

SKAGIT COUNCIL OF GOVERNMENTS TRANSPORTATION POLICY BOARD MEETING

July 21, 2021 – 1:30 p.m.

[GoToMeeting](#)

Dial In: 1 (877) 309-2073

Access Code: 139-051-429

AGENDA

1. **Call to Order and Roll Call**
2. **Written Public Comments** – *Mark Hamilton*
3. **Consent Agenda**
 - a. Approval of [June 16, 2021 Transportation Policy Board Meeting Minutes](#)
4. **Action Items**
 - a. [Regional Project Selection and Prioritized Contingency List](#) – *Mark Hamilton*
 - b. [Unified Planning Work Program Amendment](#) – *Mark Hamilton*
5. **Discussion Items**
 - a. [Letters of Support](#) – *Kevin Murphy*
 - b. [In-person Transportation Policy Board Meetings](#) – *Kevin Murphy*
6. **Chair's Report**
7. **Executive Director's Report**
8. **Roundtable and Open Topic Discussion**
9. **Next Meeting:** August 18, 2021, 1:30 p.m., *To Be Determined*
10. **Adjourned**

Information:

[Monthly Financial Update](#)

[July 1, 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

June 16, 2021

GoToMeeting Remote Meeting

MEMBERS PRESENT

Mayor Julia Johnson, City of Sedro-Woolley, Chair; Commissioner Peter Browning, Skagit County, Vice-Chair; Mayor Jill Boudreau, City of Mount Vernon (arrived 1:34); Jay Drye, Washington State Department of Transportation; Mayor Laurie Gere, City of Anacortes; Commissioner Lisa Janicki, Skagit County; Commissioner Germaine Kornegay, Skagit PUD; Mayor Jason Miller, Town of Concrete; Commissioner Steve Omdal, Port of Skagit; Mayor Steve Sexton, City of Burlington; Commissioner Ron Wesen, Skagit County; and Chairman Tom Wooten, Samish Indian Nation.

STAFF PRESENT

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

OTHERS PRESENT

Four members of the public attended the meeting.

MINUTES

1. Call to Order: Mayor Johnson called the meeting to order at 1:30 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 from the time when the meeting materials were released to the day prior to the meeting. During that timeframe, public comments were received from Cody Hart.

Mr. Hamilton read Mr. Hart's public comments into the record. The comments concerned the accuracy of the planning-level estimate of the Samish Indian Nation's SR 20/Campbell Lake Rd - Intersection Improvement project. Mr. Hart suggested that the Board review the attachment submitted with his comments and asked that the project be disqualified from consideration for project selection. Verbatim comments submitted by Mr. Hart are included as an attachment to the meeting minutes.

3. Consent Agenda

- a. Approval of May 19, 2021 Transportation Policy Board Meeting Minutes

Commissioner Janicki moved approval of the May 19, 2021 meeting minutes as presented, and Commissioner Omdal seconded the motion. The motion carried unanimously.

4. Action Items

- a. Release of Recommended Regional Project Selection for Public Comment: Mr. Hamilton presented the Technical Advisory Committee (Committee) recommendation to the Board for regional project selection and prioritized contingency list. He summarized the process that has been followed to date and discussed the roles of the Board, Technical Advisory Committee and SCOG staff. Project received for consideration were presented to the Board along with

scoring received through the evaluation process, and relative ranking of each project.

Mr. Hamilton presented a disagreement at the Technical Advisory Committee regarding adequacy of Professional Engineer's Estimates submitted with project applications. He noted comments provided by one Committee member that are included with the meeting materials and the written public comments read into the record of the meeting. Mr. Hamilton presented the project selection recommendation of the Committee with each project recommended for selection and the amount proposed. He also went over the proposed prioritized contingency list and next steps in the project selection process.

Mayor Boudreau supported release of the recommendation for public comment. She asked that the Professional Engineer's Estimates be a future meeting agenda item and supports the Committee recommendation of focusing on funding preliminary engineering of projects. Mayor Johnson asked that Professional Engineer's Estimates be included on next month's Board agenda as a discussion item.

Mr. Drye described his background and credentials in delivering projects for over 30+ years, including over 25 years as a registered professional engineer. He stated that cost estimating is an area of his expertise, and concerns raised are related to licensing and the appropriate level of detail of cost estimates. Mr. Drye suggested there appears to be confusion among applicants as to what "Professional Engineer's Estimate (if applicable)" meant in the project selection application, and provided his professional opinion that there is no violation of state statutes pertaining to SCOG's project selection process.

Chairman Wooten cited increasing construction costs and the challenge of estimating construction costs for projects that often will not begin construction for many years, and asked Mr. Hamilton if SCOG has followed the same practice for construction cost estimating in the past. Mr. Hamilton responded that new this year is the addition of the word "Professional" to the Engineer's Estimate, which was added following a suggestion made at a Technical Advisory Committee meeting in 2019. No other changes were made to the application from the previous project selection regarding the Engineer's Estimate.

Mayor Johnson asked if the requirements for the Professional Engineer's Estimates could be clarified for future project selections. Mr. Hamilton responded that this was also discussed at the June Committee meeting and that, from a staff perspective, this feature of the application should be clarified in the future for clarity with applicants and administrative review of cost estimates.

Mayor Boudreau asked if there was a concern about accuracy of estimates. Mr. Hamilton confirmed that the accuracy of estimates was a concern expressed at the June Committee meeting. She asked this issue be revisited by the Board before the next selection process and not at next month's meeting as she had earlier suggested.

Mayor Sexton moved to release the proposed regional project selection and prioritized contingency list for public review and comment. Mayor Boudreau seconded the motion and it carried unanimously.

5. Chair's Report: Mayor Johnson had nothing to report.
6. Executive Director's Report: Mr. Murphy reported that Katie Bunge is no longer with SCOG but has taken a position with the Washington State Department of Transportation. Mr. Murphy discussed federal transportation bills and reported that SCOG has met our obligation authority target this year. And he mentioned that the Board of Directors meeting will use the same GoToMeeting as this meeting.



- 7. Roundtable and Open Topic Discussion: Mr. Drye presented an update on WSODT project work being done this summer. He also encouraged care when traveling as there has been an increase in inattentive driving recently.
- 8. Next Meeting: The next meeting is July 21, 2021, at 1:30 p.m., via the GoToMeeting remote meeting platform.
- 9. Adjourned: Mayor Johnson adjourned the meeting at 2:18 p.m.

Information Items: The Board was provided with a monthly financial update, draft minutes from the June 3, 2021 Technical Advisory Committee meeting, the annual review of the Public Participation Plan and a letter of support for Skagit Transit.

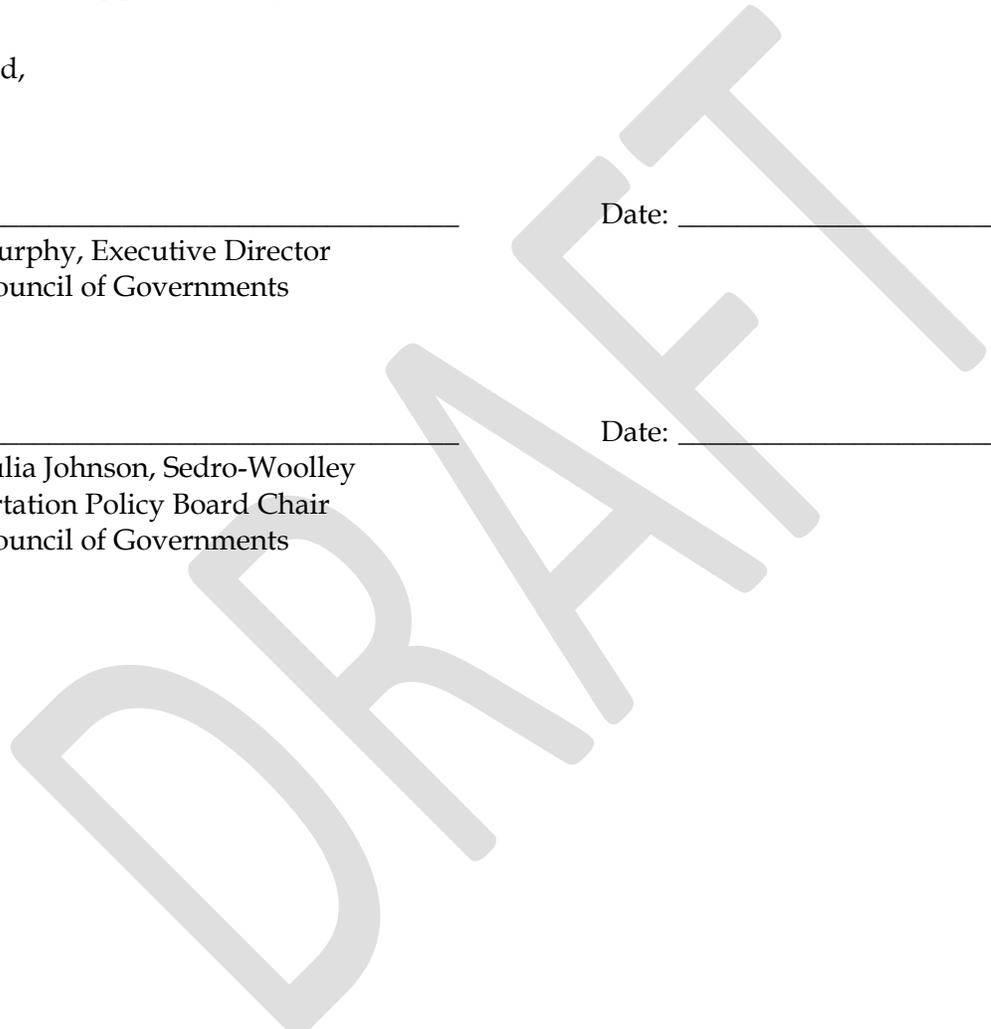
Approved,

 Kevin Murphy, Executive Director
 Skagit Council of Governments

Date: _____

 Mayor Julia Johnson, Sedro-Woolley
 Transportation Policy Board Chair
 Skagit Council of Governments

Date: _____



From: [Cody Hart](#)
To: [Kevin Murphy](#); [Mark Hamilton](#); [Katie Bunge](#)
Subject: RE: Professional Engineer Certified Cost Estimates - Notice of RCW Violation
Date: Thursday, June 10, 2021 3:56:33 PM
Attachments: [WSDOT- Samish Cost Estimate Info.pdf](#)

CAUTION: This email originated from an external email address. Do not click links or open attachments unless you recognize the sender, you are expecting this email and attachments, and you know the content is safe.

Mr. Murphy,

Upon further consideration I realized that due to the technical nature of construction cost estimating and WSDOT procedures your office and the Policy Board would appreciate direct information from WSDOT about the lack of accuracy of the "Planning" cost estimate WSDOT insisted be used for budget authorization of the Samish Intersection Project.

As shown in the attached and as I emphasize be reviewed, WSDOT's own cost estimating manual confirms the inappropriateness of the Policy Board using the Planning level estimate for approval of budget amounts and further confirms that WSDOT is asking the Policy Board to use substandard information as the basis of funding awards.

I ask your office and the Policy Board to review the attached WSDOT information in your consideration of the Samish construction funding request that I will reiterate has been improperly submitted and should be disqualified from consideration.

From: Cody Hart [mailto:codyh@crheng.com]
Sent: Friday, June 04, 2021 2:04 PM
To: 'Kevin Murphy' <kmurphy@scog.net>; 'Mark Hamilton' <markh@scog.net>; 'Katie Bunge' <kbunge@scog.net>
Subject: RE: Professional Engineer Certified Cost Estimates - Notice of RCW Violation

Good Afternoon,

I wish to reiterate the email I provided yesterday (found below) along with the reference material be provided to the Policy Board.

Please respond to confirm the correspondence has been received and my request will be processed.

From: Cody Hart [mailto:codyh@crheng.com]
Sent: Thursday, June 03, 2021 5:25 PM
To: 'Kevin Murphy' <kmurphy@scog.net>; 'Mark Hamilton' <markh@scog.net>; 'Katie Bunge' <kbunge@scog.net>
Subject: Professional Engineer Certified Cost Estimates - Notice of RCW Violation

I2 Intersection Improvement Estimate Summary

PLANNING LEVEL ESTIMATE INAPPROPRIATE FOR FUNDING ALLOCATION

IMPROVEMENT ESTIMATE

SR: 20 MP 45.59 to MP : 46.48
 Title: SR 20/Campbell Lake Rd - Intersection Improvement Prepared By: WSDOT, MBA

						Project Totals
PLANNING LEVEL ESTIMATE					SR 20/Campbell Lake Rd - Roundabout	Total
Work Item #	Work Item	Price per Unit	Unit	Qty	Cost	Cost Summary
Preparation						
0025	Clearing and Grubbing	\$10,000	AC	0.50	\$5,000	
0050	Removal Of Structure And Obstruction	\$1	LS	50,000	\$50,000	\$55,000
Grading						
0310	Roadway Excavation Incl Haul	\$40	CY	2,760	\$110,400	
0431	Gravel Borrow Incl Haul	\$25	Ton	4,120	\$103,000	
0470	Embankment Compaction	\$8	CY	2,230	\$17,840	\$231,240
Drainage						
xxxx	Drainage Sytem	1	LS	50,000	\$50,000	\$50,000
Surfacing						
5100	Crushed Surfacing Base Course	\$35	T	3,000	\$105,000	\$105,000
Hot Mix Asphalt						
5711	Planing Bituminous Pavement	\$10	SY	667	\$6,667	
5767	HMA Cl. 1/2 IN. PG 64-22	\$130	T	3,000	\$390,000	
5830	Job Mix Compliance	Calc	Dol	3%	\$11,700	
5835	Compaction Price Adjustment Cl. B	Calc	Dol	5%	\$19,500.00	\$427,867
Erosion Control & Planting						
6403	ESC Lead	\$150	DY	45	\$6,750	
6414	Seeding, Fert., and Mulching	\$7,000	Acre	0.50	\$3,500	
6470	Street Cleaning	\$120	Hr	125	\$15,000	
xxxx	Erosion/ Water Pollution control	\$1	LS	50,000	\$50,000	
6635	High Visibility Silt Fence	\$5	LF	3,000	\$15,000	
xxxx	Roadside Restoration	\$1	LS	50,000	\$50,000	\$140,250
Traffic						
6699	Roundabout Cement Concrete Traffic Curb & Gutter	\$60.00	LF	3,000	\$180,000	
6709	Roundabout Truck Apron Cem. Conc. Curb And Gutter	\$65.00	LF	500	\$32,500	
6708	Roundabout Central Island Cement Conc. Curb	\$100.00	LF	300	\$30,000	
6807	Plastic Line	\$4.00	LF	6,500	\$26,000	
6828	Plastic Wide Line	\$5	LF	250	\$1,250	
6832	Flexible Guide Posts	\$50	EA	50	\$2,500	
6833	Plastic Traffic Arrow	\$240	EA	21	\$5,040	
6859	Plastic Stop Line	\$15	LF	0	\$0	
6882	Raised Pavement Marker Type (Combined)	\$250	Hun	0.00	\$0	
6895	Temporary Pavement Marking – Short Duration	\$2.00	LF	2,000	\$4,000	
9238	Plastic Yield Symbol	\$80	EA	3	\$240	
6890	Permanent Signing	\$1	LS	20,000	\$20,000	
6904	Illumination System and other Items	\$1	LS	120,000	\$120,000	
6956	Sequential Arrow Sign	\$6	HR	1,650	\$9,900	
6993	Portable Changeable Message Sign	\$8	HR	1,650	\$13,200	
6973	Other Temporary Traffic Control	1	LS	21,700	\$21,700	
6980	Flaggers	\$70	HR	1,600	\$112,000	
6992	Other Traffic Control Labor	\$70	HR	900	\$63,000	
7449	Operation of Transportable Attenuator (s)	\$70	HR	200	\$14,000	
7450	Repair Transportable Attenuator (s)	1	EST	8,000	\$8,000	\$663,330

I2 Intersection Improvement Estimate Summary

PLANNING LEVEL ESTIMATE INAPPROPRIATE FOR FUNDING ALLOCATION

PLANNING LEVEL ESTIMATE				SR 20/Campbell Lake Rd - Roundabout		Total
Work Item #	Work Item	Price per Unit	Unit	Qty	Cost	Cost Summary
Other						
7003	Type B Progress Schedule	\$5,000	LS	1	\$5,000	
7055	Cement Conc. Sidewalk	\$50	SY	0	\$0	
7058	Cement Conc. Sidewalk Ramp Type 2A	\$5,000	EA	0	\$0	
7059	Cement Conc. Driveway Entrance	\$250	SY	80	\$20,000	
7042	ADA Features Surveying	\$500	EA	0	\$0	
7038	Roadway Surveying	\$1	LS	15,000	\$15,000	
7054	Detectable Warning Surface	\$50	SF	0	\$0	
xxxx	Pigmented Cement Conc. Pavement for Splitter Island	\$90	SY	560	\$50,400	
xxxx	Pigmented Cement Conc. Pavement for Apron	\$90	SY	400	\$36,000	
7480	Roadside Cleanup	\$1	LS	20,000	\$20,000	
7725	Reimbursement for Third Party Damage	\$1	EST	5	\$5	
7736	SPCC Plan	\$1	LS	2,500	\$2,500	\$148,905

Subtotal for Percentages

Construction Subtotal:		\$1,821,592	\$1,821,592
Mobilization	10%	\$182,159	\$182,159
Subtotal:		\$2,003,751	\$2,003,751
Sales Tax	8.10%	\$162,304	\$162,304
Subtotal:		\$2,166,055	\$2,166,055
Bid & (700) Non-Bid Item Total (Wetland Mitigation Agreement Site*)	Est	\$0	\$0
Subtotal:		\$2,166,055	\$2,166,055
Construction Engineering	15%	\$324,908	\$324,908
Construction Total:		\$2,490,963	\$2,490,963
R/W: Acquisition	Est	\$100,000	\$100,000
Preliminary Engineering:	28%	\$606,495	\$606,495
Project Costs:		\$3,197,458	\$3,197,458

Assumptions:

- 1 This project will replace the existing T-Intersection with single Lane Roundabout with a SB to WB slip lane.
- 2 The widening assumed to be only on the north side of the intersections (see project layout), other layout option can be considered during design.
- 3 Assume lowering the grade to the intersection, other options can be considered during design.
- 4 Construction Engineering 15% .
- 5 Preliminary Engineering 18% per Cost Estimating Guidance for WSDOT and 5% for R/W and 5% Tribal Consultation.
- 6 The project will be impacting the adjacent properties on the North side; a sliver of the properties will have to be acquired.
- 7 Modification of the existing detention pond will be required to treat additional impervious runoff.
- 8 This project will need 55 days to complete all work.
- 9 Removal of structure and obstruction includes any additional unexpected items such as utility poles or others.
- 10 Use 8.1% sales tax.
- 11 Project assumed to partially acquire the north corner, and a small portion of the west corner.
- 12 Project managed by WSDOT, funds secured by Samish Nation



**Washington State
Department of Transportation**

Cost Estimating Manual for Projects

M 3034.04

December 2020

Engineering and Regional Operations
Development Division, Design Office, SAEO

Cautions

1. **Market conditions:** Unit prices can vary greatly over time based on market conditions. Petroleum products, concrete, and steel prices have probably been the most volatile recently. It is important to review the unit prices, especially for larger-cost items on a project, to reflect current trends. Market conditions are important in all phases, but most prominently in planning, since the construction date is so far into the future.
2. **Ongoing maintenance:** Planning estimates may sit on the shelf for many years before moving to scoping, design, and construction. Planning estimates should be reviewed and refreshed regularly to reflect potential changes in scope, unit prices, regulatory requirements, etc. This is also a good time to review the assumptions and revise as necessary.
3. **Precision:** The total cost may be displayed by computer estimating tools to the nearest dollar, sometimes even to the penny. When these estimates are shared within the organization, or even outside the organization, they may give the impression that the estimate is very precise. Round planning phase estimates up to the nearest thousand, ten thousand, or hundred thousand dollars, depending on the magnitude of the estimated cost.

4-4 Scoping

Scoping estimates set the baseline cost for the project. A project is programmed when it is entered into the Capital Improvement and Preservation Program (CIPP) and the Biennial Transportation Program. The scoping estimate is important because it is the baseline used by the Legislature to set the budget; future estimates will be compared against it. Clearly document assumptions and scope definitions in the Basis of Estimate document so that changes can be accurately compared to this estimate.

4-4.1 Techniques

Historical bid-based and parametric techniques have been described previously, and both may be used in the scoping phase.

Cost-based estimating uses the same process as historical bid-based estimating, except that the costs applied during estimating are based on analysis of items other than bid research. Historical bid-based and cost-based approaches both utilize quantities estimated for items such as asphalt, concrete pavement, structures, and roadway excavation.

Other items that are not yet quantified may be estimated parametrically or through the use of historical percentages. At this time, risks associated with the calculation of item quantities should be identified, and a Risk Management Plan should be developed and included in the estimating file for future reference.

Table 4-1 Cost Estimating Matrix

Project Development Phase	Percentage of Design Completed	Purpose of Estimate	Methodology	Tools	Estimate Range
Planning Washington Transportation Plan Highway System Plan Design Studies Route Dev. Plans	0% to 2%	Screening or Feasibility WTP/HSP (20-Year Plan) WTP - Washington Transportation Plan HSP - Highway Systems Plan	Parametric	PLCE and/or MP3	-50% to +200%
	1% to 15%	Concept Study or Feasibility Implementation Plan (10 Yr. Plan)	Parametric Risk-Based	PLCE and/or MPE Risk assessment models	-40% to 100%
Scoping Project Summary (PD, DDS)	10% to 30%	<u>Budget Authorization or Control</u> Capital Improvement & Preservation Plan (CIPP)	Parametric Historical Bid-Based Risk-Based	PLCE and/or MP3 UBA, BidTabs Pro Risk assessment models	-30% to +50%
Design Design Documentation I/S Plans for Approval Design Approval	30% to 90%	Design Estimates (Project Control of Scope Schedule Budget)	Historical Bid-Based Cost-Based Risk-Based	UBA, BidTabs Pro Risk assessment models	-10% to +25%
PS&E Plans, Specs, Estimate (R/W Plans approved)	90% to 100%	Engineer's Estimate (prior to bid)	Historical Bid-Based Cost-Based Risk-Based	EBASE, UBA, BidTabs Pro, Risk assessment models	-5% to +10%

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ACTION ITEM 4.A. – REGIONAL PROJECT SELECTION AND PRIORITIZED CONTINGENCY LIST

Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Technical Advisory Committee	02/04/2021	Discussion	Mark Hamilton	(360) 416-7876
Transportation Policy Board	02/17/2021	Information	Mark Hamilton	(360) 416-7876
Technical Advisory Committee	03/04/2021	Review and Recommendation (Evaluation Process)	Mark Hamilton	(360) 416-7876
Transportation Policy Board	03/17/2021	Release for Public Comment (Evaluation Process)	Mark Hamilton	(360) 416-7876
Transportation Policy Board	04/21/2021	Approve Evaluation Process	Mark Hamilton	(360) 416-7876
Technical Advisory Committee	06/03/2021	Review and Recommendation (Project Selection)	Mark Hamilton	(360) 416-7876
Transportation Policy Board	06/16/2021	Release for Public Comment (Project Selection)	Mark Hamilton	(360) 416-7876
Transportation Policy Board	07/21/2021	Approve Project Selection	Mark Hamilton	(360) 416-7876

RECOMMENDED ACTION

The Technical Advisory Committee recommends approval of a [proposed regional project selection](#) and [prioritized contingency list](#).

DISCUSSION

One of the tasks in the Skagit Council of Governments (SCOG) unified planning work program for this state fiscal year is to complete a regional selection of projects to receive federal Surface Transportation Block Grant (STBG) program and Transportation Alternatives (TA) funds. A selection of projects to receive funding under these programs is a decision made by the Transportation Policy Board, and is expected in July/August 2021.

SCOG staff estimates that **\$3.47 million** is available through this call for projects, which includes estimated federal Surface Transportation Block Grant program and Transportation Alternatives allocations for the Skagit region out to 2027. The Federal Highway Administration has fact sheets on their website which provide overviews of these federal funding programs:

- [Surface Transportation Block Grant Fact Sheet; and](#)
- [Transportation Alternatives Fact Sheet.](#)

After transportation projects are selected by the Transportation Policy Board, they will be ready for programming in the 2022–2027 Regional Transportation Improvement Program – anticipated for adoption in October 2021. All actions made relating to project evaluation, project selection and programming of projects are made by the Transportation Policy Board.

STBG and TA funds are available for award to projects in the following categories:

- “Urban Areas” funding for areas with greater than 5,000 population – the four cities and some surrounding unincorporated areas;
- “Rural Areas” funding for areas with fewer than 5,000 population – the four towns and most unincorporated areas; and
- “Any Area” funding that can be used in Urban Areas or Rural Areas.

Prior to issuing a regional call for projects, SCOG developed and approved a [regional project evaluation process](#). The evaluation process was prepared with advice from the Technical Advisory Committee and was approved by the Transportation Policy Board on April 21, 2021.

Project selection is a work task included on Page 13 of SCOG’s current [Unified Planning Work Program](#).

PROJECT APPLICATIONS RECEIVED AND SCORED

Applications received through the call for projects were received by SCOG staff and scored based on approved criteria and weights. The Technical Advisory Committee prioritized applications for the Technical Advisory Committee Priority criterion and also prioritized contingency list applications received by SCOG.

Projects received through the call for projects, ranking, scores and other application information are included in the following table. Projects with more than one phase appear in multiple rows.

Rank ¹	Score	Applicant	Project Name	Phase	Class.	Urban/ Rural	STBG/ TA	Funding Request
1	72	Anacortes	R Avenue Long-term Improvements	CN	Roadway	Urban	STBG	\$5,460,313
2	71	Mount Vernon	Riverside Drive Improvements - 2	PE	Roadway	Urban	STBG	\$348,000
2	71	Mount Vernon	Riverside Drive Improvements - 2	CN	Roadway	Urban	STBG	\$1,360,000
3	67	Samish Indian Nation	SR 20/Campbell Lake Road - Intersection Improvement	CN	Roadway	Rural	STBG	\$1,285,200
4	56	Burlington	George Hopper Interchange Improvements Phase II	CN	Roadway	Urban	STBG	\$625,000
5	52	Skagit Transit	Skagit Transit Bus Stop Amenities	PL/Other	Non-roadway	Urban	STBG	\$56,100
6	43	Skagit County	Peterson Road Improvements	PE	Roadway	Urban	STBG	\$261,613
6	43	Skagit County	Peterson Road Improvements	CN	Roadway	Urban	STBG	\$2,092,907
7	40	Concrete	Secondary Access	CN	Roadway	Rural	STBG	\$857,626

¹ Two projects are ranked #7 and two projects are ranked #9 due to equal project scoring for these projects. Due to these ties, there is no #8 nor #10 ranked projects. Projects with more than one phase received the same ranking for each phase.

Rank ¹	Score	Applicant	Project Name	Phase	Class.	Urban/ Rural	STBG/ TA	Funding Request
7	40	Samish Indian Nation	Tommy Thompson Trail: Trestle and Causeway Replacement	PL/Other	Non-roadway	Urban	TA	\$160,650
9	39	Mount Vernon	River Dike Trail System - Phase 1	PE	Non-roadway	Urban	TA	\$41,000
9	39	Mount Vernon	River Dike Trail System - Phase 1	CN	Non-roadway	Urban	TA	\$222,000
9	39	Skagit County	Josh Wilson Road Phase 2	PE	Roadway	Rural	STBG	\$243,065
9	39	Skagit County	Josh Wilson Road Phase 2	ROW	Roadway	Rural	STBG	\$86,500
9	39	Skagit County	Josh Wilson Road Phase 2	CN	Roadway	Rural	STBG	\$3,275,072

Total \$16,375,046

Contingency list project applications with Technical Advisory Committee ranking, funding request and other project information are included in the following table.

Rank	Applicant	Project	Phase	Funding Request
1	Skagit Council of Governments	Skagit Regional Transportation Resilience Study	PL	\$129,750
2	Mount Vernon	Riverside Drive Improvements – 1	PE	\$411,000
3	Mount Vernon	30 th Street Improvements – 1	PE	\$373,000
4	Mount Vernon	15 th Street Sidewalk Improvements	PE	\$42,000
4	Mount Vernon	15 th Street Sidewalk Improvements	CN	\$226,000
5	Skagit Transit	Skagit Transit Design Services for Transit Island Canopy March Point P&R	PE	\$164,900
5	Skagit Transit	Skagit Transit Design Services for Transit Pullouts along Memorial Highway	PE	\$73,100
7	Skagit Transit	Skagit Transit Bus Stop Surveys	PE	\$66,300

Total \$1,486,050

TECHNICAL ADVISORY COMMITTEE RECOMMENDATION

The Technical Advisory Committee reviewed project scoring and made a project selection recommendation to the Transportation Policy Board at their meeting on June 3. There are two parts to the recommendation:

1. A recommendation on which projects to select for regional STBG and TA funding; and
2. A recommendation on which projects to include in a prioritized contingency list.

Part one of the Technical Advisory Committee recommendation is the proposed project selection for STBG and TA funding displayed in the following table.

Applicant	Project	Phase	Funding Type	Selection Amount
Anacortes	R Avenue Long-term Improvements ²	CN	STBG	\$859,087
Mount Vernon	Riverside Drive Improvements – 2	PE	STBG	\$348,000
Samish Indian Nation	SR 20/Campbell Lake Road – Intersection Improvement	CN	STBG	\$1,285,200
Skagit Transit	Skagit Transit Bus Stop Amenities ³	PL/Other	STBG	\$56,100
Skagit County	Peterson Road Improvements	PE	STBG	\$261,613
Samish Indian Nation	Tommy Thompson Trail: Trestle and Causeway Replacement	PL/Other	TA	\$160,650
Mount Vernon	River Dike Trail System – Phase 1	PE	TA	\$41,000
Mount Vernon	River Dike Trail System – Phase 1	CN	TA	\$222,000

Total \$3,233,650

Part two of the Technical Advisory Committee recommendation is a proposed prioritized contingency list, included in priority order and displayed in the following table.

Rank ⁴	Applicant	Project	Phase	Funding Request
1	SCOG	Skagit Regional Transportation Resilience Study	PL	\$129,750
2	Mount Vernon	Riverside Drive Improvements – 1	PE	\$411,000
3	Mount Vernon	30 th Street Improvements – 1	PE	\$373,000
4	Mount Vernon	15 th Street Sidewalk Improvements	PE	\$42,000
4	Mount Vernon	15 th Street Sidewalk Improvements	CN	\$226,000
5	Skagit Transit	Skagit Transit Design Services for Transit Island Canopy March Point P&R	PE	\$164,900
5	Skagit Transit	Skagit Transit Design Services for Transit Pullouts along Memorial Highway	PE	\$73,100
7	Skagit Transit	Skagit Transit Bus Stop Surveys	PE	\$66,300

Total \$1,486,050

TECHNICAL ADVISORY COMMITTEE DISAGREEMENT ON ADEQUACY OF PROFESSIONAL ENGINEER’S ESTIMATES

The Technical Advisory Committee discussed the adequacy of Professional Engineer’s Estimates included as attachments to project applications. Members disagreed on what should be included in these estimates, such as whether or not estimates must be stamped, signed and dated by a registered professional engineer. 30% of project applications (3 of 10) included estimates stamped, signed and dated by a registered professional engineer. Projects with construction phases were the primary focus of this disagreement among Technical Advisory Committee members.

This subject is included in the [draft minutes](#) from the June 3 Technical Advisory Committee meeting. At the meeting, SCOG staff recommended revisiting expectations for project cost estimates prior to the next

² Construction request for this project is \$5,460,313. Selection recommendation is for partial funding of this phase.

³ This is the only project recommended to receive STBG funds set aside for non-roadway projects.

⁴ Rankings for #4 and #5 projects each appear two times. For the #4 project, this is due to their being two phases to the same project. For the #5 projects, this is due to two projects receiving the same score in the ranking process. As two projects received a #5 ranking, there is not a #6 ranked project.

project selection to provide clarity to applicants and the administrative review process. Following the meeting, one Technical Advisory Committee member submitted [additional comments](#) to SCOG staff on this subject and requested they be submitted to the Transportation Policy Board for the June 16 meeting.

PUBLIC PARTICIPATION

There must be a minimum of two public comment periods prior to project selection as described on Page 19 of SCOG's [Public Participation Plan](#): (1) on the proposed regional project evaluation process; and (2) on the proposed project selection. In addition, projects go through separate local processes with the regional public participation process supplementing outreach completed and input received at the local level.

The Transportation Policy Board released the proposed evaluation process for public review and comment at the March 17 meeting. A public comment period was held from March 19 through April 2, with a notice of public comment period published in the Skagit Valley Herald on March 23 and 30, and on the SCOG website for the entirety of the comment period. Comments received, along with staff responses and proposed revisions were included in a [Comment Tracker](#) that was provided to the Transportation Policy Board for the April 21 meeting.

The Transportation Policy Board released the proposed project selection for public review and comment at the June 16 meeting. A public comment period was held from June 18 through July 2, with a notice of public comment period published in the Skagit Valley Herald on June 22 and 29, and on the SCOG website for the entirety of the comment period. No comments were received.

TECHNICAL ADVISORY COMMITTEE PROPOSED REGIONAL PROJECT SELECTION

June 3, 2021

Applicant	Project	Phase ¹	Funding Type ²	Selection Amount
Anacortes	R Avenue Long-term Improvements ³	CN	STBG	\$859,087
Mount Vernon	Riverside Drive Improvements – 2	PE	STBG	\$348,000
Samish Indian Nation	SR 20/Campbell Lake Road – Intersection Improvement	CN	STBG	\$1,285,200
Skagit Transit	Skagit Transit Bus Stop Amenities ⁴	PL/Other	STBG	\$56,100
Skagit County	Peterson Road Improvements	PE	STBG	\$261,613
Samish Indian Nation	Tommy Thompson Trail: Trestle and Causeway Replacement	PL/Other	TA	\$160,650
Mount Vernon	River Dike Trail System – Phase 1	PE	TA	\$41,000
Mount Vernon	River Dike Trail System – Phase 1	CN	TA	\$222,000
			Total	\$3,233,650

¹ “PL” is planning, “PE” is preliminary engineering and “CN” is construction.

² “STBG” is federal Surface Transportation Block Grant program and “TA” is federal Transportation Alternatives.

³ Construction request for this project is \$5,460,313. Selection recommendation is for partial funding of this phase.

⁴ This is the only project recommended to receive STBG funds set aside for non-roadway projects.

TECHNICAL ADVISORY COMMITTEE PROPOSED PRIORITIZED CONTINGENCY LIST

June 3, 2021

Rank ¹	Applicant	Project	Phase ²	Funding Request
1	SCOG	Skagit Regional Transportation Resilience Study	PL	\$129,750
2	Mount Vernon	Riverside Drive Improvements – 1	PE	\$411,000
3	Mount Vernon	30 th Street Improvements – 1	PE	\$373,000
4	Mount Vernon	15 th Street Sidewalk Improvements	PE	\$42,000
4	Mount Vernon	15 th Street Sidewalk Improvements	CN	\$226,000
5	Skagit Transit	Skagit Transit Design Services for Transit Island Canopy March Point P&R	PE	\$164,900
5	Skagit Transit	Skagit Transit Design Services for Transit Pullouts along Memorial Highway	PE	\$73,100
7	Skagit Transit	Skagit Transit Bus Stop Surveys	PE	\$66,300
			Total	\$1,486,050

¹ Rankings for #4 and #5 projects each appear two times. For the #4 project, this is due to their being two phases to the same project. For the #5 projects, this is due to two projects receiving the same score in the ranking process. As two projects received a #5 ranking, there is not a #6 ranked project.

² “PL” is planning, “PE” is preliminary engineering and “CN” is construction.

ACTION ITEM 4.B. – UNIFIED PLANNING WORK PROGRAM AMENDMENT

Document History

Meeting	Date	Type of Item	Staff Contact	Phone
Transportation Policy Board	07/21/2021	Action	Mark Hamilton	(360) 416-7876

RECOMMENDED ACTION

Skagit Council of Governments (SCOG) staff recommends approval of an amendment to the [Unified Planning Work Program for State Fiscal Year 2022](#).

FISCAL IMPACT

This action would increase programmed expenditures by \$7,500 to fund the Skagit County Walking Trail Guide update.

DISCUSSION

SCOG is responsible for preparing a unified planning work program (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 work tasks, their associated costs and applicable funding sources. The Transportation Policy Board approved the UPWP at the May 19, 2021 meeting.

The \$7,500 for the Skagit County Walking Trail Guide update was a programmed expenditure last state fiscal year, which ended on June 30, 2021. Due to a printing delay, the project was not completed last state fiscal year as expected, and continues into this state fiscal year.

This amendment to the UPWP includes continuing funding for the Skagit County Walking Trail Guide update this state fiscal year. As documented in the amendment, funding for the guide update this state fiscal year is up to \$7,500 and would be funded by Washington state regional transportation planning organization (RTPO) grant funding. Utilizing RTPO funding is consistent with how the Skagit County Walking Trail Guide update was funded in the SFY 2021 UPWP.

Work Task 2.7 on Page 11 of the UPWP describes the Skagit County Walking Trail Guide update project. Expenditure and revenue tables on Page 16-17 of the UPWP include revisions making \$7,500 in RTPO funding available for the project.

UNIFIED PLANNING WORK PROGRAM



DRAFT

Adopted by the
Transportation Policy Board on
May 19, 2021

Amended July 21, 2021

State Fiscal Year

2022

July 1, 2021 – June 30, 2022

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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 May 2021)
- Regional travel demand model update (pending as of May 2021)
- [2020 annual listing of federal obligations](#)
- Skagit County Walking Trail Guide (pending as of May 2021)
- SFY 2022 UPWP

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

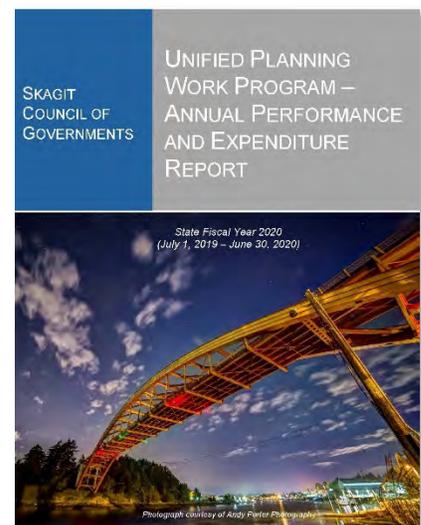
Description: Creation of the SFY 2021 UPWP Annual Performance and Expenditure Report per [23 CFR 420.117](#). SCOG will develop the SFY 2023 UPWP in cooperation with WSDOT, Skagit Transit, Federal Highway Administration and Federal Transit Administration.

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

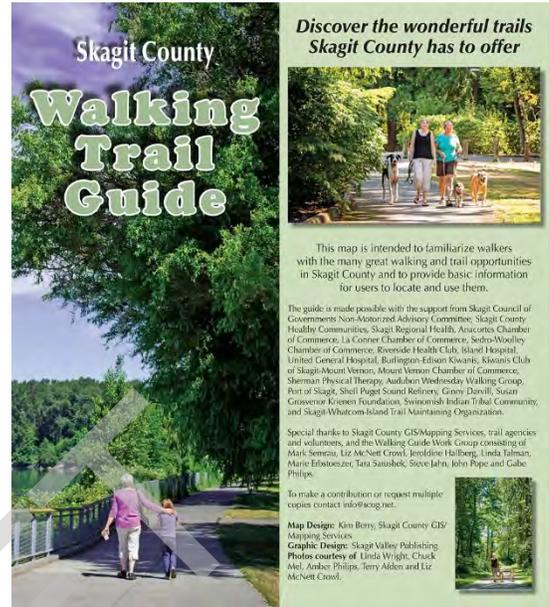
Product: Implement actions in SFY 2022 from SFY 2020 assessment of SCOG activities to ensure continued compliance with nondiscrimination statutes.

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. The Skagit County Walking Trail Guide was updated in SFY 2021, and printing of the updated guide will be completed in SFY 2022.

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. Complete printing of Skagit County Walking Trail Guide in July/August 2021 with an estimated cost of \$7,500.



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.

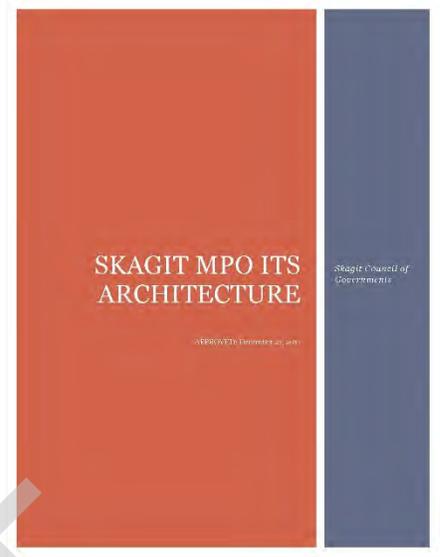
Direct Cost: Professional services are estimated at \$20,000 in SFY 2022 for this task.

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 \$107,800 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

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	\$8794,200700	\$7581,400900	\$4412,800	\$49,100	\$42,500	\$6,600	\$0	\$0	\$0	\$0	\$2921,200700	\$447124,900400	\$2921,200700	\$4819,400	\$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			\$10411,300800	\$9086,300700	\$4115,100	\$59,800	\$51,800	\$8,000	\$0	\$0	\$0	\$0	\$3325,200700	\$442148,900500	\$3325,200700	\$2223,100	\$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	\$0	\$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	\$0	\$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	\$0	\$15,800	\$19,600100	\$2,500	\$4927,900400	
	2.8	Regional Level of Service Review	\$7,200	\$6,200	\$1,000	\$0	\$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	\$3533,400100	\$184,900	\$333,400100	\$25,900	\$336243,400900	
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	\$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			\$260268,600100	\$225231,300800	\$3536,300	\$150,100	\$129,900	\$20,200	\$20,000	\$307,100	\$265,700	\$41,400	\$71,600	\$640647,900400	\$71,600	\$9697,900	\$809816,400900	

Note: Figures are rounded

EXPENDITURES & REVENUE BY FUND TYPE

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	\$996,300 <u>\$800</u>	\$90,700	\$18,300	\$26,200	\$225232,500 <u>\$000</u>	\$211,500	\$83,900	\$963,900 <u>\$400</u>
	Local Match = 13.5%	\$4415,100	\$14,200	\$2,900	\$4,100	\$3536,300	\$3536,300	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	\$164171,400 <u>\$800</u>	\$210,700	\$80,200	\$282,800	\$738745,100 <u>\$600</u>	\$668569,800	\$287,100	\$147111,800 <u>\$300</u>

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	\$3325,200 <u>\$700</u>	\$2533,600 <u>\$100</u>	\$3,400	\$9,400	\$71,600	\$71,600	\$0	N/A
	Total	\$3325,200 <u>\$700</u>	\$2533,600 <u>\$100</u>	\$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	\$107,800	\$167,541
	Local Match = 13.5%	\$16,824	\$26,148
	FHWA STBG (R) Federal Funds	\$0	\$0
	Local Match = 13.5%	\$0	\$0
	Total	\$124,624	\$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.

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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	\$107,800	FHWA – STBG
Total			\$157,800	

Note: Figures are rounded

CONTACT INFORMATION

For more information or to request a copy of this document, please contact:

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Appendix A: BOARD MEMBERSHIP

SKAGIT COUNCIL OF GOVERNMENTS TRANSPORTATION POLICY BOARD

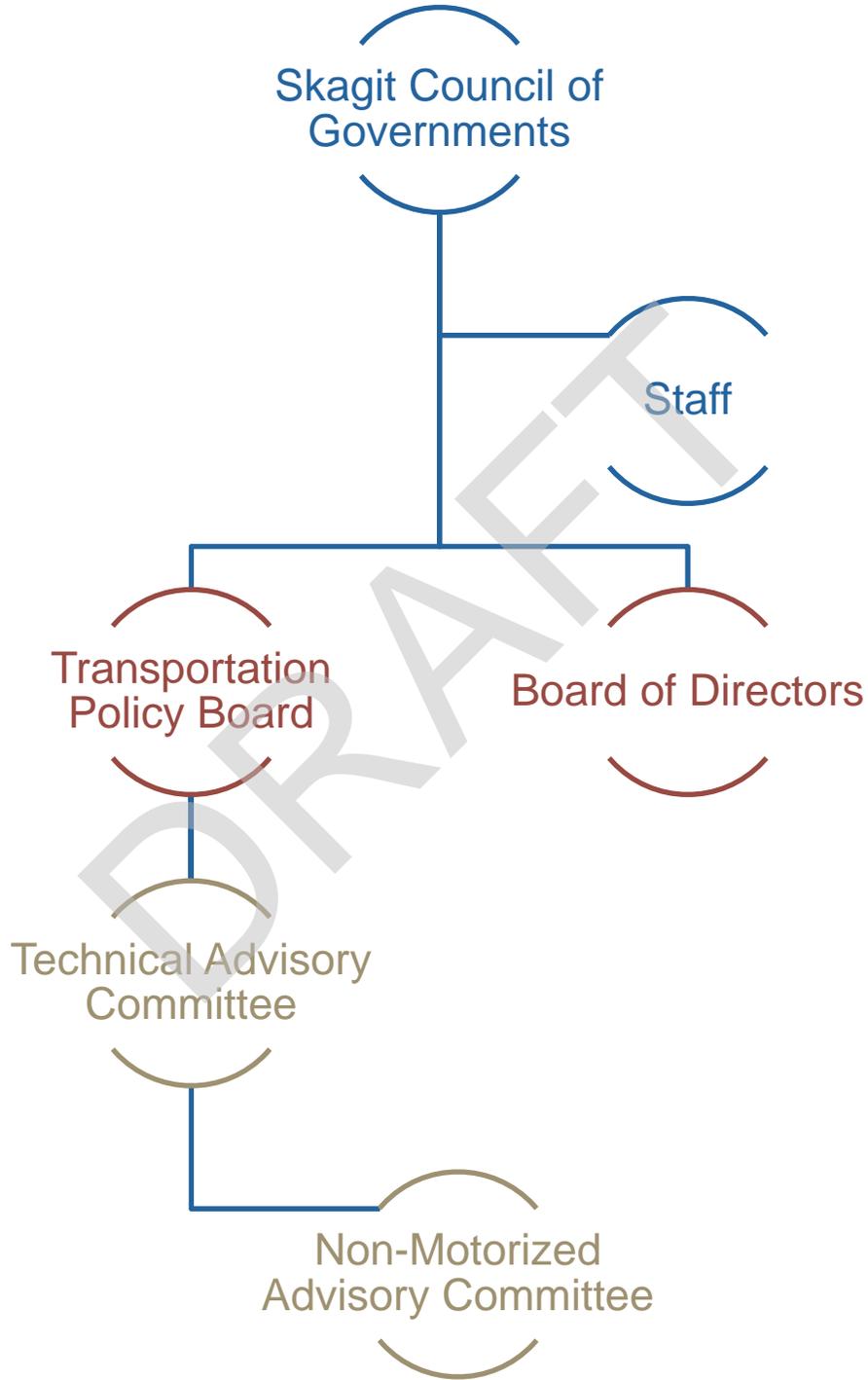
The Transportation Policy Board makes regional transportation decisions for the MPO and RTPO. The responsibilities of the Transportation Policy Board include approval of planning documents and programs as well as establishing regional transportation planning policies.

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

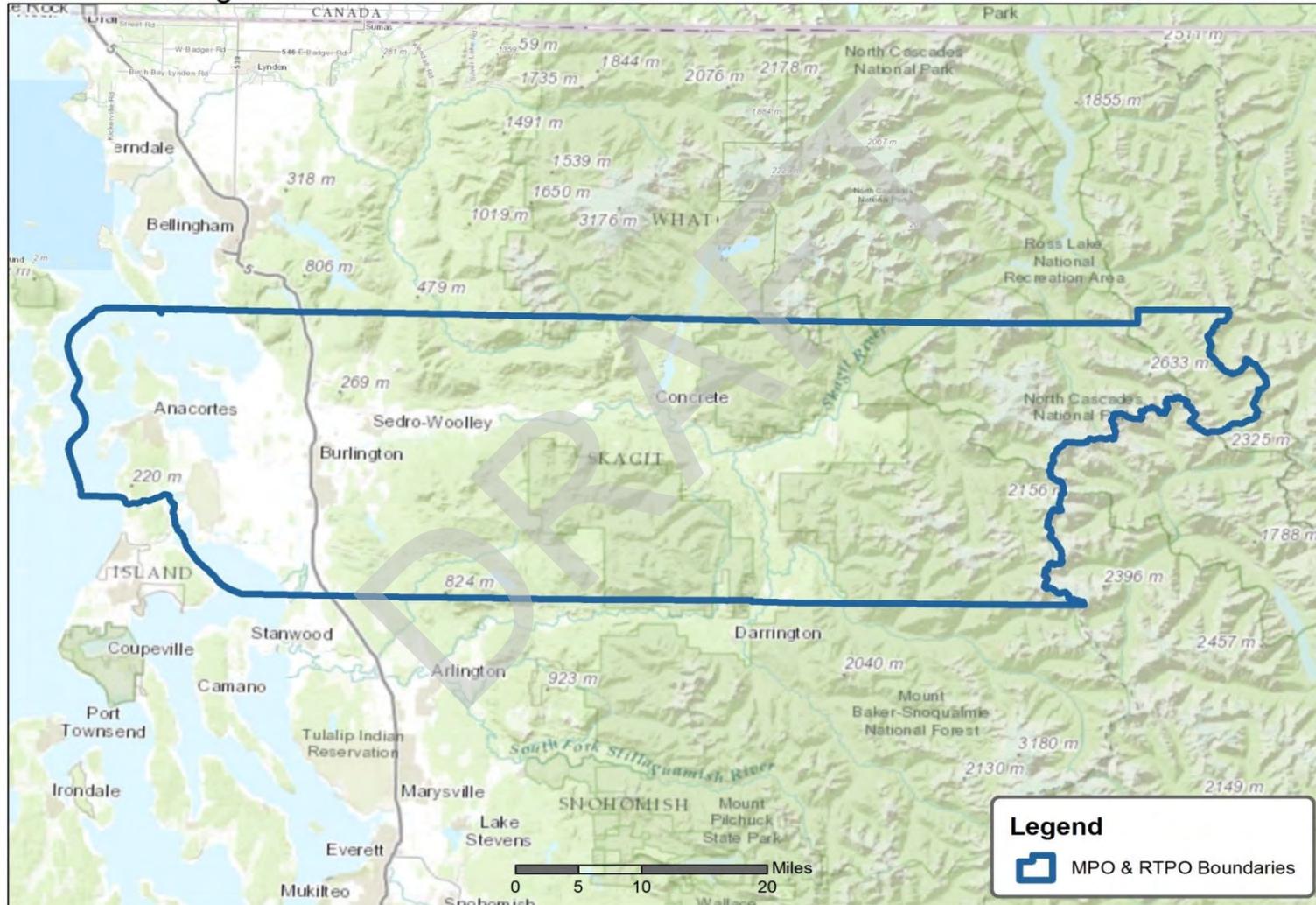
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Appendix B: ORGANIZATIONAL STRUCTURE



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

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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

DISCUSSION ITEM 5.A. – LETTERS OF SUPPORT

Document History

Meeting	Date	Type of Item	Staff Contact	Phone
Transportation Policy Board	07/21/2021	Discussion	Kevin Murphy	360-416-7871

DISCUSSION

A request was made during the June Transportation Policy Board (TPB) to discuss when the Skagit Council of Governments prepares letters of support for projects. Currently staff will support regionally significant projects that have been included in past actions by the TPB. For example, projects listed in the regional transportation plan, regional transportation improvement program, or the Skagit Regional Transportation Priorities. Projects that aren't specifically listed nor need to be, such as safety or preservation projects, are supported if they are consistent with the regional transportation plan.

The timing for getting letters completed often don't align with TPB meetings. Additional clarification or direction to staff will be discussed at the meeting.

DISCUSSION ITEM 5.B. – IN-PERSON TRANSPORTATION POLICY BOARD MEETINGS

Document History

Meeting	Date	Type of Item	Staff Contact	Phone
Transportation Policy Board	07/21/2021	Discussion	Kevin Murphy	360-416-7871

DISCUSSION

Recent guidance changes would allow the option for the Transportation Policy Board (TPB) to have an in-person meetings component to the TPB meetings, if so desired. TPB will discuss if they would want to continue with remote meetings or return to in-person meetings and if so when, where, and under what conditions.

The Governor’s [Proclamation 20-28.15](#) remains in effect for public meetings subject to the Open Public Meetings Act, but capacity limits, physical distancing, and most other restrictions related to the in-person component of public meetings have been lifted.

Proclamation 20-28.15 has been in place since January 2021 and extends the substantive provisions contained in [Proclamation 20-28.14](#). Those provisions require that all public meetings be held remotely, with the option of also holding an in-person component to a public meeting if certain conditions are met. One of those conditions is that “(t)he open public meeting complies with the guidelines for ‘business meetings’, found in the “Miscellaneous Venues’ guidance...as incorporated into the Proclamation 20-25 et seq.”

SCOG would need to provide a remote option for attendees in order to convene TPB meetings based on the proclamations. Currently SCOG does not have this capability for all attendees and would need to find a venue or technology solution in order to comply with the proclamation.

In addition, [current guidance](#) advises that unvaccinated persons continue to wear a mask indoors and continue physical distancing between unvaccinated persons. There are some areas that would need to be addressed in order for SCOG to return to in-person meetings, given current guidance:

- Venue of the meetings and protocols (capacity restrictions, masking, distancing) for that venue;
- Face coverings/masking requirements for unvaccinated persons, procedures for posting Board meeting protocols, and inquiring of vaccination status of attendees, if desired. Verification of vaccination status is not required, the [minimum is to post requirements for attendees](#); and
- Comfort level of attendees to the meeting (TPB members, staff, public). Currently SCOG does not have the ability to provide a hybrid meeting option nor is aware of a venue that does. Therefore SCOG cannot provide that option as a reasonable accommodation. Call-in option would need to be found at a minimum. Reasonable accommodations for others may also be required.

TPB members are encouraged to review how you felt the remote meetings have been working and any changes you would like to see. Also, if you are comfortable in returning to in-person meetings, under what conditions, and the timing of when those should begin.

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
May 2021 Expenditures	(39,128)	(24,887)	(5,202)	(2,420)	(6,619)	
05/31/2021 Balance	359,247	129,891	7,673	113,905	1,493	106,284
June 2021 Expenditures	(39,156)	(24,793)	(7,673)	(4,662)	(1,493)	(534)
06/30/2021 Balance	320,091	105,098	0	109,243	0	105,750

SKAGIT COUNCIL OF GOVERNMENTS TECHNICAL ADVISORY COMMITTEE MEETING MINUTES

July 1, 2021

GoToMeeting Remote Meeting

AGENCIES REPRESENTED

- City of Anacortes.....Tim Hohmann
- City of Burlington Brian Dempsey
- City of Mount Vernon Bill Bullock
- Samish Indian Nation.....David Strich
- Sedro-Woolley Mark Freiberger
- Skagit County Grace Kane, Paul Randall-Grutter
- Skagit PUD..... Chris Shaff
- Skagit Transit..... Brad Windler (arrived 1:35)
- Town of Concrete.....Cody Hart
- Washington State Department of Transportation (WSDOT).. Todd Carlson, John Shambaugh

STAFF PRESENT

- Skagit Council of Governments..... Kevin Murphy, Mark Hamilton

OTHERS PRESENT

No one else was present at the meeting.

1. Call to Order: 1:32 p.m.

Roll Call: Roll was taken with a quorum present.

2. June 3, 2021 Technical Advisory Committee (TAC) Meeting Minutes: Mr. Hohmann moved approval of the June 3, 2021 Technical Advisory Committee Meeting Minutes as presented, and Mr. Bullock seconded the motion. The motion carried unanimously.
3. 2021 Obligation Authority Plan: Mr. Hamilton reported that the regional obligation authority target has been met for this year, following obligation of Mount Vernon’s Freeway Drive Improvements project. He said that the SCOG Admin 2018-2021 project is expected to obligate any day now, and SCOG is waiting to hear from WSDOT that the project has obligated federal funding.

Technical Advisory Committee members with projects on the 2021 Obligation Authority Plan that have not yet obligated provided updates on their projects.

4. 2022-2027 Regional Transportation Improvement Program Preparation Timeline: Mr. Hamilton presented a timeline for preparation of the next regional transportation improvement program. He asked Technical Advisory Committee members to submit projects to SCOG by August 20, 2021 for inclusion in the draft 2022-2027 Regional Transportation Improvement Program. Per the timeline, preliminary

review of the draft 2022–2027 Regional Transportation Improvement Program will occur at the September 2, 2021 Technical Advisory Committee meeting.

5. Roundtable and Open Topic Discussion: Technical Advisory Committee members provided project updates for their jurisdictions.
6. Next Meeting: August 5, 2021, 1:30 p.m.
7. Adjourned: 2:00 p.m.

Attest:

Kevin Murphy, Executive Director
Skagit Council of Governments

Date: _____

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