

SKAGIT COUNCIL OF GOVERNMENTS TRANSPORTATION POLICY BOARD MEETING

May 19, 2021 - 1:30 p.m.

[GoToMeeting](#)

Dial In: 1 (866) 899-4679

Access Code: 413-377-381

AGENDA

- 1:30 1. Call to Order and Roll Call
- 2. Written Public Comments – *Mark Hamilton*
- 1:35 3. Consent Agenda
 - a. Approval of [April 21, 2021 Transportation Policy Board Meeting Minutes](#)
- 4. Action Items
 - a. [May Amendments to Regional Transportation Improvement Program](#) – *Mark Hamilton*
 - b. [Unified Planning Work Program for State Fiscal Year 2022](#) – *Mark Hamilton*
- 1:45 5. Chair’s Report
- 6. Executive Director’s Report
- 7. Roundtable and Open Topic Discussion
- 8. Next Meeting: June 16, 2021, 1:30 p.m., [GoToMeeting](#)
- 1:55 9. Adjourned
 - a. The SCOG Board of Directors meeting follows this meeting using the same [GoToMeeting](#)

Information:

[Monthly Financial Update](#)

[May 6, 2021 Technical Advisory Committee Meeting Minutes](#)

[Meeting Packet](#)

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TRANSPORTATION POLICY BOARD OFFICERS

Mayor Julia JohnsonChair

Commissioner Peter BrowningVice-Chair

TRANSPORTATION POLICY BOARD MEMBERSHIP AND VOTES

- Anacortes.....1
- Burlington1
- Mount Vernon1
- Sedro-Woolley1
- Skagit County3
- WSDOT.....1
- Ports1
 - Port of Anacortes
 - Port of Skagit
- Towns.....1
 - Concrete
 - Hamilton
 - La Conner
 - Lyman
- Tribes1
 - Swinomish Indian Tribal Community
 - Samish Indian Nation

NON-VOTING MEMBERS

- Major Employer Representative
- Skagit PUD
- State Representatives
- State Senators

QUORUM REQUIREMENT

A quorum consists of a simple majority (6) of the total votes (11), provided there is at least one Skagit County representative present.

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SKAGIT COUNCIL OF GOVERNMENTS TRANSPORTATION POLICY BOARD MEETING MINUTES

Wednesday, April 21, 2021
GoToMeeting Remote Meeting

MEMBERS PRESENT

Commissioner Peter Browning, Skagit County, Vice-Chair; Mayor Jill Boudreau, City of Mount Vernon; Jay Drye, Washington State Department of Transportation (WSDOT); Mayor Laurie Gere, City of Anacortes; Commissioner Lisa Janicki, Skagit County; Commissioner Germaine Kornegay, Skagit PUD; Commissioner Steve Omdal, Port of Skagit (arrived 1:46 p.m.); Mayor Steve Sexton, City of Burlington; Commissioner Ron Wesen, Skagit County; and Chairman Tom Wooten, Samish Indian Nation.

STAFF PRESENT

Kevin Murphy, Executive Director; Katie Bunge, Associate Planner; Pam Carlson, Finance Manager; and Mark Hamilton, Senior Transportation Planner.

MINUTES

1. Call to Order: Commissioner Browning called the meeting to order at 1:39 p.m.

Roll Call: Roll was taken with a quorum present.

2. Written Public Comments: Mr. Hamilton explained that while there is no opportunity for verbal public comment during the remote meeting, written comments were accepted between the time when the meeting materials were released, and the day prior to the meeting. During that timeframe, no public comments were received.

3. Consent Agenda

- a. Approval of March 17, 2021 Transportation Policy Board Meeting Minutes

Mayor Boudreau moved to approve the March 17, 2021 meeting minutes as presented, and Mayor Gere seconded the motion. The motion carried unanimously.

4. Action Items

- a. 2021 Regional Project Selection Evaluation Process: Mr. Hamilton reminded the Board that it is Skagit Council of Governments' duty to select projects for certain federal funds, and that approximately \$3.5 million is available for funding through this project selection. If approved, a call for projects would begin on April 23 and run through May 14. A public comment period on the regional project selection evaluation process was held since the March TPB meeting, and one commenter submitted comments. Comments and staff responses are included with the meeting packet.

Mr. Hamilton explained that in past years, the Board has chosen to set aside a minimum 10% of the Surface Transportation Block Grant funds for non-roadway projects. This year, the Technical Advisory Committee (TAC) discussed this topic and had no recommendation for the Board.

Project sponsors who moved projects ahead through SCOG's regional transportation improvement program (RTIP) procedures last year in order to help meet the regional obligation authority target are eligible for bonus points in this year's project selection. However, it is at

the discretion of the Board to decide how many bonus points to award to these project sponsors. Eligible project sponsors are the cities of Anacortes and Mount Vernon, as well as the Samish Indian Nation. For reference in making this bonus-point determination, Mr. Hamilton said that in the 2019 project selection, scores ranged from 19 to 75, with a median score of 51 out of 100.

Board members discussed the non-roadway set-aside, and supported continuing the practice, but setting aside 5% of the STBG funds for non-roadway projects. Board members also discussed awarding five bonus points to eligible project sponsors.

Mayor Gere moved to approve the 2021 Project Selection Evaluation Process with a minimum 5% set-aside for non-roadway projects and five bonus points to project sponsors who moved projects forward through the RTIP procedures in 2019. Commissioner Janicki seconded the motion, and the motion carried unanimously.

5. Discussion Items

- a. Unified Planning Work Program for State Fiscal Year 2022: Mr. Hamilton said that the unified planning work program (UPWP) is the work program for SCOG's transportation activities and aligns with the state fiscal year. A draft UPWP for the 2022 state fiscal year is included in the meeting packet. The UPWP outlines expected transportation work activities, along with revenue and expenditures. Revenue includes federal and state grants that come to SCOG for transportation-related purposes, along with SCOG member dues that provide the federal match. SCOG includes planning projects conducted by other agencies at the end of the UPWP, along with a long-term work schedule. Earlier in April, SCOG staff met with Federal Highway Administration, Federal Transit Administration, and WSDOT staffs to review and discuss the draft UPWP. The UPWP will come back to the Board as an action item at the next meeting.

6. Chair's Report: Commissioner Browning had nothing to report.

7. Executive Director's Report: Mr. Murphy had nothing to report.

8. Roundtable and Open Topic Discussion: Mr. Drye informed the Board that construction work on the Interstate 5 Stillaguamish River Bridge was beginning, along with work on an Interstate 5 fish-passage project in Whatcom County. Chairman Wooten asked about the progress on the Deception Pass/Canoe Pass bridge painting project. Mr. Drye explained that the contractor for that project was terminated, and a new contractor is now in place. Progress is being made on the bridge painting, but the project is expected to extend into 2022.

Commissioner Janicki said that she had met with some farmers in eastern Skagit County, and was asked about proposed wildlife-crossing projects on State Route 20. Mr. Drye explained that no wildlife-crossing projects are planned at the moment, but that WSDOT is beginning a planning process to look at the State Route 20 corridor as a whole, exploring solutions for fish passages as well as wildlife crossings. After being asked, Mr. Drye mentioned that he had not seen recent data on elk-related collisions on that corridor.

9. Next Meeting: The next meeting is Wednesday, May 19, 2021, at 1:30 p.m., via the GoToMeeting remote meeting platform.

10. Adjourned: Commissioner Browning adjourned the meeting at 2:02 p.m.

Information Items: The Board was provided with a monthly financial update, draft minutes from the April 1, 2021 Technical Advisory Committee meeting, the 2020 Annual Listing of Federal Obligations, the 2021 Obligation Authority Plan, and letters of support and other letters.



Approved,

Date: _____

Kevin Murphy, Executive Director
Skagit Council of Governments

Date: _____

Commissioner Peter Browning, Skagit County
Transportation Policy Board Vice-Chair
Skagit Council of Governments

DRAFT

ACTION ITEM 4.A. – MAY AMENDMENTS TO REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM

Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Technical Advisory Committee	05/06/2021	Review and Recommendation	Mark Hamilton	(360) 416-7876
Transportation Policy Board	05/19/2021	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 amendments:

- Anacortes
 - 32nd Street and M Avenue Intersection Improvements: this amendment adds this project to the Regional Transportation Improvement Program. The Washington State Department of Transportation awarded \$1,015,000 to this project through the federal Highway Safety Improvement Program. The project includes a local match of \$685,000.
- Skagit Transit
 - Operating Funds: this amendment removes 2021 programmed funds for this project. \$4,400,000 is currently programmed in 2021 for this project, including Federal Transit Administration 5307 funding (\$2,200,000) and local match (\$2,200,000). This 2021 funding is no longer necessary for this project due to funding provided to Skagit Transit through various COVID-19-related federal authorizations.
 - Bus Stop Sign Project: this amendment adds this project to the Regional Transportation Improvement Program. The project utilizes Federal Transit Administration 5339 formula funding to Skagit Transit (\$40,000), along with a local match (\$10,000).
 - Paratransit Passenger Portal Software: this amendment adds this project to the Regional Transportation Improvement Program. The project utilizes Federal Transit Administration 5339 formula funding to Skagit Transit (\$68,000), along with a local match (\$17,000).

FISCAL CONSTRAINT

The Regional Transportation Improvement Program is fiscally constrained in the 2021–2024 program years.

- [Financial feasibility table](#)



PUBLIC PARTICIPATION

A public comment period began on April 29 and ended on May 7. No comments were received.

Agency Anacortes

Project Title 32nd Street and M Avenue Intersection Improvements

Description Construct a roundabout with Rectangular Rapid Flashing Beacons (RRFBs) at pedestrian crossings and lane width reductions.

Road Name 32nd Street

Begin Termini M Avenue Vicinity

End Termini M Avenue Vicinity

Total Project Length 0.00

Improvement Type Safety

Functional Class Minor Arterial

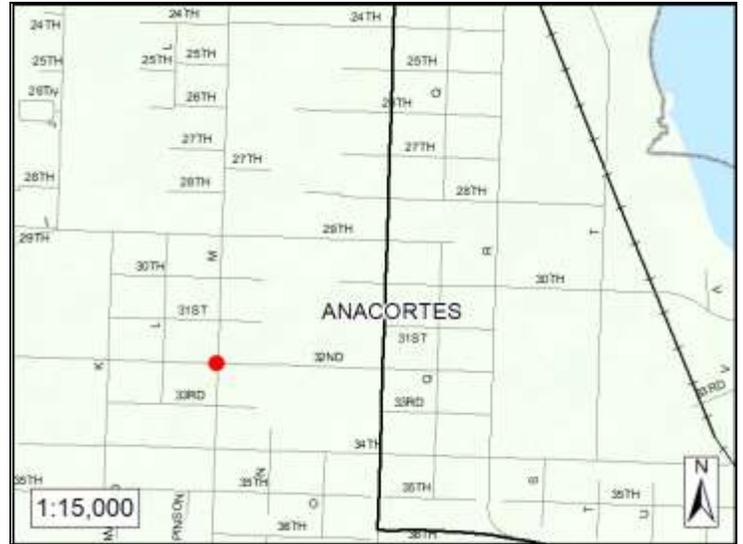
Environmental Type Categorical Exclusion

Priority Number 1

Amendment Number

Amendment Date

Total Project Cost \$1,700,000



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

STIP ID WA-10697

WSDOT PIN

Federal Aid Number

SCOG ID

Agency ID

Hearing Date 12/7/2020

Adoption Date 12/21/2020

Resolution Number Ord. 3080

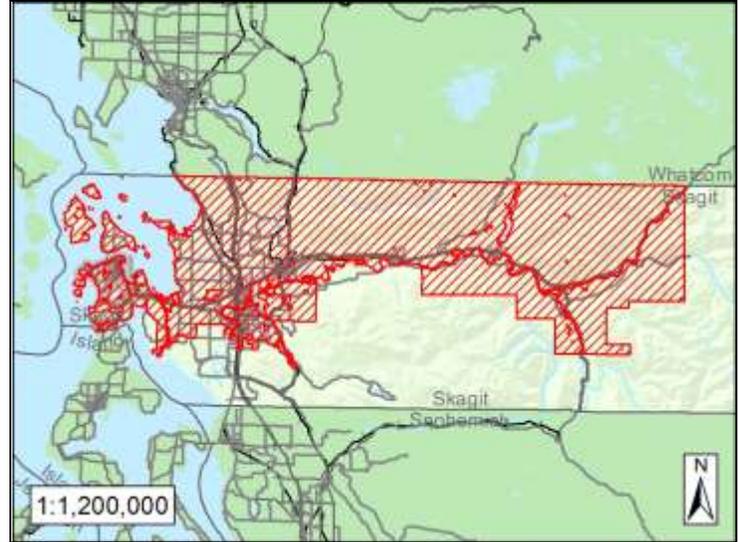
Phase Obligation Schedule

Phase	Phase Start	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total	Date Programmed
PE	2021	HSIP	\$90,000		\$0	\$10,000	\$100,000	5/19/2021
CN	2021	HSIP	\$925,000		\$0	\$675,000	\$1,600,000	5/19/2021
Total			\$1,015,000		\$0	\$685,000	\$1,700,000	

Agency Skagit Transit

Project Title Operating Funds

Description Operating assistance for fixed route and demand response services in the Skagit Public Transportation Benefit Area.



Road Name NA

Begin Termini NA

End Termini NA

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 \$13,400,000

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

STIP ID WA-07306

WSDOT PIN

Federal Aid Number

SCOG ID

Agency ID

Hearing Date 8/19/2020

Adoption Date 8/19/2020

Resolution Number

Phase Obligation Schedule

Phase	Phase Start	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total	Date Programmed
ALL	2022	5307	\$2,200,000		\$0	\$2,200,000	\$4,400,000	10/21/2020
ALL	2023	5307	\$2,300,000		\$0	\$2,300,000	\$4,600,000	10/21/2020
ALL	2024	5307	\$2,200,000		\$0	\$2,200,000	\$4,400,000	10/21/2020
Total			\$6,700,000		\$0	\$6,700,000	\$13,400,000	

Agency Skagit Transit

Project Title Bus Stop Sign Project

Description Purchase of reflective bus stop signage for passenger safety.

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

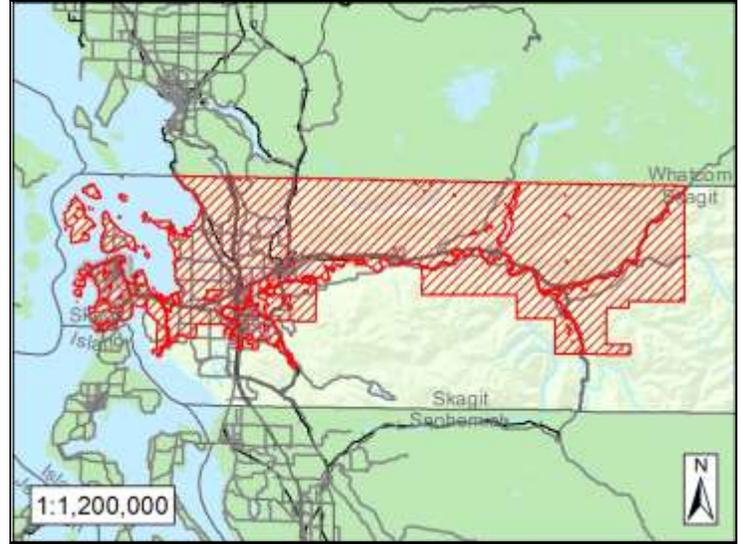
Environmental Type Categorical Exclusion

Priority Number 1

Amendment Number

Amendment Date

Total Project Cost \$50,000



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

STIP ID WA-13456

WSDOT PIN

Federal Aid Number

SCOG ID

Agency ID

Hearing Date 8/19/2020

Adoption Date 8/19/2020

Resolution Number 2020-04

Phase Obligation Schedule

Phase	Phase Start	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total	Date Programmed
ALL	2021	5339	\$40,000		\$0	\$10,000	\$50,000	5/19/2021
Total			\$40,000		\$0	\$10,000	\$50,000	

Agency Skagit Transit

Project Title Paratransit Passenger Portal Software

Description Purchase of add on software to existing paratransit scheduling software. The project includes installation and training services.

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

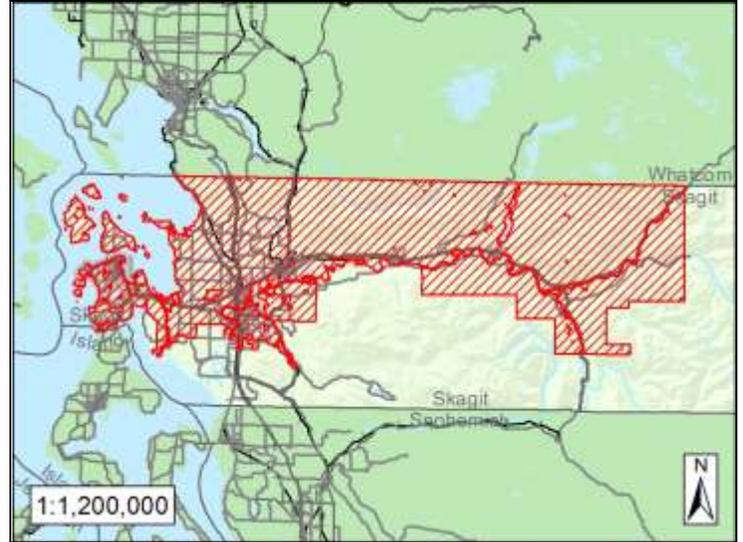
Environmental Type Categorical Exclusion

Priority Number 1

Amendment Number

Amendment Date

Total Project Cost \$85,000



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

STIP ID WA-13457

WSDOT PIN

Federal Aid Number

SCOG ID

Agency ID

Hearing Date 8/19/2020

Adoption Date 8/19/2020

Resolution Number 2020-04

Phase Obligation Schedule

Phase	Phase Start	Federal Fund Code	FederalFunds	State Fund Code	StateFunds	LocalFunds	Total	Date Programmed
ALL	2021	5339	\$68,000		\$0	\$17,000	\$85,000	5/19/2021
Total			\$68,000		\$0	\$17,000	\$85,000	

Financial Feasibility Table

Funding Program	Carryover	2021			2022			2023			2024			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			
SCOG-Awarded Funds	-\$209	\$2,092	\$1,883	\$1,163	\$2,092	\$2,811	\$2,087	\$2,092	\$2,816	\$1,813	\$2,092	\$3,094	\$2,423	\$8,158	\$7,486	\$672
STP	-\$134	\$1,937	\$1,803	\$1,163	\$1,937	\$2,577	\$1,947	\$1,937	\$2,567	\$1,609	\$1,937	\$2,895	\$2,423	\$7,614	\$7,142	\$472
TAP	-\$76	\$155	\$79	\$0	\$155	\$234	\$140	\$155	\$249	\$204	\$155	\$200	\$0	\$544	\$344	\$200
State & Other Federal Funds	\$0	\$21,171	\$21,171	\$21,171	\$8,006	\$8,006	\$8,006	\$18,133	\$18,133	\$18,133	\$3,237	\$3,237	\$3,237	\$50,547	\$50,547	\$0
5307	\$0	\$109	\$109	\$109	\$2,200	\$2,200	\$2,200	\$2,300	\$2,300	\$2,300	\$2,200	\$2,200	\$2,200	\$6,809	\$6,809	\$0
5339	\$0	\$220	\$220	\$220	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$220	\$220	\$0
FBP	\$0	\$144	\$144	\$144	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$144	\$144	\$0
HSIP	\$0	\$3,747	\$3,747	\$3,747	\$3,985	\$3,985	\$3,985	\$0	\$0	\$0	\$750	\$750	\$750	\$8,482	\$8,482	\$0
NHPP	\$0	\$3,399	\$3,399	\$3,399	\$1,821	\$1,821	\$1,821	\$0	\$0	\$0	\$0	\$0	\$0	\$5,220	\$5,220	\$0
STP(BR)	\$0	\$2,568	\$2,568	\$2,568	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,568	\$2,568	\$0
STP(S)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$377	\$377	\$377	\$0	\$0	\$0	\$377	\$377	\$0
TTP	\$0	\$14	\$14	\$14	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14	\$14	\$0
CRAB	\$0	\$839	\$839	\$839	\$0	\$0	\$0	\$0	\$0	\$0	\$287	\$287	\$287	\$1,126	\$1,126	\$0
CWA	\$0	\$10,130	\$10,130	\$10,130	\$0	\$0	\$0	\$15,457	\$15,457	\$15,457	\$0	\$0	\$0	\$25,587	\$25,587	\$0
Locally-Managed Funds	\$0	\$4,180	\$4,180	\$4,180	\$2,644	\$2,644	\$2,644	\$2,598	\$2,598	\$2,598	\$2,893	\$2,893	\$2,893	\$12,315	\$12,315	\$0
Local	\$0	\$4,180	\$4,180	\$4,180	\$2,644	\$2,644	\$2,644	\$2,598	\$2,598	\$2,598	\$2,893	\$2,893	\$2,893	\$12,315	\$12,315	\$0
Total	-\$209	\$27,443	\$27,234	\$26,514	\$12,742	\$13,461	\$12,737	\$22,823	\$23,547	\$22,545	\$8,222	\$9,225	\$8,553	\$71,020	\$70,348	\$672

ACTION ITEM 4.B. – UNIFIED PLANNING WORK PROGRAM FOR STATE FISCAL YEAR 2022

Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Technical Advisory Committee	04/01/2021	Discussion	Mark Hamilton	(360) 416-7876
Transportation Policy Board	04/21/2021	Discussion	Mark Hamilton	(360) 416-7876
Technical Advisory Committee	05/06/2021	Recommendation	Mark Hamilton	(360) 416-7876
Transportation Policy Board	05/19/2021	Action	Mark Hamilton	(360) 416-7876

PROPOSED ACTION

Skagit Council of Governments (SCOG) staff and Technical Advisory Committee recommend approval of the [Unified Planning Work Program](#) (UPWP) for state fiscal year 2022.

DISCUSSION

SCOG is responsible for preparing a UPWP that documents the transportation planning work activities and related tasks to be accomplished during state fiscal year 2022 (July 1, 2021 through June 30, 2022). The UPWP identifies planning tasks, their associated costs and applicable funding sources.

A remote meeting with representatives from the Federal Highway Administration, Federal Transit Administration, Washington State Department of Transportation and SCOG was held on April 15 to review and discuss the draft UPWP. Revisions were made to the draft UPWP by SCOG staff following the meeting. Revisions appear in strikethrough-underline format, with additions underlined in red (“[additions](#)”) and deletions struck in red (“~~deletions~~”).

SCOG staff anticipates that the Transportation Policy Board will take action on the UPWP at the May 19 meeting. The document must be approved no later than the end of June.

UNIFIED PLANNING WORK PROGRAM

Adopted by the
Transportation Policy Board on
May 19, 2021

State Fiscal Year

2022

July 1, 2021 – June 30, 2022

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DRAFT

Preparation of this document was funded by grants from the Federal Highway Administration, Federal Transit Administration, Washington State Department of Transportation and with contributions by SCOG member jurisdictions.

SCOG ensures full compliance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990 by prohibiting discrimination against any person on the basis of race, color, national origin, sex or disabilities in the provision of benefits and services resulting from its federally assisted programs and activities.

For more information, or to obtain a Title VI Complaint Form, contact the Title VI Coordinator, Kevin Murphy, at (360) 416-7871 or visit <http://scog.net/nondiscrimination/>.

Cover photograph courtesy of Andy Porter Photography.

PLANNING ORGANIZATION OVERVIEW

Authorized by federal law, metropolitan planning organizations (MPOs) exist throughout the United States in all urbanized areas with populations greater than 50,000 people. MPOs plan, program and prioritize federal funding used on transportation projects in metropolitan areas.

The Skagit Council of Governments (SCOG) is the federally designated MPO in Skagit County, Washington, as enabled by federal law [23 USC 134](#) and [49 USC 5303](#). In coordination with the United States Department of Transportation (USDOT), the Washington State Department of Transportation (WSDOT) and stakeholders in the planning area – SCOG leads the development of the region’s long-range regional transportation plan and short-range regional transportation improvement program.

Washington state’s Growth Management Act of 1990 authorized the creation of regional transportation planning organizations (RTPOs). Through its [governance agreement](#), SCOG is designated as the RTPO for Skagit County. Through the RTPO, SCOG convenes cities, towns, counties, transit agencies, tribes, ports, private employers and WSDOT as the Skagit region plans for the future. Examples of RTPO duties include: preparing a regional transportation plan; certifying that countywide planning policies and local transportation elements are consistent with the regional transportation plan; and maintaining a six-year regional transportation improvement program.

For a listing of Transportation Policy Board membership, refer to Appendix A: Board Membership. For a graphical representation of the board and advisory committee structure, refer to Appendix B: SCOG Organizational Structure. For a map of the MPO and RTPO planning area, see Appendix C: MPO & RTPO Planning Area.

UNIFIED PLANNING WORK PROGRAM OVERVIEW

The unified planning work program (UPWP) documents the transportation planning work activities and related tasks to be accomplished during state fiscal year (SFY) 2022 – July 1, 2021 through June 30, 2022. Work activities included in the UPWP comply with regional policies, goals and objectives. SCOG’s Transportation Policy Board reviews and approves the UPWP. Final approval is then issued by the Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and WSDOT.

This document outlines federal and state planning requirements, then presents a work program of planning activities for SFY 2022 that address the requirements. The work activities in the UPWP are organized into four elements:

- Element 1: Administration;
- Element 2: Multimodal Planning;
- Element 3: Programming & Project Selection; and
- Element 4: Data Collection & Analysis.

MPO and RTPO planning activities are funded by grants from USDOT, WSDOT and dues from local governments. The UPWP is adopted annually and serves as a budget and work program for SCOG’s transportation function.

For a graphical representation of the core work activities identified in the UPWP, refer to Appendix D: Core Programs and Functions.

Appendix E: Planning Projects by Other Agencies, includes planning related projects conducted by other agencies during the timeframe of the UPWP.

Appendix F: Long-term Work Schedule includes long-term work tasks that either begin in this UPWP and continue past the UPWP, or are anticipated for future UPWPs and have not yet begun.

AMENDING THE UPWP

As staff availability fluctuates and regional priorities change, it may become necessary to amend the UPWP. If it is determined, through discussions with the SCOG Transportation Policy Board, that an amendment is necessary, staff will prepare an updated UPWP. A draft will then be made available to the public, Technical Advisory Committee (TAC), Transportation Policy Board, WSDOT, FHWA and FTA. The Transportation Policy Board will then take action on the amended UPWP. If the amendment is approved, it will then be submitted to WSDOT, FHWA and FTA for final approval.

FEDERAL AND STATE REQUIREMENTS

FEDERAL PLANNING FACTORS

Federal planning factors emphasize priorities for transportation planning from a national perspective ([23 USC 134\(h\)](#) and [49 USC 5303\(h\)](#)). The ten factors are as follows:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

Each of the federal planning factors is addressed through various work activities selected for SFY 2022, as shown below:

UPWP Work Task	Economic Vitality	System Safety	System Security	Accessibility and Mobility	Protect Environment	Integration of System	Efficiency	System Preservation	System Resiliency	Enhance Tourism
1.1 – MPO & RTPO Administration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.2 – UPWP Annual Development and Reporting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.3 – Legislator Contact										
1.4 – Title VI Annual Report				✓	✓					
1.5 – Public Participation Plan Annual Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.1 – Regional Transportation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.2 – Statewide Planning Initiatives	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.3 – Local Transportation Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.4 – North Sound Transportation Alliance				✓	✓	✓				✓
2.5 – Transportation Element Consistency	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

UPWP Work Task	Economic Vitality	System Safety	System Security	Accessibility and Mobility	Protect Environment	Integration of System	Efficiency	System Preservation	System Resiliency	Enhance Tourism
2.6 – Nondiscrimination Planning				✓	✓					
2.7 – Non-Motorized Transportation Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.8 – Regional Level of Service Review	✓	✓	✓	✓		✓	✓			
2.9 – Coordinated Public Transit-Human Services Transportation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.10 – Intelligent Transportation Systems Architecture	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.11 – Public Participation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.1 – Regional Transportation Improvement Program	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.2 – Annual Listing of Obligations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.3 – Project Selection & Prioritization	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.4 – List of Regional High Priority Projects	✓	✓	✓	✓	✓	✓				
4.1 – Regional Performance Targets	✓	✓	✓	✓	✓	✓	✓	✓		
4.2 – Travel Demand Model	✓			✓			✓			✓
4.3 – Traffic Counts	✓			✓			✓	✓		
4.4 – Geographic Information Systems	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.5 – Highway Functional Classification	✓	✓	✓	✓				✓		
4.6 – Household Travel Survey	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.7 – Population & Employment Estimates	✓			✓		✓	✓			

FEDERAL EMPHASIS AREAS

The Federal Highway Administration and the Federal Transit Administration have encouraged all metropolitan planning organizations to give priority to transportation performance management. This federal emphasis area is described below.

TRANSPORTATION PERFORMANCE MANAGEMENT

The Federal Highway Administration and Federal Transit Administration would like MPOs to place an emphasis on the performance-based planning requirements, including developing data and targets, as well as reflecting Performance-Based Planning and Programming and Transportation Performance Management in the Transportation Improvement Program, Metropolitan Transportation Plan, and overall transportation planning process.

STATE POLICY GOALS

The State of Washington has established policy goals for the planning, operation, performance of and investment in the state’s transportation system ([RCW 47.04.280](#)). Public investments in transportation should support achievement of these policy goals:

1. *Economic Vitality* – To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy;
2. *Preservation* – To maintain, preserve, and extend the life and utility of prior investments in transportation systems and services;
3. *Safety* – To provide for and improve the safety and security of transportation customers and the transportation system;

4. *Mobility* – To improve the predictable movement of goods and people throughout Washington state, including congestion relief and improved freight mobility;
5. *Environment* – To enhance Washington’s quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment; and
6. *Stewardship* – To continuously improve the quality, effectiveness, and efficiency of the transportation system.

Washington state transportation system policy goals are addressed through various work activities selected for SFY 2022, as shown below:

UPWP Work Task	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
1.1 – MPO & RTPO Administration	✓	✓	✓	✓	✓	✓
1.2 – UPWP Annual Development and Reporting	✓	✓	✓	✓	✓	✓
1.3 – Legislator Contact						
1.4 – Title VI Annual Report				✓	✓	✓
1.5 – Public Participation Plan Annual Report	✓	✓	✓	✓	✓	✓
2.1 – Regional Transportation Plan	✓	✓	✓	✓	✓	✓
2.2 – Statewide Planning Initiatives	✓	✓	✓	✓	✓	✓
2.3 – Local Transportation Planning	✓	✓	✓	✓	✓	✓
2.4 – North Sound Transportation Alliance		✓		✓	✓	✓
2.5 – Transportation Element Consistency	✓	✓	✓	✓	✓	✓
2.6 – Nondiscrimination Planning				✓	✓	✓
2.7 – Non-Motorized Transportation Planning	✓	✓	✓	✓	✓	✓
2.8 – Regional Level of Service Review	✓	✓	✓	✓		✓
2.9 – Coordinated Public Transit-Human Services Transportation Plan	✓	✓	✓	✓	✓	✓
2.10 – Intelligent Transportation Systems Architecture	✓	✓	✓	✓	✓	✓
2.11 – Public Participation Plan	✓	✓	✓	✓	✓	✓
3.1 – Regional Transportation Improvement Program	✓	✓	✓	✓	✓	✓
3.2 – Annual Listing of Obligations	✓	✓	✓	✓	✓	✓
3.3 – Project Selection & Prioritization	✓	✓	✓	✓	✓	✓
3.4 – List of Regional High Priority Projects	✓	✓	✓	✓	✓	✓
4.1 – Regional Performance Targets	✓	✓	✓	✓	✓	✓
4.2 – Travel Demand Model	✓	✓		✓		✓
4.3 – Traffic Counts	✓	✓	✓	✓	✓	✓
4.4 – Geographic Information Systems	✓	✓	✓	✓	✓	✓
4.5 – Highway Functional Classification	✓	✓	✓	✓		✓
4.6 – Household Travel Survey	✓	✓	✓	✓	✓	✓
4.7 – Population & Employment Estimates	✓	✓		✓		✓

Among the primary RTPO duties ([RCW 47.80.023](#)) is preparing a regional transportation plan that is consistent with countywide planning policies and county, city and town comprehensive plans. Other tasks include: preparing a regional transportation improvement program (RTIP); developing a coordinated public transit-human services transportation plan; and reviewing local level of service standards. All of these duties are addressed in work activities

listed in the UPWP. For a graphical representation of some of the work activities identified in the UPWP, refer to Appendix D: Core Programs and Functions.

STATE EMPHASIS AREAS

The following emphasis areas have been identified by WSDOT as areas MPOs and RTPOs are requested to dedicate time and/or resources towards during state fiscal year 2022.

ADMINISTRATIVE

WSDOT is requesting that MPOs and RTPOs consider the following:

- Consider transitioning to a two-year UPWP. Transitioning to a two-year UPWP, beginning July 1, 2021, and future biennia can provide for closer alignment with the biennial budget cycle. It should be noted that federal statutes allow MPOs the option to do one-year UPWPs. Transitioning to a two-year UPWP is simply a recommendation;
- Ensure your website is current and the public is informed on what the MPO/RTPO is working on. The public should be able to find what the organization is currently working on and the issues it is facing. It should also be clear and easy to find policy board and committee membership, meeting dates, agendas, meeting summaries, and important events, etc., on your website; and
- Governing documents should be posted online. Governance documents are public documents and should be easily accessible on the website. These include Interlocal Agreements, bylaws, and policies. This practice also allows peer MPOs and RTPOs to look for good examples to follow when developing their governance documents.

PLANNING COLLABORATION

WSDOT will be developing multiple statewide plans during SFY 2022. MPOs and RTPOs are requested to set aside resources to collaboratively develop and/or review the plans. Plans and efforts expected to be developed during SFY 2022 include:

- Highway System Plan: MPOs and RTPOs are encouraged to participate in the Highway System Plan steering committee and engage with WSDOT during the development of the plan; and
- Multimodal Investment Strategy: MPOs and RTPOs are invited to engage with WSDOT to explore ways to improve the state's system for making transportation investment decisions and to participate with WSDOT in a process to develop a shared problem statement, establish a vision, and identify principles for collaboration.

FEDERAL FUNCTIONAL CLASSIFICATION

All states are required to maintain and update their respective Federal Functional Classification (FFC) network (23 CFR 470). WSDOT encourages all local agencies, MPOs, and RTPOs to periodically review their respective Functional Classification Networks to ensure that system continuity, accessibility, and mobility needs are being met based on the Guidelines for Amending Functional Classification in Washington State. We also suggest reviewing any unbuilt proposed routes that have been on the system for six years or more. If construction for these projects is not reasonably expected to begin within the STIP 4-year timeframe, consider removing them from the network for now.

If the MPO and RTPO member agencies review their FFC network, request additions and corrections as needed, and comment on the viability of legacy proposed unbuilt routes, it will aid WSDOT's efforts leading up to the Urban Boundary Review/Adjustment process resulting from the 2020 Census.

FINANCIAL ACCOUNTING

MPOs and RTPOs are encouraged to be as complete and transparent as possible in the UPWP budget. The UPWP should clearly identify all fund sources expected to be utilized in the delivery of the work program. In addition to

expected expenditures, fund sources (revenues) should be identified, including any available rollover from the previous year, and account for any applicable matching funds. This will provide MPOs additional flexibility as they are reimbursed from the budgeted amounts.

If consultants will be used to implement portions of the UPWP, MPOs and RTPOs should clearly identify which tasks will be supported by consultants. The funds expected to be used for consultant contracts should also be identified. WSDOT requests that a table of all expected consultant contracts also be included in the UPWP.

The Annual Performance and Expenditure Report should clearly identify funds expended (by source and task) compared to the budgeted amount, including a table that summarizes overall budgeted versus actual expended amounts. Significant differences should be accompanied with an explanation for the difference.

PUBLIC INVOLVEMENT

Federal and state laws require MPOs and RTPOs to include provisions in the planning process to ensure the involvement of the public in the preparation of regional plans and programs. The SCOG [Public Participation Plan](#) requires that plans and documents are made available to the public online and at the SCOG office.

FUNDING SOURCES FOR PLANNING ACTIVITIES

All work, including staff time and consultant activities, listed in the unified planning work program are funded by one or more of the following funding sources.

FEDERAL HIGHWAY ADMINISTRATION

23 USC SECTION 134 (“PL” OR METROPOLITAN PLANNING FUNDS) AND SECTION 133 (SURFACE TRANSPORTATION BLOCK GRANT PROGRAM) GRANT FUNDS

Section 134 federal planning funds are allocated to MPOs by WSDOT for carrying out the metropolitan transportation planning process. These federal funds can be used for up to 86.5% of a project, with a required 13.5% match typically provided by local government dues.

Section 133, the Surface Transportation Block Grant program (STBG), provides flexible funding that may be used by states and localities for projects to preserve and improve the transportation system consistent with regional priorities. STBG funds are allocated to SCOG through the regional project selection process to support the continuous, cooperative and comprehensive transportation planning process. STBG funds can be used for up to 86.5% of a project with a required match of 13.5%.

Refer to Surface Transportation Block Grant Program Funding Breakdown table for estimated STBG funding for SFY 2022 by project.

FEDERAL TRANSIT ADMINISTRATION

49 USC SECTION 5303 AND 5310 GRANT FUNDS

Section 5303 funds are federal funds allocated to MPOs by WSDOT for multimodal transportation planning in metropolitan areas. SCOG uses a local match of 13.5% based on an agreement with WSDOT.

WSDOT allocates Section 5310 federal funds to RTPOs to aid development of local coordinated public transit-human services transportation plans. These funds do not have a local match requirement.

WASHINGTON STATE

REGIONAL TRANSPORTATION PLANNING ORGANIZATION GRANT FUNDS

Washington state allocates funds to all regional transportation planning organizations in the state in order to perform the required state planning activities. These funds do not have a local match requirement.

ACCOMPLISHMENTS FROM 2021 UPWP

SCOG fulfilled the majority of tasks in the [SFY 2021 UPWP](#) with the support of local, state and federal partners. Accomplishments of note follow.

ACCOMPLISHMENTS

- [Skagit 2045 Regional Transportation Plan](#)
- [SFY 2020 UPWP Annual Performance and Expenditure Report](#)
- [2021–2026 Regional Transportation Improvement Program](#)
- Regional transportation improvement program amendments and administrative modifications
- [2021 Obligation Authority Plan](#)
- [2021 SCOG Operating Budget](#)
- Title VI Update and Accomplishment Report
- [Public Participation Plan annual review](#)
- MPO self-certification process
- Federal functional classification coordination
- [Over 400 traffic counts](#)
- [Regional performance targets for highway safety](#) in coordination with WSDOT – agreeing to plan and program projects to assist with meeting WSDOT statewide targets
- [Regional performance targets for transit safety](#) in coordination with Skagit Transit
- [North Sound Transportation Alliance](#) steering committee participation
- Many statewide planning initiatives
- Transportation element consistency reviews for local comprehensive plans
- [Prioritization of human services transportation projects](#)
- [Invitation to join SCOG for federally recognized Indian tribes](#)
- [List of regional high priority projects](#)
- 2020 SCOG annual report (pending as of ~~March-May~~ 2021)
- Regional travel demand model update (pending as of ~~March-May~~ 2021)
- ~~2020 annual listing of federal obligations (pending as of March 2021)~~
- Skagit County Walking Trail Guide (pending as of ~~March-May~~ 2021)
- SFY 2022 UPWP (~~pending as of March 2021~~)

ELEMENT 1: ADMINISTRATION

The Administration work program element focuses on all aspects of agency and personnel management, Transportation Policy Board support, advisory committees support, meeting coordination, budgeting, transportation and land use policy development and review, and annual work program preparation and reporting.

For a cost estimate by work task, refer to the Expenditures by Task table near the end of this document. For a summary of expenditures and revenue by fund type, refer to the Expenditure & Revenue by Fund Type table, which is also near the end of this document.

WORK TASKS

1.1 MPO & RTPO Administration

Description: Manage and administer the unified planning work program, including work program development, schedule, budget, progress and evaluation reports and related documentation. Administration will also include assuring compliance with rules and regulations of funding agencies. Supervise staff and personnel activities. Procure office supplies and furniture. Review and update contracts and agreements. Provide clerical support for general administration and other work program elements. Procure software and hardware, and other technologies and devices as needed. Maintain SCOG's website. Participate at monthly meetings of the Transportation Policy Board, Technical Advisory Committee and other committees as needed. Coordinate and consult with other MPOs and RTPOs on federal, state and regional transportation issues. Prepare 2022 operating budget. Provide continuing education and training opportunities through participation in webinars, conferences and seminars. Prepare the annual self-certification, specifying that MPO functions are being performed in accordance with all applicable requirements. Facilitate public involvement and outreach efforts in accordance with the Title VI Plan and Public Participation Plan. Consult with tribal governments on transportation planning and programming efforts. Engage applicable federally recognized tribal governments in regional governance of SCOG, consistent with [RCW 47.80.050\(2\)](#).

Responsibilities: SCOG

Product: In October, staff will prepare the 2022 SCOG operating budget. The budget will be adopted prior to calendar year 2022. In October/November, SCOG will submit its self-certification documentation.

Direct Cost: Technology-related (hardware, software, etc.) direct costs are expected to total up to \$5,000. Training costs are expected to total up to \$15,000.

1.2 UPWP Annual Preparation and Reporting

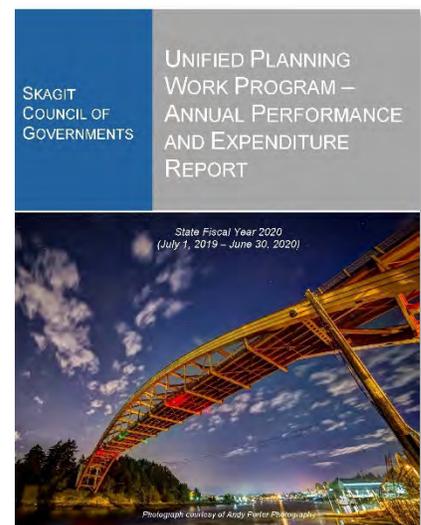
Description: Creation of the SFY 2021 UPWP Annual Performance and Expenditure Report per [23 CFR 420.117](#). SCOG will develop the SFY 2023 UPWP in cooperation with WSDOT, Skagit Transit, Federal Highway Administration and Federal Transit Administration.

Responsibilities: SCOG (lead), Skagit Transit, WSDOT

Product: SCOG will prepare the SFY 2021 Annual UPWP Performance and Expenditure Report in July/August 2021 and the SFY 2022 UPWP in the spring of 2022.

1.3 Legislator Contact

Description: Develop and submit Public Disclosure Commission Reports as required. The reports identify all contact with Washington state legislators. All expenses in meeting with federal and state elected and administration officials are paid using local funds. SCOG occasionally visits state legislators in the first or second



month of the Washington state legislature’s regular session. Other contact may occur but it is unknown when this will happen during the UPWP timeframe.

Responsibilities: SCOG

Product: Quarterly Public Disclosure Commission Reports as necessary.

1.4 Title VI Annual Report

Description: Report on Title VI Plan implementation activities through the annual Title VI Update and Accomplishment Report.

Responsibilities: SCOG

Product: The Title VI Annual Report will be completed by November 2021.

1.5 Public Participation Plan Annual Report

Description: Report on Public Participation Plan implementation activities through an annual assessment of public participation at SCOG.

Responsibilities: SCOG

Product: The Public Participation Plan Annual Report will be completed in June 2021.

ELEMENT 2: MULTIMODAL PLANNING

The Multimodal Planning work program element focuses on the development, ongoing maintenance and update of the *Skagit 2045 Regional Transportation Plan* – which was adopted March 2021. Additional planning projects are detailed in this section.

For a cost estimate by work task, refer to the Expenditures by Task table, near the end of this document. For a summary of expenditures and revenue by fund type, refer to the Expenditure & Revenue by Fund Type table – also near the end of this document.

WORK TASKS

2.1 Regional Transportation Plan

Description: The Skagit 2045 Regional Transportation Plan (Skagit 2045) – the federal-compliant metropolitan transportation plan and state-compliant regional transportation plan – was adopted in March 2021. An amendment to Skagit 2045 is expected in state fiscal year 2022, as local comprehensive plans are completed in the Skagit region.

Responsibilities: SCOG (lead), WSDOT

Product: Amendment to Skagit 2045 in SFY 2022.



2.2 Statewide Planning Initiatives

Description: Participate in the development and implementation of statewide transportation planning efforts led by WSDOT and the Washington State Transportation Commission, where appropriate. Statewide planning initiatives that SCOG may be involved

with are included in the State Emphasis Areas section of the UPWP. SCOG budgets staff time and other resources every year in the UPWP to participate in these statewide efforts.

Responsibilities: WSDOT (lead), SCOG

Product: Participation in statewide planning initiatives as needs arise and staffing permits.

2.3 Local Transportation Planning

Description: Assist local agencies with transportation planning efforts. Refer to Appendix E: Planning Projects by Other Agencies for a description of major planning projects to be conducted by Skagit Transit and WSDOT.

Responsibilities: SCOG

Product: SCOG will assist with local planning efforts as needed. This is an ongoing work task.

2.4 North Sound Transportation Alliance

Description: The [*North Sound Transportation Alliance*](#) (NSTA, formerly the Farmhouse Gang) is a macro-regional group that focuses on mobility and multimodal issues with stakeholders in Island, San Juan, Snohomish, Skagit and Whatcom counties. The Whatcom Council of Governments provides administration for NSTA, with assistance from SCOG.



Responsibilities: Whatcom Council of Governments (lead), SCOG

Product: NSTA meeting administration and attendance. Staff support for additional multimodal planning activities that NSTA performs.

2.5 Transportation Element Consistency

Description: Certify that the transportation element of city/county comprehensive plans and countywide planning policies meet the following requirements:

- a. Reflect the transportation guidelines and principles established in the adopted regional transportation plan and are consistent with other adopted plans;
- b. Conform to the requirements of [RCW 36.70A.070](#); and
- c. Are consistent with Skagit countywide planning policies adopted under [RCW 36.70A.210](#).

Responsibilities: SCOG

Product: Certification of local transportation elements as necessary.

2.6 Nondiscrimination Planning

Description: SCOG will review planning, programming and project selections to ensure that SCOG decisions do not have a disproportionate adverse impact on protected populations. SCOG will maintain a Title VI complaint log and implement the adopted Title VI Plan to ensure continued nondiscrimination in SCOG's transportation program. In SFY 2022, SCOG will implement actions from a SFY 2020 SCOG assessment of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, to ensure SCOG's continued compliance with these nondiscrimination statutes.

Responsibilities: SCOG

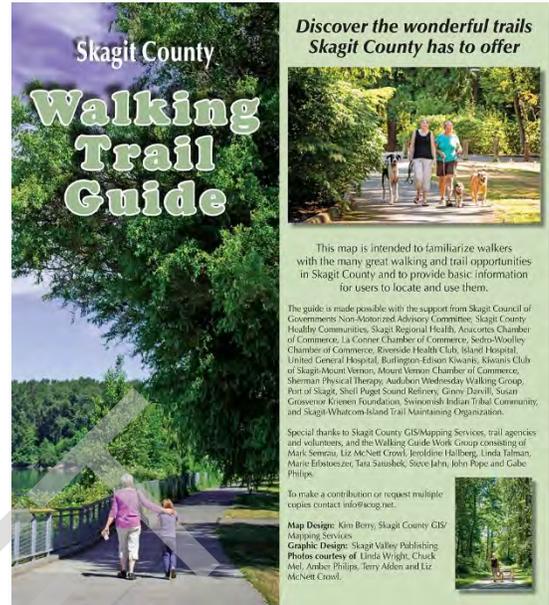
Product: Implement actions in SFY 2022 from SFY 2020 assessment of SCOG activities to ensure continued compliance with nondiscrimination statutes.

2.7 Non-Motorized Transportation Planning

Description: The Non-Motorized Advisory Committee (NMAC) is an advisory committee to the Technical Advisory Committee on non-motorized issues. In the summer/autumn of 2021 the Non-Motorized Advisory Committee will organize the annual bicycle and pedestrian count. The NMAC will also distribute the Skagit County Bike Map and Skagit County Walking Trail Guide during SFY 2022. Other NMAC activities for SFY 2022 will be determined after their calendar year 2022 work program is approved by the TAC.

Responsibilities: SCOG

Product: Conduct regional bicycle and pedestrian counts in September/October 2021. Distribution of bike maps and walking trial guides. Other non-motorized products consistent with approved NMAC work programs.



2.8 Regional Level of Service Review

Description: Washington state law requires SCOG to “review level of services methodologies used by cities and counties planning under the Growth Management Act to promote a consistent regional evaluation of transportation facilities and corridors” (RCW 47.80.023). SCOG will document level of service methodologies used by cities and counties in the region and provide recommendations on how to make them more consistent. SCOG will conduct this review after all local comprehensive plan updates are complete. Delays in local comprehensive plan approvals have caused this work task to be delayed for several years.

Responsibilities: SCOG

Product: SCOG will produce a report detailing the region’s various level of service methodologies in the first quarter of SFY 2022. Product may be delayed if local comprehensive plans are not completed in the expected timeframe.

2.9 Coordinated Public Transit-Human Services Transportation Plan

Description: The coordinated public transit-human services transportation plan is updated by SCOG every four years. Preparation of this plan will be coordinated with a prioritization of public transit and human services transportation projects under Element 3: Programming & Project Selection.

Responsibilities: SCOG (lead), Consultant

Product: The Skagit Coordinated Public Transit-Human Services Transportation Plan will be completed by December 2022.

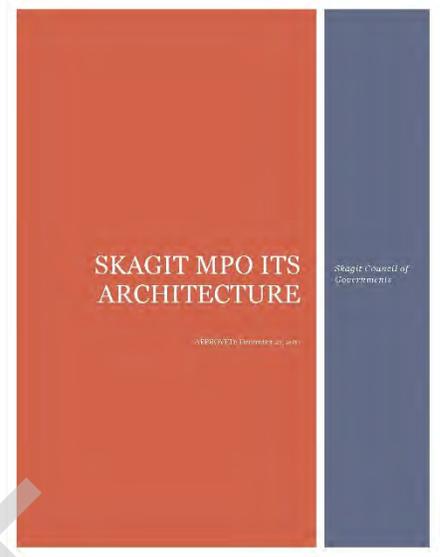
Direct Cost: Professional services are estimated at \$20,000 in SFY 2022 for this task.

2.10 Intelligent Transportation Systems Architecture

Description: Federal regulations require that SCOG develop an intelligent transportation systems architecture to guide the development of intelligent transportation strategies and projects. SCOG adopted the Skagit MPO Intelligent Transportation System Architecture in December 2011. Since then, SCOG has updated its governance agreement and expanded its metropolitan planning area. As such, the intelligent transportation systems architecture should be updated to reflect the new alignment of SCOG's planning area and any existing or planned intelligent transportation systems for the Skagit region.

Responsibilities: SCOG

Product: The Skagit Intelligent Transportation Systems Architecture will be completed by December 2022.



2.11 Public Participation Plan

Description: The Public Participation Plan guides engagement activities at SCOG and was last updated in 2017. This 2017 update followed a major update to the plan in 2015, which included an assessment of an earlier public participation plan. Another minor update to the 2017 plan is anticipated in SFY 2022, primarily to address changes with governing bodies, advisory committees and remote meetings.

Responsibilities: SCOG

Product: The Public Participation Plan will be amended by the third quarter of SFY 2022.

ELEMENT 3: PROGRAMMING & PROJECT SELECTION

The Programming & Project Selection work program element guides how federally funded and regionally significant transportation projects are selected, prioritized and programmed. The six-year Regional Transportation Improvement Program is updated annually and amended as needed throughout the year. The RTIP is an ongoing process, where funding is programmed to meet regional planning goals as well as federal and state planning emphases. Project selection and prioritization processes typically occur every year.

For a cost estimate by work task, refer to the Expenditures by Task table, near the end of this document. For a summary of expenditures and revenue by fund type, refer to the Expenditure & Revenue by Fund Type table that is also near the end of this document.

WORK TASKS

3.1 Regional Transportation Improvement Program

Description: Maintain a fiscally constrained [four-year transportation improvement program](#) – including an additional two-year list of illustrative projects – for regionally significant and federally funded transportation projects.

- a. Prepare the RTIP and transmit applicable projects to WSDOT for inclusion in the Statewide Transportation Improvement Program;
- b. As projects change in funding status or description, prepare amendments to the RTIP in order to program federal funds that become secured or prioritized throughout the year;
- c. Develop RTIP policies and procedures with the goal of programming projects using regionally managed funds (Surface Transportation Program Block Grant and Transportation Alternatives) for all six program years and encouraging timely obligation of federal funds; and

- d. Monitor federal obligations monthly and work with partners to encourage meeting regional obligation authority target.

Responsibilities: SCOG

Product: The 2022–2027 Regional Transportation Improvement Program will be adopted by SCOG Transportation Policy Board in the fourth quarter of calendar year 2021. SCOG will process [Regional Transportation Improvement Program amendments](#) as needed.

3.2 Annual Listing of Obligations

Description: Prepare an annual listing of obligated projects, showing Federal Highway Administration and Federal Transit Administration funds obligated in calendar year 2021 for the Skagit region.

Responsibilities: SCOG (lead), Skagit Transit, WSDOT

Product: Prepare an annual listing of obligated projects by March 2022 and submit to WSDOT.

3.3 Project Selection & Prioritization

Description: SCOG will have one project prioritization process beginning and one project selection process ending in SFY 2022. The project prioritization process will assign regional priority to projects that will compete in the statewide WSDOT Consolidated Grant Program. Regional priorities will be considered in a statewide evaluation of projects. The project selection process will be for the Surface Transportation Block Grant program and Transportation Alternatives. Through this process, SCOG will select projects for regional funding and program them in the RTIP.

Responsibilities: SCOG

Product: Select projects for regional STBG and TA funds by the first quarter of SFY 2022. Adopt a regional list of prioritized human services transportation projects by the end of calendar year 2022. All project selection and prioritization decisions will be made by SCOG's Transportation Policy Board.

3.4 List of Regional High Priority Projects

Description: SCOG will prepare a list of projects that are regional priorities prior to the 2022 Washington state legislative session. Projects on the list will represent the highest regional priority for state transportation funding.

Responsibilities: SCOG

Product: Prepare a list of regional high priority projects by December 2021.

ELEMENT 4: DATA COLLECTION & ANALYSIS

The Data Collection & Analysis work program element focuses on the data SCOG needs for regional transportation planning, programming, project selection and prioritization processes. SCOG maintains databases of regional transportation, employment and housing data. These primarily serve as inputs to the regional travel demand model, but also as a valuable information resource in tracking the performance of the regional transportation system.

SCOG's regional travel demand model can be used to inform transportation policy decisions. Various funding and project build scenarios can be run in the model to establish a reasonable estimate of what the regional transportation needs will be in the future. The regional transportation plan is based in part on the development of the regional travel demand model. Similarly, member agencies of SCOG utilize the regional model in the development of the transportation elements of their comprehensive plans. In addition to travel demand modeling software, SCOG also utilizes geographic information systems software for cartography and geographic analysis of regional data.

For a cost estimate by work task, refer to the Expenditures by Task table, near the end of this document. For a summary of expenditures and revenue by fund type, refer to the Expenditure & Revenue by Fund Type table, also near the end of this document.

WORK TASKS

4.1 Regional Performance Targets

Description: In cooperation with Skagit Transit and WSDOT, SCOG will continue to develop regional performance targets.

Responsibilities: SCOG (lead), WSDOT, Skagit Transit

Product: Adopt regional performance targets in SFY 2022. FHWA regional highway safety performance targets are revisited every year by SCOG, and will be adopted by February 2022. Work will begin in SFY 2022 to revisit/revise regional performance targets for Pavement, Bridges, Travel Time Reliability and Freight Movement by October 2022.

4.2 Travel Demand Model

Description: SCOG completed an update to the regional travel demand model in SFY 2021 to inform the Skagit 2045 Regional Transportation Plan and other transportation planning efforts. The process to update the regional travel demand model began in SFY 2020 with the assistance of a consultant. Work may begin in SFY 2022 to implement model improvements prior to the next regional travel demand model update. Recommendations on model improvement are expected from a consultant in late SFY 2021.

Responsibilities: SCOG

Product: SCOG may implement regional travel demand model improvements in SFY 2022, pending consultant recommendations in late SFY 2021.

4.3 Traffic Counts

Description: This task includes a continuation of SCOG's agreement with Skagit County to perform traffic counting services for jurisdictions within Skagit County. Continue to maintain inventory of traffic and vehicle classification counts and travel time studies from all available sources; store data and make available in electronic format. Count bicycle traffic at permanent count locations in Anacortes and Sedro-Woolley.

Responsibilities: SCOG, consultant

Product: Maintain a library of current traffic counts for Skagit County. Counts will be done throughout the year on both a scheduled and as-needed basis. All counts and other available transportation data will be made available and maintained in an electronic library.

Direct Cost: The anticipated cost will be \$32,000 for traffic counts, including a pass-through of \$30,000 for traffic counts and \$2,000 for maintenance of permanent bicycle counters.

4.4 Geographic Information Systems

Description: Maintain current demographic, roadway infrastructure and other spatial data for mapping and GIS applications. Produce maps and conduct geospatial analysis as necessary to support the work program.

Responsibilities: SCOG

Product: Provide GIS data and maps as necessary. Continue to increase access to SCOG data through ArcGIS Online and story maps. This is an ongoing work task.

4.5 Highway Functional Classification

Description: Update, review and process requests for modifications of the federal highway functional classification system within the region, as necessary. Work with WSDOT to expand federal highway freight designations. Begin preparation for revisiting classifications following the 2020 decennial census, potentially continuing into SFY 2023 and 2024.

Responsibilities: WSDOT (lead), SCOG

Product: Collaboration with WSDOT on roadway classification issues. This work will be done on an as-needed basis.

4.6 Household Travel Survey

Description: The household travel survey studies regional travel behavior and public sentiment for what transportation investments should be made. The project informs the regional travel demand model and provides scientifically valid representation of public preference on regional travel issues. Much of this project had been planned for completion in SFY 2021, but has been postponed into SFY 2022 due to the COVID-19 pandemic and resulting lack of travel.



Responsibilities: SCOG, consultant

Product: Completed household travel survey by March 2022.

Direct Cost: An estimated \$104,2007,800 in Surface Transportation Block Grant program funds will be used for consultant services in SFY 2022. \$34,600 in STBG funds were added to this project in SFY 2021 as a contingency budget due to delays in the project caused by the COVID-19 pandemic. Approximately \$18,800 of this additional funding remains to be expended in SFY 2022, and is included in the \$107,800 estimate remaining for this project.

4.7 Population & Employment Estimates

Description: Begin the process to prepare regional estimates of population and employment growth in the Skagit region. Products of this work task will inform local comprehensive plan updates, due in June 2025, and an update to the Skagit 2045 Regional Transportation Plan due in March 2026.

Responsibilities: SCOG

Product: Request for Proposals/Qualifications issued by the end of SFY 2022 for a consultant contract to prepare population and employment estimates for the Skagit region. SCOG anticipates the consultant contract will begin in SFY 2023.

EXPENDITURES BY TASK

TABLE UPDATED

SFY 2022 Unified Planning Work Program Proposed Budget			FHWA - PL			FTA - 5303			FTA - 5310	FHWA - STBG			RTPO (State)	Summary			Total	
Element	Number	Description	Total 100.0%	FHWA - PL (Federal) 86.5%	Match (Local) 13.5%	Total 100.0%	FTA - 5303 (Federal) 86.5%	Match (Local) 13.5%	Total 100%	Total 100.0%	FHWA - STBG (Federal) 86.5%	Match (Local) 13.5%		Federal	State	Local		
Administration	1.1	MPO & RTPO Administration	\$87,200	\$75,400	\$11,800	\$49,100	\$42,500	\$6,600	\$0	\$0	\$0	\$0	\$29,200	\$117,900	\$29,200	\$18,400	\$165,500	
	1.2	UPWP Annual Development and Reporting	\$10,300	\$8,900	\$1,400	\$6,000	\$5,200	\$800	\$0	\$0	\$0	\$0	\$4,000	\$14,100	\$4,000	\$2,200	\$20,300	
	1.3	Legislator Contact	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	1.4	Title VI Annual Report	\$3,100	\$2,700	\$400	\$3,100	\$2,700	\$400	\$0	\$0	\$0	\$0	\$0	\$5,400	\$0	\$800	\$6,200	
	1.5	Public Participation Plan Annual Report	\$3,700	\$3,200	\$500	\$1,600	\$1,400	\$200	\$0	\$0	\$0	\$0	\$0	\$4,600	\$0	\$700	\$5,300	
	Administration Subtotal			\$104,300	\$90,200	\$14,100	\$59,800	\$51,800	\$8,000	\$0	\$0	\$0	\$0	\$33,200	\$142,000	\$33,200	\$22,100	\$197,300
Multimodal Planning	2.1	Regional Transportation Plan	\$10,400	\$9,000	\$1,400	\$8,700	\$7,500	\$1,200	\$0	\$6,100	\$5,300	\$800	\$4,200	\$21,800	\$4,200	\$3,400	\$29,400	
	2.2	Statewide Planning Initiatives	\$29,700	\$25,700	\$4,000	\$1,100	\$1,000	\$100	\$0	\$0	\$0	\$0	\$4,400	\$26,700	\$4,400	\$4,100	\$35,200	
	2.3	Local Transportation Planning	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,600	\$0	\$4,600	\$0	\$4,600	
	2.4	North Sound Transportation Alliance	\$10,100	\$8,700	\$1,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000	\$8,700	\$3,000	\$1,400	\$13,100	
	2.5	Transportation Element Consistency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,700	\$0	\$4,700	\$0	\$4,700	
	2.6	Nondiscrimination Planning	\$15,700	\$13,600	\$2,100	\$7,400	\$6,400	\$1,000	\$0	\$0	\$0	\$0	\$0	\$20,000	\$0	\$3,100	\$23,100	
	2.7	Non-Motorized Transportation Planning	\$14,500	\$12,500	\$2,000	\$3,800	\$3,300	\$500	\$0	\$0	\$0	\$0	\$1,600	\$15,800	\$1,600	\$2,500	\$19,900	
	2.8	Regional Level of Service Review	\$7,200	\$6,200	\$1,000	\$0	\$0	\$0	\$0	\$3,800	\$3,300	\$500	\$3,100	\$9,500	\$3,100	\$1,500	\$14,100	
	2.9	Coordinated Public Transit-Human Services Transportation Plan	\$0	\$0	\$0	\$27,100	\$23,400	\$3,700	\$20,000	\$0	\$0	\$0	\$0	\$0	\$43,400	\$0	\$3,700	\$47,100
	2.10	Intelligent Transportation Systems Architecture	\$8,700	\$7,500	\$1,200	\$5,200	\$4,500	\$700	\$0	\$21,400	\$18,500	\$2,900	\$0	\$30,500	\$0	\$4,800	\$35,300	
	2.11	Public Participation Plan	\$8,600	\$7,400	\$1,200	\$1,300	\$1,100	\$200	\$0	\$0	\$0	\$0	\$0	\$8,500	\$0	\$1,400	\$9,900	
Multimodal Planning Subtotal			\$104,900	\$90,600	\$14,300	\$54,600	\$47,200	\$7,400	\$20,000	\$31,300	\$27,100	\$4,200	\$25,600	\$184,900	\$25,600	\$25,900	\$236,400	
Programming & Project Selection	3.1	Regional Transportation Improvement Program	\$11,000	\$9,500	\$1,500	\$8,300	\$7,200	\$1,100	\$0	\$13,200	\$11,400	\$1,800	\$3,400	\$28,100	\$3,400	\$4,400	\$35,900	
	3.2	Annual Listing of Obligations	\$5,200	\$4,500	\$700	\$3,000	\$2,600	\$400	\$0	\$2,900	\$2,500	\$400	\$0	\$9,600	\$0	\$1,500	\$11,100	
	3.3	Project Selection & Prioritization	\$3,800	\$3,300	\$500	\$18,600	\$16,100	\$2,500	\$0	\$7,700	\$6,700	\$1,000	\$0	\$26,100	\$0	\$4,000	\$30,100	
	3.4	List of Regional High Priority Projects	\$1,100	\$1,000	\$100	\$0	\$0	\$0	\$0	\$5,100	\$4,400	\$700	\$0	\$5,400	\$0	\$800	\$6,200	
Programming & Project Selection Subtotal			\$21,100	\$18,300	\$2,800	\$29,900	\$25,900	\$4,000	\$0	\$28,900	\$25,000	\$3,900	\$3,400	\$69,200	\$3,400	\$10,700	\$83,300	
Data Collection & Analysis	4.1	Regional Performance Targets	\$9,500	\$8,200	\$1,300	\$4,200	\$3,600	\$600	\$0	\$4,400	\$3,800	\$600	\$0	\$15,600	\$0	\$2,500	\$18,100	
	4.2	Travel Demand Model	\$9,500	\$8,200	\$1,300	\$0	\$0	\$0	\$0	\$43,700	\$37,800	\$5,900	\$0	\$46,000	\$0	\$7,200	\$53,200	
	4.3	Traffic Counts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$38,300	\$33,100	\$5,200	\$0	\$33,100	\$0	\$5,200	\$38,300	
	4.4	Geographic Information Systems	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,600	\$10,900	\$1,700	\$0	\$10,900	\$0	\$1,700	\$12,600	
	4.5	Highway Functional Classification	\$5,100	\$4,400	\$700	\$0	\$0	\$0	\$0	\$14,300	\$12,400	\$1,900	\$0	\$16,800	\$0	\$2,600	\$19,400	
	4.6	Household Travel Survey	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$133,600	\$115,600	\$18,000	\$0	\$115,600	\$0	\$18,000	\$133,600	
	4.7	Population & Employment Forecasts	\$6,200	\$5,400	\$800	\$1,600	\$1,400	\$200	\$0	\$0	\$0	\$0	\$9,400	\$6,800	\$9,400	\$1,000	\$17,200	
Data Collection & Analysis Subtotal			\$30,300	\$26,200	\$4,100	\$5,800	\$5,000	\$800	\$0	\$246,900	\$213,600	\$33,300	\$9,400	\$244,800	\$9,400	\$38,200	\$292,400	
UPWP Total			\$260,600	\$225,300	\$35,300	\$150,100	\$129,900	\$20,200	\$20,000	\$307,100	\$265,700	\$41,400	\$71,600	\$640,900	\$71,600	\$96,900	\$809,400	

Note: Figures are rounded

EXPENDITURES & REVENUE BY FUND TYPE

TABLE UPDATED

FEDERAL FUNDS

	Program Fund Source	Element 1: Administration	Element 2: Multimodal Planning	Element 3: Programming & Project Selection	Element 4: Data Collection & Analysis	Est. Total Expenditures	Est. Total Revenue	Est. Carry Forward from 2021	Est. Carry Forward to 2023
SCOG	FHWA PL Federal Funds	\$90,300	\$90,700	\$18,300	\$26,200	\$225,500	\$211,500	\$83,900	\$69,900
	Local Match = 13.5%	\$14,100	\$14,200	\$2,900	\$4,100	\$35,300	\$35,300	N/A	
	FHWA STBG Federal Funds	\$0	\$27,100	\$25,000	\$213,500	\$265,600	\$167,500	\$98,100	\$0
	Local Match = 13.5%	\$0	\$4,200	\$3,900	\$33,300	\$41,400	\$41,400	N/A	
	FTA 5303 Federal Funds	\$51,900	\$47,100	\$26,000	\$4,900	\$129,900	\$52,700	\$105,100	\$27,900
	Local Match = 13.5%	\$8,100	\$7,400	\$4,100	\$800	\$20,400	\$20,400	N/A	
	FTA 5310 Federal Funds	\$0	\$20,000	\$0	\$0	\$20,000	\$40,000	\$0	\$20,000
	Total	\$164,400	\$210,700	\$80,200	\$282,800	\$738,100	\$568,800	\$287,100	\$117,800

Note: Figures are rounded

STATE FUNDS

	Program Fund Source	Element 1: Administration	Element 2: Multimodal Planning	Element 3: Programming & Project Selection	Element 4: Data Collection & Analysis	Est. Total Expenditures	Est. Total Revenue	Est. Carry Forward from 2021	Est. Carry Forward to 2023
SCOG	RTPO	\$33,200	\$25,600	\$3,400	\$9,400	\$71,600	\$71,600	\$0	N/A
	Total	\$33,200	\$25,600	\$3,400	\$9,400	\$71,600	\$71,600	N/A	N/A

Note: Figures are rounded

SURFACE TRANSPORTATION BLOCK GRANT FUNDING BREAKDOWN

The following funding table is provided to show how FHWA Surface Transportation Block Grant program funds with local match are estimated to be expended during SFY 2022. The consultant contract began in SFY 2020, continued into SFY 2021 and extends into SFY 2022. SCOG Administration occurs every state fiscal year, with the next one beginning in SFY 2022. Federal funds for the consultant contract have already been obligated through federal authorization, and SCOG anticipates obligation of the SCOG Administration federal funding prior to start of SFY 2022.

	Program Fund Source	Consultant Contract: Household Travel Survey (SFY 2022 est.)	SCOG Admin. (SFY 2022 est.)
SCOG	FHWA STBG (US) Federal Funds	\$101,200 <u>107,800</u>	\$167,541
	Local Match = 13.5%	\$15,794 <u>16,824</u>	\$26,148
	FHWA STBG (R) Federal Funds	\$0	\$0
	Local Match = 13.5%	\$0	\$0
	Total	\$116,994<u>124,624</u>	\$193,689

Notes: "STBG (US)" is federal Surface Transportation Block Grant program – Urban Small funding; "STBG (R)" is federal Surface Transportation Block Grant program – Rural funding.

EXPECTED CONSULTANT & AGENCY CONTRACTS

Task	Title	Contract Type	Estimated Cost	Fund Type
2.9	Coordinated Public Transit-Human Services Transportation Plan	Professional Services	\$20,000	FTA 5310
4.3	Traffic Counts	Interlocal	\$30,000	FHWA - STBG
4.6	Household Travel Survey	Professional Services	\$101,200 <u>107,800</u>	FHWA – STBG
Total			\$154,200 <u>157,800</u>	

Note: Figures are rounded

CONTACT INFORMATION

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Appendix A: BOARD MEMBERSHIP

SKAGIT COUNCIL OF GOVERNMENTS TRANSPORTATION POLICY BOARD

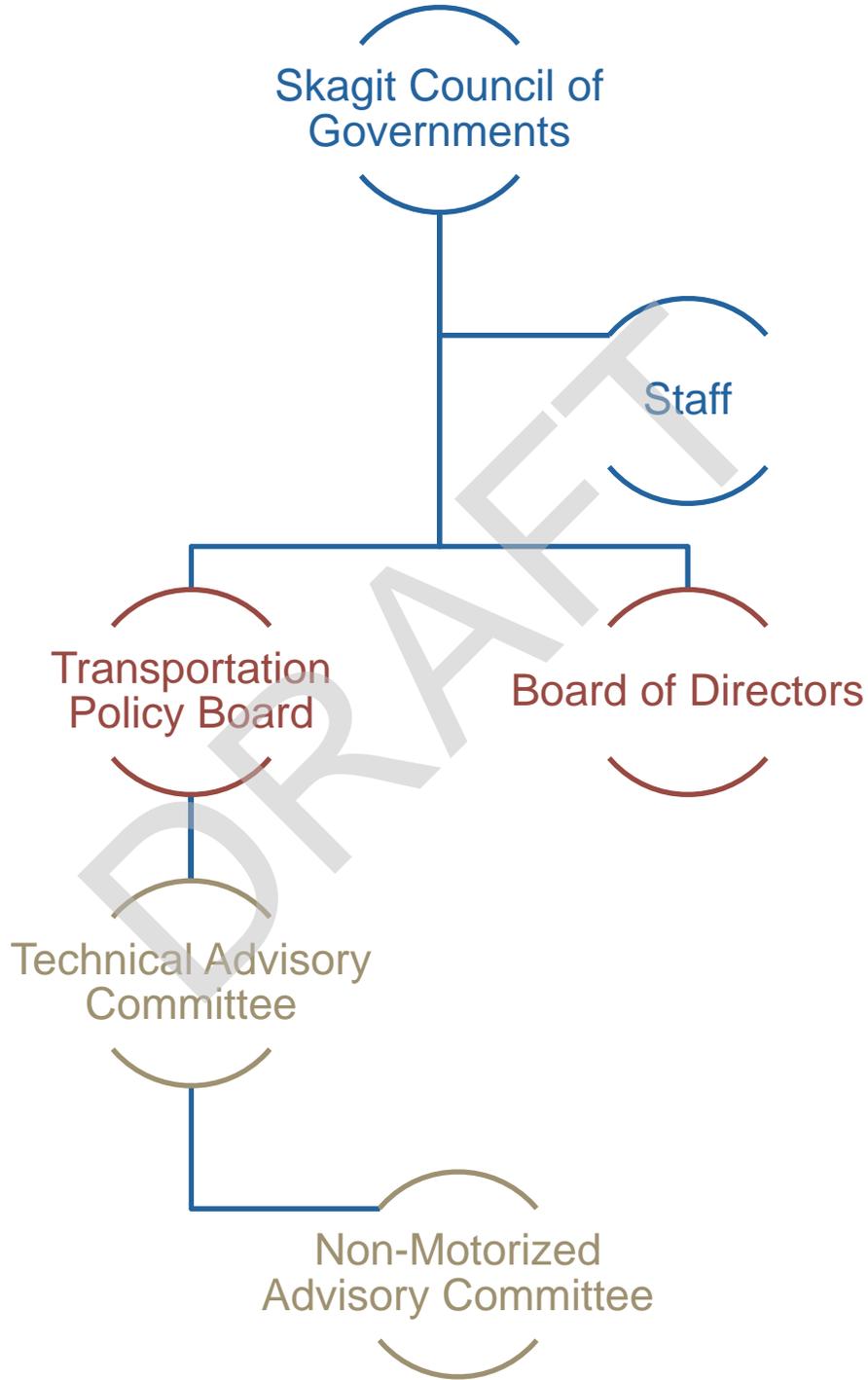
The Transportation Policy Board makes regional transportation decisions for the MPO and RTPO. The responsibilities of the Transportation Policy Board include approval of planning documents and programs as well as establishing regional transportation planning policies.

TRANSPORTATION POLICY BOARD MEMBER JURISDICTIONS:

City of Anacortes	Port of Skagit County	Town of Concrete
City of Burlington	Port of Anacortes	Town of Hamilton
City of Mount Vernon	Samish Indian Nation	Town of La Conner
City of Sedro-Woolley	Swinomish Indian Tribal Community	Town of Lyman
Skagit County		WSDOT

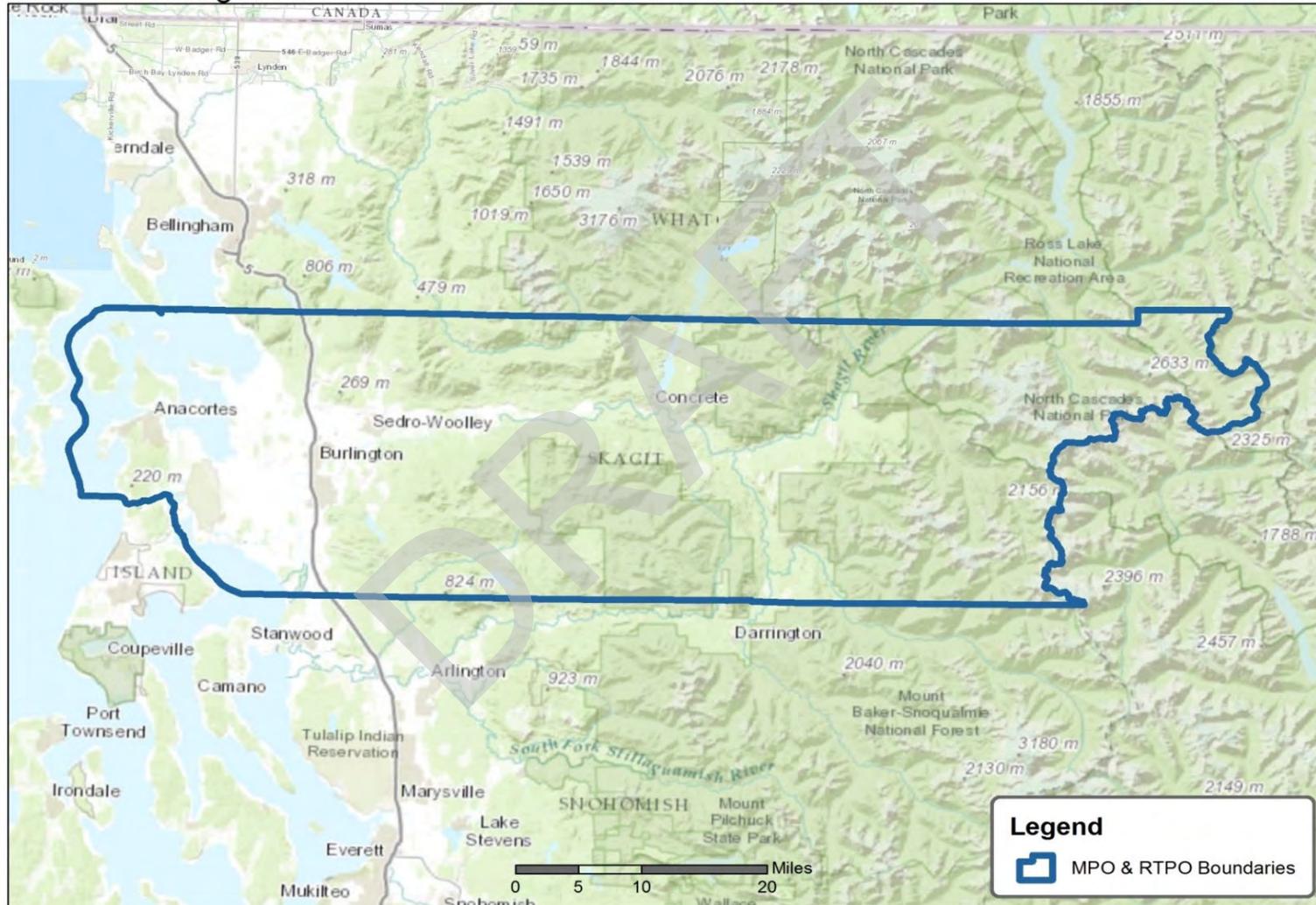
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Appendix B: ORGANIZATIONAL STRUCTURE



Appendix C: MPO & RTPO PLANNING AREA

SCOG Planning Area



Appendix D: CORE PROGRAMS AND FUNCTIONS

Administration	Multimodal Planning	Programming & Project Selection	Data Collection & Analysis
<ul style="list-style-type: none"> • MPO & RTPO Administration • Training • Annual Budget • Annual Reports • Unified Planning Work Program • Governance 	<ul style="list-style-type: none"> • Regional Transportation Plan • Corridor Studies • Statewide Planning Initiatives • Coordinated Public Transit-Human Services Transportation Plan • Transportation Element Consistency • Regional Level of Service • Nondiscrimination Planning • Intelligent Transportation System Architecture • Participation Plan 	<ul style="list-style-type: none"> • Regional Transportation Improvement Program • Transportation Alternatives Project Selection • Human Services Project Prioritization • Surface Transportation Block Grant Program Project Selection • Highway Infrastructure Program Project Selection • Annual Listing of Obligations 	<ul style="list-style-type: none"> • Travel Demand Model • Traffic Counts • Geographic Information Systems • Highway Functional Classification • Regional Performance Targets

MPO (Federal)

RTPO (State)

MPO & RTPO

Appendix E: PLANNING PROJECTS BY OTHER AGENCIES

SKAGIT TRANSIT

2021 TRANSIT DEVELOPMENT PLAN

As per [RCW 35.58.2795](#), Skagit Transit updates a six-year Transit Development Plan (TDP) every year for submittal to WSDOT by September 1st. The TDP identifies proposed service changes and capital projects over a six-year period and provides the public an opportunity to comment on these planned activities.

Schedule: May–August 2021

Funding: Local funds

I-5 COUNTY CONNECTOR DEMAND MANAGEMENT

The County Connector service that is currently provided in NW Washington will need to adapt to growth in the region. Skagit Transit, as part of the North Sound Transportation Alliance, which is a collective of public and private agencies serving the five counties of NW Washington, will conduct a consultant led study of intercountry travel on public transportation in our region. This study would look at expected growth in usage and make recommendations related to service levels and infrastructure necessary to meet the anticipated demand.

Schedule: Calendar year 2021–2022

Funding: WSDOT funds

WSDOT

I-5 OPERATIONS & DEMAND MANAGEMENT STUDY

Washington's transportation system is evolving and growing; and to meet that need WSDOT will initiate a study assessment on Interstate 5 through Mount Vernon and the Burlington area to identify what is working well and what actions are needed to address the growing demands on the transportation system. Strategies and solutions will first consider measures that improve and enhance the operating capacity of the system through the deployment of intelligent transportation systems and demand management options to meet near and long-term needs.

Schedule: Calendar year 2020–2021

Funding: WSDOT funds

TRANSPORTATION NETWORK PRIORITY ALIGNMENT

Working with our partners, WSDOT will work towards identifying important network connection improvements to state's highways in Skagit County. The proposed effort will identify priority intersections and with our partners for inclusion within the transportation element and capital facility plans of local comprehensive plans to address access and economic vitality in the county. The evaluation will consider growth policies, land use characteristics and travel patterns.

Schedule: Calendar year 2020–2021

Funding: WSDOT funds

SR 20 FISH PASSAGE & HABITAT IMPROVEMENT STUDY

Northwest Region/Mount Baker Area is producing a corridor study to facilitate the delivery of the fish passage delivery program in Northwest Region. Fish passage barrier projects are developed and coordinated with the community, public agencies, tribal governments, and other stakeholders in compliance with agency policies, procedures, and practices. WSDOT will develop a corridor plan, which will result in the removal of barriers to salmon and improve habitat on the SR 20 corridor.

Schedule: Calendar year 2021–2022

Funding: WSDOT funds

DRAFT

Appendix F: LONG-TERM WORK SCHEDULE

STATE FISCAL YEAR 2023–2026 WORK SCHEDULE

Several work tasks are anticipated past the one-year timeframe of the UPWP. Work tasks that appear on every UPWP are excluded. Some of the work tasks begin in SFY 2022 and carryover into future work programs while others begin after SFY 2022. The long-term work schedule is not intended to be a comprehensive list of all future work tasks. Work tasks anticipated from SFY 2023–2026 are included in the following table.

Work Task	Description	Consultant Contract	State Fiscal Year			
			2023	2024	2025	2026
Assessment of RTPO Certification Program	Some elements of the RTPO certification program are over 20 years old and were generated when the Skagit region was a sub-RTPO. This work task includes an in-depth review of the RTPO certification program that SCOG conducts. Potential changes in the Growth Management Act over the next couple years may impact this work task.		Complete			
Assessment of Regional Travel Demand Model	This work task will be informed by the outcome of the Household Travel Survey, which will be completed in calendar year 2021. A thorough review of SCOG's existing regional travel demand model will be conducted. Recommendations may include changes to the model.	✓	Begin	Complete		
Population & Employment Forecasts	Forecasts will be generated following OFM forecast schedule and requirements for local comprehensive plans. Cities, towns and counties may utilize these forecasts in their comprehensive plan processes. Forecasts will also inform the next update to the metropolitan-regional transportation plan, and the next scheduled update in 2026.	✓	Begin	Complete		
Regional Transportation Resiliency Study	A study to inform how SCOG may implement a resilience focus in its plans and programs. This study would seek to understand natural hazard risk and exposure in the Skagit region, as well as pilot analysis methods for future use.	✓	Begin	Complete		
Major Update to Skagit 2045 Regional Transportation Plan	An update to the metropolitan-regional plan is completed every five years. This is anticipated to be a major update to the plan. The tentative completion date is March 2026.	✓			Begin	Complete

Dates	Total Funding Available	FHWA (13.5%)	STBG (13.5%)	FTA (13.5%)	RTPO	STP (13.5%)
06/30/2020 Carryforward	\$440,576	171,524	0	53,179	76,432	139,440
STBG (US) July 11, 2020 to June 30, 2021	\$121,560		\$121,560			
STBG (R) July 11, 2020 to June 30, 2021	\$45,560		\$45,560			
FTA Oct 1, 2019 to Sept 30, 2020	\$53,868			\$53,868		
July 2020 Expenditures	(45,468)	(22,877)	(9,634)	(5,087)	(7,870)	0
07/31/2020 Balance	\$616,096	148,647	157,486	101,960	68,562	139,440
August 2020 Expenditures	(50,759)	(17,262)	(18,874)	(2,403)	(5,825)	(6,395)
08/31/2020 Balance	\$565,337	131,385	138,613	99,557	62,738	133,045
Sept 2020 Expenditures	(\$63,734)	(26,633)	(10,131)	(3,425)	(5,506)	(18,040)
09/30/2020 Balance	501,603	104,751	128,482	96,132	57,232	115,006
STBG (US) July 11, 2020 to June 30, 2021	\$421		\$421			
FHWA Oct 1, 2020 to Dec 11, 2020	\$112,148	\$112,148				
Oct 2020 Expenditures	(61,025)	(28,591)	(15,049)	(4,860)	(5,537)	(6,988)
10/31/2020 Balance	553,146	188,308	113,854	91,272	51,695	108,018
Nov 2020 Expenditures	(42,931)	(17,106)	(14,984)	(4,748)	(6,093)	
11/30/2020 Balance	510,215	171,202	98,869	86,524	45,602	108,018
Dec 2020 Expenditures	(64,109)	(32,992)	(22,308)	(3,520)	(5,289)	0
12/31/2020 Balance	446,107	138,211	76,561	83,004	40,313	108,018
Jan 2021 Expenditures	(53,222)	(21,813)	(16,472)	(5,486)	(8,932)	(519)
01/31/2021 Balance	392,885	116,398	60,088	77,518	31,382	107,499
FHWA Dec 12, 2020 to Sept 30, 2021	\$102,553	\$102,553				
RTPO additional allocation for Walking Trail Map	\$7,500				\$7,500	
Feb 2021 Expenditures	(50,223)	(19,536)	(13,723)	(3,618)	(13,345)	0
02/28/2021 Balance	452,715	199,415	46,365	73,900	25,537	107,499
FTA Oct 1, 2020 to Sept 30, 2021	\$50,530			\$50,530		
March 2021 Expenditures	(58,104)	(19,566)	(25,619)	(3,616)	(8,870)	(433)
03/31/2021 Balance	445,142	179,849	20,746	120,814	16,666	107,067
April 2021 Expenditures	(46,767)	(25,070)	(7,872)	(4,489)	(8,554)	(782)
04/30/2021 Balance	398,375	154,778	12,875	116,325	8,112	106,284

SKAGIT COUNCIL OF GOVERNMENTS TECHNICAL ADVISORY COMMITTEE MEETING MINUTES

Thursday, May 6, 2021
GoToMeeting Remote Meeting

AGENCIES REPRESENTED

- City of Anacortes..... Tim Hohmann (1:44 p.m.)
- City of Burlington Brian Dempsey
- City of Mount Vernon Bill Bullock
- City of Sedro-Woolley Mark Freiberger (2:07 p.m.)
- Samish Indian Nation.....David Strich
- Skagit CountyPaul Randall-Grutter
- Skagit PUD..... Chris Shaff
- Skagit Transit..... Brad Windler (1:36 p.m.)
- Town of Concrete..... Cody Hart
- Town of La Conner Scott Thomas
- Washington State Department of Transportation (WSDOT)..... John Shambaugh

STAFF PRESENT

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

OTHERS PRESENT

Two members of the public attended the meeting.

1. Call to Order: 1:31 p.m.

Roll Call: Roll was taken with a quorum present.

2. April 1, 2021 Technical Advisory Committee (TAC) Meeting Minutes:

Mr. Hart moved approval of the April 1, 2021 Technical Advisory Committee Meeting Minutes as presented, and Mr. Bullock seconded the motion. The motion carried unanimously.

3. May Regional Transportation Improvement Amendments: Mr. Hamilton presented four amendments submitted during the May amendment cycle to the 2021-2026 Regional Transportation Improvement Program (RTIP):

- Anacortes
 - 32nd Street and M Avenue Intersection Improvements
- Skagit Transit
 - Operating Funds
 - Bus Stop Sign Project
 - Paratransit Passenger Portal Software

Mr. Hamilton explained that the amendment from the City of Anacortes would add the project to the RTIP. The project was recently awarded approximately \$1 million of federal Highway Safety Improvement Program funds through the WSDOT City Safety Program, with a local match of \$685,000.

For Skagit Transit's Operating Funds project, this amendment would remove programmed funds in 2021 from the RTIP. The current programmed funding is no longer needed due to Skagit Transit's receipt of various federal funding available in response to the COVID-19 pandemic.

Skagit Transit's Bus Stop Sign Project and Paratransit Passenger Portal Software project would both be added to the RTIP under two respective amendments. Both are funded through Federal Transit Administration 5339 formula funds available to Skagit Transit.

Mr. Dempsey moved to recommend approval of the May Regional Transportation Improvement Program amendments as presented, and Mr. Shambaugh seconded the motion. The motion carried unanimously.

4. Unified Planning Work Program for State Fiscal Year 2022: Mr. Hamilton presented a revised draft of SCOG's unified planning work program (UPWP), which outlines the organization's transportation work activities for the upcoming Washington state fiscal year. Any recommendation from the TAC will go to the Transportation Policy Board this month as they consider taking action on the UPWP.

Since last month's TAC discussion, SCOG staff met with Federal Highway Administration, Federal Transit Administration, and WSDOT staffs to review the draft UPWP. No revisions were recommended as an outcome of this meeting, but a few revisions are proposed by staff. These revisions concern the Household Travel Survey work item, which has been extended multiple times due to the COVID-19 pandemic. Data collection for the Household Travel Survey is now scheduled for fall 2021 under a current consultant contract with Resource Systems Group, Inc. An updated cost estimate has been included in the UPWP along with narrative describing consultant contract costs. Other revisions include updates to revenue and expenditure estimates in the UPWP.

Mr. Dempsey moved to recommend approval of the Unified Planning Work Program for State Fiscal Year 2022 as presented, and Mr. Bullock seconded the motion. The motion carried unanimously.

5. Quarterly Obligation Report: Mr. Hamilton reminded the TAC that an obligation report comes to them each quarter, and tracks Surface Transportation Block Grant and Transportation Alternatives regional obligations through the federal fiscal year. As of March, the Skagit region has a little over \$1 million obligated, and approximately \$800,000 left to obligate in order to meet the regional obligation authority target. Two projects are expected to obligate before the end of the federal fiscal year, Mount Vernon's Freeway Drive project with an expected obligation of \$1.65 million, and the annual SCOG Admin project. Projects which have been granted extensions this year must obligate by the end of the calendar year, but are not expected to obligate before the end of the federal fiscal year.

Mr. Hart asked about the obligation authority status of other regions. Mr. Murphy responded that he had heard there are a few metropolitan planning organizations that do not expect to meet their regional obligation authority targets. Around two months ago, it sounded like the local portion of the statewide obligation authority target would not be met, but the Puget Sound Regional Council had not yet implemented their annual obligation authority procedures at that time.

- 6. Roundtable and Open Topic Discussion: Mr. Hamilton reminded the TAC that a regional call for projects is currently open and closes on May 14. A question and answer document has been uploaded to the SCOG website, and is available for project sponsors as they complete their applications. A project presentation meeting is scheduled for May 25 and will be a remote meeting. The purpose of the meeting is for the TAC to see projects presented by the sponsors and have an opportunity to ask questions.

Technical Advisory Committee members gave updates on their current projects. Mr. Hart asked if SCOG had considered a timeline for returning to in-person meetings. Mr. Murphy answered that the SCOG governing bodies have not yet made any determination on returning to in-person meetings. Mr. Hart requested that the TAC return to in-person meetings when allowed to do so.

- 7. Next Meeting: June 3, 2021

- 8. Adjourned: 2:09 p.m.

Attest:

Kevin Murphy
Skagit Council of Governments

Date