

SKAGIT COUNCIL OF GOVERNMENTS TRANSPORTATION POLICY BOARD MEETING MINUTES

Wednesday, September 21st, 2016
Concrete Fire and Life Safety Building
Concrete, Washington

MEMBERS PRESENT

Voting Members: Commissioner Ken Dahlstedt, Skagit County, Chair; Mayor Laurie Gere, City of Anacortes, Vice-Chair; Mayor Jill Boudreau, City of Mount Vernon; Mayor Joan Cromley, Town of Hamilton; Jay Drye, Washington State Department of Transportation; Commissioner Lisa Janicki, Skagit County; Mayor Jason Miller, Town of Concrete; Mayor Steve Sexton, City of Burlington; Commissioner Ron Wesen, Skagit County.

STAFF PRESENT

Kevin Murphy, Executive Director; Mark Hamilton, Transportation Planner; Gabe Philips, Transportation Planner.

OTHERS PRESENT

Todd Carlson, Washington State Department of Transportation

MEMBERS OF PUBLIC PRESENT

There were two individuals in attendance.

MINUTES

1. Call to Order: Commissioner Dahlstedt called the meeting to order at 1:40 PM.
Roll Call: Roll was taken with a quorum present.
2. Public Comment: There were no public comments.
3. Chair's Report: Commissioner Dahlstedt had no items to report.
4. Executive Director's Report: Kevin Murphy reported on his involvement with the Washington State Joint Transportation Commission subcommittee for rail crossings. The committee is currently screening consultants for the statewide rail crossing study and expects to complete the study later this year. Mr. Murphy also reported that SCOG will be holding a regional transportation forum on October 25th, 2016 with Skagit Transit and the Washington State Department of Transportation.
5. Consent Agenda
 - a. Approval of the August 17th, 2016 Skagit Council of Governments Transportation Policy Board meeting minutes.
Mayor Gere moved to approve the consent agenda. Mayor Miller seconded the motion. The motion carried unanimously.
6. Action Items
 - a. Adopt Resolution 2016-07 to Certify Mount Vernon Comprehensive Plan Transportation Element: Gabe Philips described SCOG's responsibility to certify local comprehensive plan transportation elements for consistency with the Skagit 2040 Regional Transportation Plan and compliance with the Growth Management Act. Mr. Philips gave a brief summary of the Mount Vernon Comprehensive Plan Transportation Element. He noted that there are some projects that were included in Mount Vernon's Comprehensive Plan Transportation Element that are inconsistent with the Skagit 2040 Regional Transportation Plan due to overlapping timelines as these plans were being developed. These inconsistencies will be addressed when SCOG updates the Skagit 2040 Regional Transportation Plan later this fall. Staff recommends that the Transportation Policy Board adopt Resolution 2016-07 to certify the City of Mount Vernon Comprehensive Plan Transportation Element.

Mayor Miller moved to adopt Resolution 2016-07 to Certify the City of Mount Vernon Comprehensive Plan Transportation Element. Commissioner Wesen seconded the motion. The motion carried unanimously.

- b. Release 2017-2022 Regional Transportation Improvement Program for Public Comment: Mr. Philips gave an overview of the 2017-2022 Regional Transportation Improvement Program. Most of the changes to the document are associated with the new database staff has developed to track projects and produce reports. The Regional Transportation Improvement Program now has updated project data sheets that include maps and reduced usage of acronyms. Staff has also prepared an online map that allows members of the public to review individual projects in a user-friendly way. Mr. Philips also noted that the projects in the Regional Transportation Improvement Program have been prioritized.

Mayor Boudreau noted that the updated graphics in the Regional Transportation Improvement Program are very helpful to demonstrate where decision points are in the project development process.

Commissioner Janicki moved to release the 2017-2022 Regional Transportation Improvement Program for public review. Mayor Boudreau seconded the motion. The motion carried unanimously.

- c. Authorization to Enter into Contract with Parametrix of Seattle to Conduct the Cook Road Corridor Study: Mr. Philips reviewed the request for proposals that was issued by SCOG to solicit consultants to work on the Cook Road Corridor Study. Two proposals were received and the selection committee recommended that Parametrix be awarded the contract. Staff recommends that the Transportation Policy Board authorize the Executive Director to enter into a contract with Parametrix to conduct the Cook Road Corridor Study.

Mayor Boudreau moved to authorize the Executive Director to enter into a contract with Parametrix to conduct the Cook Road Corridor Study. Mayor Gere seconded the motion. The motion carried unanimously.

7. Discussion Item

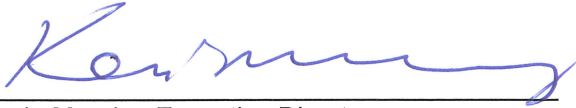
- a. Regional Project Evaluation Process for Human Services Transportation Projects: Mark Hamilton gave an overview of the human services transportation project prioritization process as recommended by the Skagit Special Needs Transportation Committee. SCOG will have three As, three Bs, three Cs, and unlimited Ds to assign regional priorities to proposed projects for consideration in the statewide selection process. Mr. Hamilton reviewed the proposed schedule for the regional prioritization process as well as the proposed criteria and weights, which are based on the Skagit-Island Human Services Transportation Plan. The recommendation will go out for public review and comment. Any comments received, with staff responses, will be presented to the Transportation Policy Board at the October 19th meeting.

8. Transportation Policy Board Roundtable Discussion: Jay Drye gave an update on the progress of Washington State Department of Transportation projects currently underway in the region. An open house regarding the Sharpes Corner Intersection Improvement project will be held on Thursday in Oak Harbor. The Transportation Policy Board gave brief updates on the transportation projects their respective agencies are currently working on.

9. Next Meeting: The next Transportation Policy Board meeting will be October 19th, 2016 at the Burlington City Council Chambers at 1:30 PM.

10. Adjourned: The meeting adjourned at 2:25 PM.

Information Items: The Transportation Policy Board was provided with the draft September 1st, 2016 Technical Advisory Committee meeting minutes, the draft September 6th, 2016 Skagit Special Needs Transportation Committee meeting minutes, and the Title VI Plan Annual Report.

A handwritten signature in blue ink, appearing to read "Kevin Murphy".

Kevin Murphy, Executive Director
Skagit Council of Governments

Date 10-19-2016

Approved,

A handwritten signature in blue ink, appearing to read "Kenneth O. Dahlstedt".

Commissioner Ken Dahlstedt
Transportation Policy Board Chair
Skagit Council of Governments

Date 10/19/2016