

SKAGIT COUNCIL OF GOVERNMENTS  
TRANSPORTATION POLICY BOARD  
MEETING MINUTES

Wednesday, April 18, 2018  
Burlington City Council Chambers  
Burlington, Washington

**MEMBERS PRESENT**

**Voting Members:** Commissioner Ron Wesen, Skagit County, Chair; Mayor Joan Cromley, Town of Hamilton; Commissioner Ken Dahlstedt, Skagit County; Jay Drye, Washington State Department of Transportation (WSDOT); Commissioner Lisa Janicki, Skagit County; Mayor Julia Johnson, City of Sedro-Woolley; Mayor Jason Miller, Town of Concrete; Commissioner Steven Omdal, Port of Skagit; and Mayor Steve Sexton, City of Burlington.

**STAFF PRESENT**

Kevin Murphy, Executive Director; Pam Carlson, Finance Manager; Mark Hamilton, Senior Transportation Planner; Rose Howe, Assistant Planner.

**MEMBERS OF PUBLIC PRESENT**

Three members of the public attended the meeting.

**MINUTES**

1. Call to Order: Commissioner Wesen called the meeting to order at 1:30 PM.  
Roll Call: Roll was taken with a quorum present.
2. Public Comment: There were no public comments.
3. Chair's Report: Commissioner Wesen reported he attended a meeting about regional transportation with Representative Larsen. Mayor Johnson added Representative Larsen was interested in the projects happening in cities, towns and Skagit County.
4. Executive Director's Report: Kevin Murphy reported the latest obligation authority report was released on April 17, and the College Way project in Mount Vernon that was expected to obligate did not obligate during March. Mr. Murphy said staff discussed the matter internally and will likely bring projects from the contingency list forward for Board consideration in May.

Mr. Murphy thanked Skagit County for their presentation on the electric ferry update at the North Sound Transportation Alliance meeting last week.

Mr. Murphy announced SCOG received an increase in funds in the Governor's budget for regional transportation planning organizations that amounted to about \$12,000.

5. Consent Agenda
  - a. Approval of March 21, 2018 Transportation Policy Board Meeting Minutes  
Commissioner Janicki moved to approve the consent agenda. Mayor Miller seconded the motion. The motion carried unanimously.
6. Action Items
  - a. Approval of April 2018 Regional Transportation Improvement Program Amendments: Mark

Hamilton presented the following proposed amendments to the 2018–2023 Regional Transportation Improvement Program:

- Skagit County
  - Centennial Trail (Big Rock to Clear Lake)
  - Active Warning Signs (Install Active Warning Signs)
  - Guardrail (Installation/Upgrade Various Locations)
- Washington State Department of Transportation (WSDOT)
  - SR 20/Sharpe’s Corner Vicinity - Improvements
  - Regionwide Shoulder Rumble Strip Installation (17-19)
  - I-5/Southbound Samish River - Bridge Deck Overlay

Commissioner Dahlstedt made a motion to approve the April 2018 amendments to the Regional Transportation Improvement Program. Commissioner Janicki seconded the motion. The motion carried unanimously.

- b. Create 2018 Ad Hoc Advisory Committee for Coordinated Public Transit-Human Services Transportation Plan & Project Prioritization: Mr. Hamilton reported the Ad Hoc Advisory Committee will assist with the development of the Coordinated Public Transit-Human Services Transportation Plan and regional prioritization of transportation projects. Mr. Hamilton reported that staff reached out to several organizations about serving on the Ad Hoc Advisory Committee, and the organizations willing to serve are listed below. Each organization identified a representative to serve on the committee, and a few identified alternates.

Organization	Representative	Alternates
Boys & Girls Clubs of Skagit County	Manny Smith	
Center for Independence: North Sound	Kelsey Severson	Alex Hatcher
Community Action of Skagit County	Lynn Christofersen	Jen Milton
Mercy Transportation	Shirley Allen	
Northwest Educational Service District #189	Anna Esquibel	
Northwest Regional Council	Aly Horry	
Samish Indian Nation	Nora Pederson	
Sauk-Suiattle Indian Tribe	Joni Soriano	Kevin Lenon, Natalie Misanes, Michele Metcalf
Skagit Transit	Brad Windler	
Swinomish Indian Tribal Community	Keri Shepard	
Town of Concrete	Cody Hart	
Volunteers of America, Northsound 211	Chris Hatch	
Washington State Department of Transportation	Stacy Clauson	
Washington Vocational Services	Julie Handy	

Mr. Hamilton also mentioned two organizations, Chinook Enterprises and Mount Vernon Division of Vocational Rehabilitation, were contacted but did not respond. Mr. Hamilton said staff recommends the creation of the Ad Hoc Advisory Committee for 2018 only to assist with the Coordinated Public Transit-Human Services Transportation Plan and regional project prioritization.

Mr. Hamilton responded to questions asked by the Board, confirming all Ad Hoc Advisory Committee meetings will be open to the public and that staff is not recommending that spots be held for the two non-responsive organizations.

Mayor Miller moved to approve the creation of the Ad Hoc Advisory Committee and Commissioner Dahlstedt seconded the motion. The motion carried unanimously.

- c. Authorize Executive Director to Execute Professional Services Agreement for Planning Services: Mark Hamilton reported that in February SCOG released a request for proposals to provide professional services for the preparation of the Coordinated Public Transit-Human Services Transportation Plan. Three proposals were received by the submission deadline. Proposals were received from the KFH Group, the Athena Group, and Transpo Group. Interviews were held one day before Board packets were sent out, Mr. Hamilton reported, and since then, the selection committee has recommended the KFH Group for the contract.

Mark Hamilton stated the KFH Group received 86% of possible points during the interview process, whereas the Athena Group received 83% and Transpo Group received 79%. After the selection team had decided, Mr. Hamilton reported talking with Kevin Murphy about the consultant selection recommendation. SCOG staff recommends authorizing the Executive Director to enter contract negotiations with the KFH Group.

Commissioner Janicki asked what made KFH Group stand out, and Mr. Hamilton replied it was their qualifications and extensive experience with Coordinated Public Transit-Human Services Plans. Commissioner Wesen asked when the Board will see the draft, and Mr. Hamilton responded the final draft is required to be adopted by December and the rough draft is scheduled to go before the Board in October.

Commissioner Dahlstedt moved to authorize the Executive Director to enter contract negotiations with KFH Group. Mayor Sexton seconded the motion, and the motion carried unanimously.

## 7. Discussion Items

- a. Unified Planning Work Program for State Fiscal Year 2019: Mark Hamilton reported that the Unified Planning Work Program (UPWP) is a federally required document that includes all of the transportation tasks that SCOG expects to complete over the next state fiscal year, from July 1, 2018, to June 30, 2019. Mr. Hamilton reported SCOG staff met with representatives from the Washington State Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration after the first draft was sent to the Board. Mr. Hamilton said staff met with the representatives on Tuesday, April 17, and discussed their comments on the draft.

Mr. Hamilton also reported staff anticipates making changes to the financial section of UPWP before bringing the document before the Board for action next month.

8. Roundtable and Open Topic Discussion

Jay Drye reported there is a lot of activity currently underway on the Sharpe’s Corner project, and currently, the focus is on the Miller and Gibraltar roundabout. Mr. Drye summarized that Phase 1 was completed on Friday, April 13, and Phase 2 began the following Monday. Mr. Drye also recognized Skagit County and the City of Anacortes for their helpful efforts redirecting traffic through signing and enforcement.

9. Next Meeting: Wednesday, May 16, 2018, 1:30 PM, *Burlington City Council Chambers*

10. Adjourned: 2:02 PM

Information Items: The Transportation Policy Board was provided with a monthly financial update, draft meeting minutes from the April 5<sup>th</sup> Technical Advisory Committee meeting, and the 2017 Annual Listing of Federal Obligations.

Approved,

\_\_\_\_\_  
Kevin Murphy, Executive Director  
Skagit Council of Governments

Date \_\_\_\_\_

\_\_\_\_\_  
Commissioner Ron Wesen, Skagit County  
Transportation Policy Board Chair  
Skagit Council of Governments

Date \_\_\_\_\_