028 Regional Transportation Improvement Program (RTIP) amendment submitted for July, which was from the Washington State Department of Transportation. He stated that this amendment was for the I-5/Tributaries to Friday, Lake & Chuckanut Creeks - Fish Passage project. This project is already programmed, and the amendment reduces the cost, revises the project termini and project length, and updates the funding sources. He noted this project is located on Interstate 5 in both Skagit and Whatcom counties, and this amendment only pertains to the portion within Skagit County.

Mr. Weller motioned to recommend approval of the July Regional Transportation Improvement Program Amendment to the Transportation Policy Board, as presented. Mr. Bullock seconded the motion and it carried unanimously.

4. Non-Motorized Advisory Committee Bylaws Update: Mr. Johnson presented this agenda item. He stated this is a discussion item for the month and gave an overview of the Non-Motorized Advisory Committee (NMAC) and its relationship to the TAC. He explained that updating the bylaws was a work program item for the NMAC this year due to several changes since their initial adoption in 2016, and at their June meeting they recommended bylaws revisions to the TAC. He then gave an overview of recommended changes, including: meeting times and locations; membership changes; bicycle and pedestrian counts; and removal of redundant language directing the NMAC to assist member organizations. He said this is a discussion item for the TAC in July and would be coming back at the August TAC meeting for action.
5. Regional Transportation Improvement Program Gap Strategy Considerations: Mr. Bullock presented this agenda item. He explained that in the past, several TAC members had expressed the opinion that obligation authority gap strategies might need to be amended to allow adding funding to previously selected projects, and that should the first gap strategy utilized. He stated that moving gap strategy #4 to the #1 spot would help make projects whole and allow them to move forward, particularly when projects experience an unforeseen cost increase. He said the gap strategy should not be used to expand the scope of projects.

TAC members talked about the idea of moving gap strategy #4 to be the first gap strategy utilized in the future, instead of the last. Potential positives and negatives of such an approach were discussed.

Mr. Shambaugh asked SCOG staff if there was already a policy in place to address cost overruns.

Mr. Hamilton replied that the Emergent Need Project Selection process was put into place for such occasions, and that project sponsors can apply at any time to receive additional funding through this process. He emphasized that this process only applies to construction phases and no other project phases, the process only applies to projects that have been competitively selected by SCOG, and projects must experience an unanticipated need during the construction phase.

Mr. Hohmann asked SCOG staff for input on the gap strategies.

Mr. Hamilton stated that the current strategies were first put into place in 2020, and were modeled on procedures the Puget Sound Regional Council had been using. He said that administrative timelines could be adjusted for the gap strategies by SCOG, and that moving gap strategy #4 to be the first gap strategy would require SCOG staff coordination with project sponsors prior to the TAC meeting where the other gap strategies are utilized. Mr. Hamilton added that if gap strategy #4 were moved to become the first gap strategy, the other three gap strategies would become less important and may not need to be utilized at all if there is an obligation authority gap.

Mr. Murphy stated that it would be a major policy change to give preference to funding past projects. He explained that there are several related policy issues that the Transportation Policy Board would need to understand and discuss. He stated that another approach could be revisions to existing obligation authority procedures to make more projects eligible for additional funding.

Mr. Shambaugh stated that he would be concerned about the implications of having less funding available for future projects due to adding funding to existing projects.

Mr. Lee stated that he understands the concern about funding past projects at the expense of future projects.

6. 2024–2029 Regional Transportation Improvement Program: Mr. Hamilton presented this agenda item. He explained that 2024–2029 Regional Transportation Improvement Program (RTIP) will be adopted in October, and asked that project sponsors submit their projects to SCOG by August 11. He stated that there are several proposed changes for consideration, including: guidance clarifying the difference between an amendment and a modification; and revising gap strategy #4 to make all selected projects and contingency list projects available to receive additional funding, as long as the project has an active phase and received funding through a SCOG process. Currently only projects awarded federal Surface Transportation Block Grant Program funding are eligible, and a change could allow other federally funded projects to be eligible as well.

TAC members discussed these potential changes and voiced support for the suggestions presented by Mr. Hamilton.

7. EquipmentWatch Rental Rate Blue Book: This agenda item was presented by Mr. Bullock. He explained that Mount Vernon had recently received an equipment rental quote that seemed high and had used EquipmentWatch to verify that the contractor was charging a substantially higher rate for the equipment than the market “blue book” rate. He stated that a subscription to EquipmentWatch is expensive and wanted to discuss with the TAC whether a regional subscription through SCOG for member agencies would be a good idea.

Mr. Murphy stated that SCOG staff can investigate EquipmentWatch subscription details and report back to the TAC at a future date. Mr. Bullock said he would send more information to SCOG to assist with looking into an EquipmentWatch subscription.

8. 2023 Obligation Authority Plan: Mr. Hamilton presented this agenda item. 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.

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

Mr. Hamilton informed the TAC that SCOG staff expects to apply for a grant from the federal Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation Program to prepare a Resilience Improvement Plan. He said authorization to apply will be requested from the Transportation Policy Board at their July meeting.

10. Next Meeting: August 3, 2023, 1:30 p.m.

11. Adjourned: 3:11 p.m.



Attest:

\_\_\_\_\_  
Mark Hamilton, Senior Transportation Planner  
Skagit Council of Governments

Date: \_\_\_\_\_

DRAFT

## ACTION ITEM X.X. – AUGUST REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

### Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Technical Advisory Committee	08/03/2023	Review and Recommendation	<a href="#">Mark Hamilton</a>	(360) 416-7876
Transportation Policy Board	08/16/2023	Action	<a href="#">Mark Hamilton</a>	(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) amendments:

- Mount Vernon
  - EV Bicycle Charging Facility - MVLC: this amendment adds this project to the RTIP. The \$144,500 in federal funding is through the Transportation Alternatives Set-Aside with a \$22,550 local match. Total estimated project cost is \$167,050. This project was selected for funding by the Transportation Policy Board at the July 19, 2023 meeting.
  - EV Vehicle Charging Facility – MVLC: this amendment adds this project to the RTIP. Federal funding for the project is provided through two sources: \$275,000 in Surface Transportation Block Grant Program funds; and \$560,000 in Carbon Reduction Program funds. A local match of \$1,873,000 is provided to fully fund the project. This project was selected for funding by the Transportation Policy Board at the July 19, 2023 meeting.
- Skagit Transit
  - Micro Transit Study: this amendment adds this project to the RTIP. The \$80,000 in federal funding is through the Areas of Persistent Poverty Program with a \$20,000 local match. Total estimated project cost is \$100,000. This project was selected for funding by the Federal Transit Administration on July 20, 2023.

### FISCAL CONSTRAINT

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

### PUBLIC PARTICIPATION

A public comment period began on July 27 and ended on August 4.

**Agency** Mount Vernon

**Project Title** EV Bicycle Charging Facility - MVLC

**Description** Installation of EV bicycle charging stations within the parking structure of the Mount Vernon Library Commons project.



**Road Name** N/A

**Begin Termini** N/A

**End Termini** N/A

**Total Project Length** 0.00

**Improvement Type** Other

**Functional Class** No Functional Classification

**Environmental Type** Categorical Exclusion

**Priority Number** 7

**Amendment Number**

**Amendment Date** 4/26/2023

**Total Project Cost** \$167,050

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

**STIP ID** WA-15135

**WSDOT PIN**

**Federal Aid Number**

**SCOG ID**

**Agency ID** T-23-02

**Hearing Date** 8/24/2022

**Adoption Date** 8/24/2022

**Resolution Number** 1034

Phase Obligation Schedule

Phase	Phase Start	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total	Date Programmed
CN	2023	TA(UM)	\$144,500		\$0	\$22,550	\$167,050	8/16/2023
<b>Total</b>			<b>\$144,500</b>		<b>\$0</b>	<b>\$22,550</b>	<b>\$167,050</b>	



**Agency** Mount Vernon

**Project Title** EV Vehicle Charging Facility - MVLC

**Description** Installation of Electric Vehicle charging stations within the parking structure of the Mount Vernon Library Commons project.



**Road Name** N/A

**Begin Termini** N/A

**End Termini** N/A

**Total Project Length** 0.00

**Improvement Type** Other

**Functional Class** No Functional Classification

**Environmental Type** Categorical Exclusion

**Priority Number** 10

**Amendment Number**

**Amendment Date** 4/26/2023

**Total Project Cost** \$2,708,000

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

**STIP ID** WA-15136

**WSDOT PIN**

**Federal Aid Number**

**SCOG ID**

**Agency ID** T-23-01

**Hearing Date** 8/24/2022

**Adoption Date** 8/24/2022

**Resolution Number** 1034

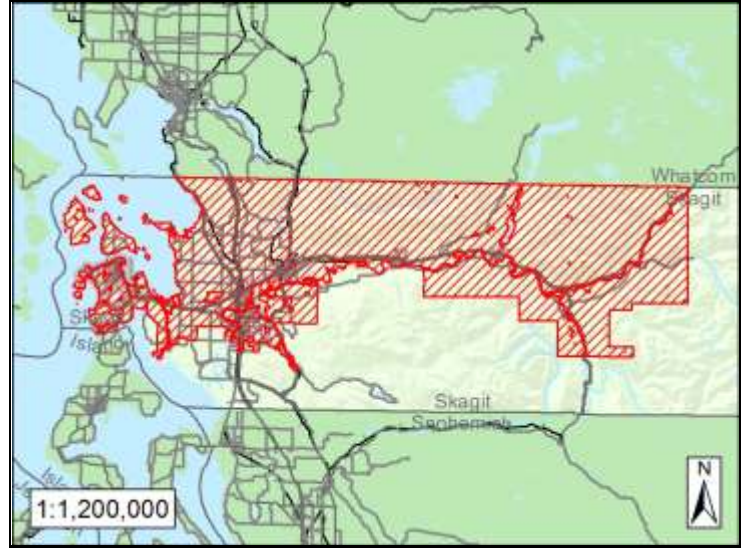
Phase Obligation Schedule

Phase	Phase Start	Federal Fund Code	FederalFunds	State Fund Code	StateFunds	LocalFunds	Total	Date Programmed
CN	2023	CRP(UM)	\$560,000		\$0	\$936,500	\$1,496,500	8/16/2023
CN	2023	STBG(UM)	\$275,000		\$0	\$936,500	\$1,211,500	8/16/2023
<b>Total</b>			<b>\$835,000</b>		<b>\$0</b>	<b>\$1,873,000</b>	<b>\$2,708,000</b>	

**Agency** Skagit Transit

**Project Title** Micro Transit Study

**Description** Acquire consultant services to develop an operational plan for deploying "microtransit" service within specific areas of the Skagit PTBA.



**Road Name** N/A

**Begin Termini** N/A

**End Termini** N/A

**Total Project Length** 0.00

**Improvement Type** Transit

**Functional Class** No Functional Classification

**Environmental Type** Categorical Exclusion

**Priority Number** 1

**Amendment Number**

**Amendment Date**

**Total Project Cost** \$100,000

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

**STIP ID** WA-15425

**WSDOT PIN**

**Federal Aid Number**

**SCOG ID**

**Agency ID**

**Hearing Date** 8/17/2022

**Adoption Date** 8/17/2022

**Resolution Number** 2022-11

Phase Obligation Schedule

Phase	Phase Start	Federal Fund Code	FederalFunds	State Fund Code	StateFunds	LocalFunds	Total	Date Programmed
PL	2024	FTA Discretionary	\$80,000		\$0	\$20,000	\$100,000	8/16/2023
<b>Total</b>			<b>\$80,000</b>		<b>\$0</b>	<b>\$20,000</b>	<b>\$100,000</b>	

## Financial Feasibility Table

Funding Program	Carryover	2023			2024			2025			2026			4-Year Allocation	4-Year Programmed	4-Year Difference
		Estimated Allocation	Available	Programmed	Estimated Allocation	Available	Programmed	Estimated Allocation	Available	Programmed	Estimated Allocation	Available	Programmed			
<b>Regionally Managed Federal Funds</b>	<b>\$1,403</b>	<b>\$2,539</b>	<b>\$3,942</b>	<b>\$3,849</b>	<b>\$1,979</b>	<b>\$2,072</b>	<b>\$1,453</b>	<b>\$1,979</b>	<b>\$2,599</b>	<b>\$2,044</b>	<b>\$1,979</b>	<b>\$2,534</b>	<b>\$2,085</b>	<b>\$9,880</b>	<b>\$9,431</b>	<b>\$449</b>
CRP(UM)	\$0	\$560	\$560	\$560	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$560	\$560	\$0
STBG	\$1,358	\$1,741	\$3,099	\$2,984	\$1,741	\$1,856	\$1,412	\$1,741	\$2,186	\$1,822	\$1,741	\$2,105	\$2,085	\$8,323	\$8,303	\$20
TA	\$44	\$238	\$283	\$305	\$238	\$216	\$41	\$238	\$413	\$222	\$238	\$429	\$0	\$997	\$568	\$429
<b>Other Federal Funds &amp; State Funds</b>	<b>\$0</b>	<b>\$130,519</b>	<b>\$130,519</b>	<b>\$130,519</b>	<b>\$50,555</b>	<b>\$50,555</b>	<b>\$50,555</b>	<b>\$59,713</b>	<b>\$59,713</b>	<b>\$59,713</b>	<b>\$29,087</b>	<b>\$29,087</b>	<b>\$29,087</b>	<b>\$269,874</b>	<b>\$269,874</b>	<b>\$0</b>
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	\$80	\$80	\$80	\$0	\$0	\$0	\$0	\$0	\$0	\$2,580	\$2,580	\$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
<b>Matching Funds</b>	<b>\$0</b>	<b>\$21,456</b>	<b>\$21,456</b>	<b>\$21,456</b>	<b>\$4,938</b>	<b>\$4,938</b>	<b>\$4,938</b>	<b>\$4,277</b>	<b>\$4,277</b>	<b>\$4,277</b>	<b>\$4,964</b>	<b>\$4,964</b>	<b>\$4,964</b>	<b>\$35,635</b>	<b>\$35,635</b>	<b>\$0</b>
Local	\$0	\$21,456	\$21,456	\$21,456	\$4,938	\$4,938	\$4,938	\$4,277	\$4,277	\$4,277	\$4,964	\$4,964	\$4,964	\$35,635	\$35,635	\$0
<b>Total</b>	<b>\$1,403</b>	<b>\$154,513</b>	<b>\$155,916</b>	<b>\$155,823</b>	<b>\$57,473</b>	<b>\$57,566</b>	<b>\$56,946</b>	<b>\$65,969</b>	<b>\$66,589</b>	<b>\$66,034</b>	<b>\$36,030</b>	<b>\$36,585</b>	<b>\$36,136</b>	<b>\$315,388</b>	<b>\$314,939</b>	<b>\$449</b>

Note: Regionally Managed Federal Funds are in the process of being updated by SCOG. CRP carryover, estimated allocations and available funding will be revised.

# **ACTION ITEM X.X. – ADOPT RESOLUTION 2023-XX TO CERTIFY CITY OF BURLINGTON COMPREHENSIVE PLAN TRANSPORTATION ELEMENT**

Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Technical Advisory Committee	06/01/2023	Discussion	<a href="#">Grant Johnson</a>	(360) 416-6678
Transportation Policy Board	06/21/2023	Discussion	<a href="#">Grant Johnson</a>	(360) 416-6678
Technical Advisory Committee	08/03/2023	Recommendation	<a href="#">Grant Johnson</a>	(360) 416-6678
Transportation Policy Board	08/16/2023	Action	<a href="#">Grant Johnson</a>	(360) 416-6678

## **ACTION**

Skagit Council of Governments (SCOG) staff and Technical Advisory Committee recommend that the Transportation Policy Board adopt Resolution 2023-XX certifying the City of Burlington Comprehensive Plan Transportation Element.

## **DISCUSSION**

As a regional transportation planning organization, the Skagit Council of Governments (SCOG) is responsible for certifying the regional consistency and compliance with the Growth Management Act of the comprehensive plan transportation elements for Skagit County jurisdictions under [RCW 47.80.023\(3\)](#).

On May 11, 2023 the Burlington City Council approved an update to the City of Burlington Comprehensive Plan Transportation Element. During the element’s development, SCOG staff worked closely with City of Burlington staff to ensure all of the necessary requirements of the transportation element were met. After reviewing the approved version of the transportation element, SCOG staff has found it to be consistent with the Skagit 2045 Regional Transportation Plan (Skagit 2045) and compliant with the Growth Management Act. An excerpt from the Comprehensive Plan Transportation Element Consistency Review Checklist is included at the end of this memo. Staff recommends that the Transportation Policy Board certify the City of Burlington’s transportation element.

Below is a brief summary of some of the major topics included in Burlington’s update to the transportation element.

### **LAND USE ASSUMPTIONS**

The analysis done for the transportation element used regionally consistent population and employment allocations recommended by the Growth Management Act Steering Committee and adopted by the Board of Skagit County Commissioners. These adopted allocations are included in Countywide Planning Policy 1 – Appendix A. These allocations were used to

develop future traffic forecasts based on the regional travel demand model. The adopted population and employment allocations are included in Table 1 below.

Year	Population	Employment
2015	10,464	9,896
2036	14,272	13,412
Total Change	3,808	3,516

TABLE 1: CITY OF BURLINGTON POPULATION AND EMPLOYMENT ALLOCATIONS

### EXPECTED DEFICIENCIES

Based on the population and employment allocations displayed above, the City of Burlington performed a transportation analysis of its roadway network to determine where existing and future level of service deficiencies are, or will be located. Under the Growth Management Act, any transportation deficiency that is a result of the forecasted growth must be addressed through the identification of projects or programs to correct the deficiencies.

Burlington has adopted Level of Service (LOS) D for all arterials within the city limits. Three arterial intersections are forecast to fall below LOS D by 2036. Arterial intersections are shown in Table 2 below.

Location	2036 Level of Service	Status Without Changes
George Hopper Road & Bouslog Road	D	Pass
Spruce Street & Rio Vista Avenue	D	Pass
Anacortes Street & Rio Vista Avenue	D	Pass
Whitmarsh Road & Pease Road	D	Pass
Skagit Street & Fairhaven Avenue	D	Pass
Burlington Boulevard & George Hopper Road	E	Fail
Burlington Boulevard & Pease Road	E	Fail
Spruce Street & Greenleaf Avenue	F	Fail

TABLE 2: CITY OF BURLINGTON LOCAL ARTERIAL INTERSECTION CONDITIONS IN 2036

By 2036 all of WSDOT’s intersections within the city of Burlington are projected to fall below LOS D. WSDOT intersections are shown in Table 3 below.

Location	2036 Level of Service	Status Without Changes
SR-20 & Spruce Street	E	Fail
SR-20 & Avon Avenue	F	Fail
SR-20 & Skagit Street	F	Fail
SR-20 & Section Street	F	Fail
SR-20 & Cherry Street	F	Fail
SR-20 & Regent Street	E	Fail

TABLE 3: WSDOT INTERSECTION CONDITIONS IN 2036

## NOTABLE PROJECTS

All of the LOS deficiencies listed above will be addressed through projects identified in the Burlington comprehensive plan transportation element. Planned improvements to arterial intersections that are projected to fall below LOS are shown in Table 4 below.

Location of Deficiency	2036 LOS Without Changes	Proposed Changes	2036 LOS with Changes
Burlington Boulevard & George Hopper Road	E	<ul style="list-style-type: none"> <li>Interchange Improvements</li> <li>Signal Timing Improvements</li> </ul>	D
Burlington Boulevard & Pease Road	E	<ul style="list-style-type: none"> <li>Gilkey Railroad Overpass</li> <li>McCorquedale Road Extension to Costco Drive</li> <li>Signal Timing Improvements</li> </ul>	C
Spruce Street & Greenleaf Avenue	F	<ul style="list-style-type: none"> <li>Install Signal or Roundabout</li> </ul>	A

TABLE 4: PLANNED LOCAL ARTERIAL INTERSECTION IMPROVEMENTS

WSDOT intersections were not included in the above list of planned improvements because they are controlled by the state, but a list of planned improvements to WSDOT intersections is shown in Table 5 below.

Project & Description	Category	Location	Cost/Impact Fee Eligible
Construct Controlled Intersection and Pedestrian Crossing	Capacity	SR-20 and Section Street	\$1,750,000 Yes
Construct Controlled Intersection and Pedestrian Crossing	Capacity	SR-20 and North Skagit Street	1,750,000 Yes
Construct Controlled Intersection and Pedestrian Crossing	Capacity	SR-20 and Anacortes Street/Cascade Highway	\$1,750,000 Yes
Reconstruct SR-20 to Urban Standards with Complete Streets Improvements	Capacity	SR-20 - Burlington Boulevard to City Limits	\$6,930,000 Yes
Extend Multiuse Path	Supports Plan	SR-20 - Skagit Street to Burlington Boulevard	\$2,250,000 Yes
Reconfigure Interchange	Community Improvement	George Hopper and I-5	\$5,000,000 No

TABLE 5: PLANNED IMPROVEMENTS - CITY AND WSDOT PARTNERSHIP

Burlington has also identified projects in their comprehensive plan that add capacity, address maintenance and preservation, improve safety, and address non-motorized transportation needs. Planned Improvements are shown in Table 6 below.

Project & Description	Category	Location	Cost/Impact Fee Eligible
Widen East George Hopper - Add Sidewalks	Capacity	East of I-5 Overpass	\$2,000,000 Yes
Signal Timing Improvements	Capacity	Intersection of George Hopper and Costco Drive	\$669,000 Yes

Signal Timing Improvements	Capacity	Burlington Boulevard and Pease Road	\$250,000 Yes
Construct Controlled Intersection	Capacity	South Spruce Street and Greenleaf	\$1,750,000 Yes
Extend East McCorquedale Road	Supports Plan	Between Burlington Boulevard and Walnut Street	\$3,200,000 Yes
Construct New Frontage Road	Supports Plan	Along I-5 Between George Hopper and Cascade Mall Drive	\$4,500,000 Yes
New Multiuse Path	Supports Plan	Burlington Boulevard – Pease Road to Tammi Wilson Trail	\$324,000 Yes
Reconstruct Pease Road to Urban Standards and Construct Multiuse Path	Supports Plan	Burlington Boulevard to Anacortes Street	\$1,500,000 Yes
Construct Grade Separated Rail Crossing and Street Extension	Supports Plan	Spruce Street to Anacortes Street	\$15,000,000 Yes
Street Construction – North-South Connector	Supports Plan	Spruce Street to Pease Road	\$15,000,000 Yes
New Multiuse Path –Rotary Park Connector	Supports Plan	Skagit to Section Street	\$578,000 Yes
New Multiuse Path – Whitmarsh Road	Supports Plan	Whitmarsh Road – Skagit River to Pease Road	\$538,000 Yes
Extend Multiuse Path – Tammi Wilson Trail	Supports Plan	Stevens Road – Goldenrod Road to City Limits	\$585,000 Yes
Extend Multiuse Path – Dike Trail	Supports Plan	Skagit River Dike – I-5 to Skagit River Park	\$483,150 Yes
Extend Multiuse Path – Burlington High School Trail	Supports Plan	Chuckanut Transit Center to BESD Trail	\$87,150 Yes
Bike Lane Network Buildout	Supports Plan	Citywide – Striping and Signage	\$500,000 Yes
Local Street Improvements and Traffic Calming	Supports Plan	Citywide – Sidewalks and Intersection Improvements	\$24,053,040 Yes
Intersection Improvement and Gateway	Community Improvement	Burlington Boulevard and Fairhaven Avenue	\$3,000,000 No
Reconstruct Gardner Road	Community Improvement	Rio Vista to SR-20	\$1,800,000 No
Reconstruct Whitmarsh Road	Community Improvement	Burlington Boulevard to Pease Road	\$2,000,000 No
<b>Total</b>			<b>\$77,817,364</b>

TABLE 6: PLANNED IMPROVEMENTS - CITY PROJECTS

Several of the planned improvements in the comprehensive plan may meet the criteria for regionally significant projects. SCOG staff anticipate amending Skagit 2045 in the near future to reflect the current list of projects contained within Burlington’s comprehensive plan transportation element.

### FINANCIAL FORECAST

The City of Burlington has prepared a reasonable and regionally consistent financial forecast that identifies funding for all of the planned transportation projects in the comprehensive plan transportation element. It is estimated that through 2036, Burlington will have over \$69 million available to fund transportation improvements. The total cost for all transportation projects

identified in the plan is estimated at over \$97 million, which leaves a funding gap of over \$28 million. Over \$19 million of these costs are associated with the SR-20 corridor. If WSDOT assumes responsibility for those costs, the total gap between expenditures and revenues narrows to approximately \$8.7 million. Burlington refers to several funding options within the plan that could cover the projected gap in funding, such as revising the City's impact fees schedule and creating a Transportation Benefits District (TBD).

DRAFT



## **ACTION ITEM – NON-MOTORIZED ADVISORY COMMITTEE BYLAWS UPDATE**

### Document History

Meeting	Date	Type of Item	Staff Contact	Phone
Technical Advisory Committee	7/6/2023	Discussion	<a href="#">Grant Johnson</a>	(360) 416-6678
Technical Advisory Committee	8/3/2023	Action	<a href="#">Grant Johnson</a>	(360) 416-6678

### **ACTION**

Skagit Council of Governments (SCOG) and the Non-Motorized Advisory Committee recommend that the Technical Advisory Committee adopt the [Non-Motorized Advisory Committee Bylaws](#) as amended.

### **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

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NMAC meetings are held at 10:30 a.m. on the fourth Tuesday of every month 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

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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

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- 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.
  - Publish non-motorized maps as needed.
  - 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

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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.

Attest:

\_\_\_\_\_  
Grant Johnson  
Skagit Council of Governments

Date \_\_\_\_\_

## QUARTERLY OBLIGATION REPORT

### 3<sup>RD</sup> QUARTER FEDERAL FISCAL YEAR 2023

As of June 30, 2023, the Skagit region obligated \$-906,865 in Surface Transportation Block Grant Program (STBG) funding, \$-3,136 in Transportation Alternatives Set-aside (TA) funding and \$0 in Carbon Reduction Program (CR) funding for federal fiscal year (FFY) 2023. SCOG's obligation authority target for FFY 2023 is \$1,678,048. This target can be met by obligating federal funds from STBG, TA and CR.

An obligation summary is below:

- Obligation authority target for FFY 2023: \$1,678,048
- Total obligated in FFY 2023: \$-910,001
- Remainder to obligate in FFY 2023: \$2,588,049
- Total expected FFY 2023 obligations<sup>1</sup>: \$1,012,572

Contact [Mark Hamilton](#) if you have any questions on this report.

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<sup>1</sup> Per 2023 Obligation Authority Plan last revised July 27, 2023. Includes all FFY 2023 obligations, deobligations and expected obligations.

# 2023 SCOG Year to Date Obligations

**-\$910,001**

<b>STBG(R)</b>				<b>\$400.000</b>
<i>Agency</i>	<i>Project Title</i>	<i>Obligated</i>	<i>Date</i>	
Concrete	School Secondary Access	\$400,000	1/4/2023	
<b>STBG(UM)</b>				<b>\$102.913</b>
<i>Agency</i>	<i>Project Title</i>	<i>Obligated</i>	<i>Date</i>	
Sedro Woolley	John Liner Road, Reed to Township Bicycle/Pedestrian Improvements	\$102,913	5/15/2023	
<b>STP(R)</b>				<b>-\$1.669</b>
<i>Agency</i>	<i>Project Title</i>	<i>Obligated</i>	<i>Date</i>	
Skagit Co.	Francis Road Section 1	(\$1,669)	4/3/2023	
Skagit Co.	Josh Wilson Road, Phase 1	(\$654)	2/23/2023	
Skagit Co.	Josh Wilson Road, Phase 1	\$654	2/23/2023	
<b>STP(US)</b>				<b>-\$1,408.109</b>
<i>Agency</i>	<i>Project Title</i>	<i>Obligated</i>	<i>Date</i>	
Burlington	George Hopper Interchange Improvements, Phase I	(\$1,709,823)	2/24/2023	
Burlington	George Hopper Interchange Improvements, Phase II	(\$34,710)	3/24/2023	
Burlington	SR 20/Skagit Street Signalization Project	\$173,000	5/1/2023	
Mount Vernon	College Way (SR 538) @ I-5	\$127,514	3/15/2023	
Mount Vernon	College Way (SR 538) @ I-5	(\$127,514)	3/15/2023	
SCOG	Household Travel Survey	(\$13,752)	10/18/2022	
Sedro Woolley	SR20/Cascade Trail West Extension Phase 2A, Holtcamp Road to Hodgins Street	\$51,900	6/9/2023	
Sedro Woolley	SR20/SR9N - Township Intersection Improvements	\$71,421	5/4/2023	
Sedro Woolley	SR20/SR9N - Township Intersection Improvements	\$53,856	5/4/2023	
<b>TAP(R)</b>				<b>-\$500</b>
<i>Agency</i>	<i>Project Title</i>	<i>Obligated</i>	<i>Date</i>	
Skagit Co.	Centennial Trail (Big Rock to Clear Lake)	(\$500)	4/17/2023	
<b>TAP(US)</b>				<b>-\$2.636</b>
<i>Agency</i>	<i>Project Title</i>	<i>Obligated</i>	<i>Date</i>	
Mount Vernon	Kulshan Trail Safety Lighting Project	(\$2,427)	3/8/2023	
Mount Vernon	Kulshan Trail Safety Lighting Project	(\$209)	3/8/2023	

# 2023 OBLIGATION AUTHORITY PLAN

The following projects<sup>1</sup> 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 <sup>2</sup>	SCOG 22-25	PL	✓	\$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 OBLIGATIONS<sup>3</sup>: \$1,012,572**  
**OBLIGATION AUTHORITY TARGET: \$1,678,048**

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> 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. Includes any Extensions that have obligated funding.

## 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	✓	\$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**