

SKAGIT COUNCIL OF GOVERNMENTS TRANSPORTATION POLICY BOARD MEETING

May 18, 2022 – 1:30 p.m.

[GoToMeeting](#)

Dial In: 1 (866) 899-4679

Access Code: 552-100-301

AGENDA

1. Call to Order and Roll Call
2. Written Public Comments – *Mark Hamilton*
3. Consent Agenda
 - a. Approval of [April 20, 2022 Transportation Policy Board Meeting Minutes](#)
4. Action Items
 - a. [May Regional Transportation Improvement Program Amendments](#) – *Mark Hamilton*
 - b. [Unified Planning Work Program for State Fiscal Year 2023](#) – *Mark Hamilton*
 - c. [Additional Federal Funding Available for Projects](#) – *Kevin Murphy & Mark Hamilton*
5. Discussion Items
 - a. [Freight Mobility Strategic Investment Board Prioritized List of Projects](#) – *Mark Hamilton*
6. Chair's Report
7. Executive Director's Report
8. Roundtable and Open Topic Discussion
9. Next Meeting: June 15, 2022, 1:30 p.m., *Hybrid In-person and Remote Meeting at Burlington City Council Chambers*
10. Adjourned

Information:

[May 5, 2022 Technical Advisory Committee Meeting Minutes](#)
[Skagit Transit Letter of Support](#)
[2022 Obligation Authority Plan](#)
[Monthly Financial Update](#)

[Meeting Packet](#)

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TRANSPORTATION POLICY BOARD OFFICERS

Commissioner Peter Browning Chair

Chairman Tom Wooten Vice-Chair

TRANSPORTATION POLICY BOARD MEMBERSHIP AND VOTES

- Anacortes..... 1
- Burlington 1
- Mount Vernon 1
- Sedro-Woolley 1
- Skagit County 3
- WSDOT..... 1
- Ports 1
 - Port of Anacortes
 - Port of Skagit
- Towns..... 1
 - Concrete
 - Hamilton
 - La Conner
 - Lyman
- Tribes 1
 - 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

April 20, 2022
GoToMeeting Remote Meeting

MEMBERS PRESENT

Commissioner Peter Browning, Skagit County, Chair; Chairman Tom Wooten, Samish Indian Nation, Vice-Chair; Mayor Jill Boudreau, City of Mount Vernon; Todd Carlson, Washington State Department of Transportation (WSDOT); Commissioner Lisa Janicki, Skagit County (left 1:40 p.m.); Commissioner Mahlon Hull, Port of Skagit; Commissioner Germaine Kornegay, Skagit PUD; Mayor Jason Miller, Town of Concrete (arrived 1:36 p.m.); Mayor Matt Miller, City of Anacortes; and Mayor Steve Sexton, City of Burlington.

STAFF PRESENT

Kevin Murphy, Executive Director; Deborah Carter, Executive Assistant and Clerk of the Board; Mark Hamilton, Senior Transportation Planner; and Grant Johnson, Associate Planner.

OTHERS PRESENT

Abigail Rosenson, RSG; Ben Swanson, RSG; and two members of the public attended the meeting.

MINUTES

1. Call to Order: Commissioner Peter Browning called the meeting to order at 1:32 p.m.
Roll Call: Roll was taken with a quorum present.
2. Written Public Comments: Mr. Hamilton stated that a public comment period for the meeting was held from April 13-19, and that no comments were received during that timeframe.
3. Consent Agenda
 - a. Approval of March 16, 2022 Transportation Policy Board Meeting Minutes
Mayor Boudreau moved to approve the March 16, 2022 meeting minutes, and Mayor Matt Miller seconded the motion. The motion carried unanimously.
4. Action Items
 - a. April Regional Transportation Improvement Program Amendments: Mr. Hamilton presented the April Regional Transportation Improvement Program Amendments. He explained that the three proposed amendments were all submitted by WSDOT. Two are revisions to existing programmed projects and one is a new project. The amendments are for the I-5/Skagit River

Bridge – Bridge Painting project, the SR 20/Burlington to Sedro Woolley – Corridor Improvements projects and the SR 20/Olsen Creek and Unnamed Tributary to Skagit River – Fish Passage project.

Chairman Wooten moved to approve the April Regional Transportation Improvement Program Amendments as presented, and Mayor Jason Miller seconded the motion. The motion carried unanimously.

- b. Ad Hoc Special Needs Transportation Committee: Mr. Johnson presented the Ad Hoc Special Needs Transportation Committee. He explained that staff recommends creation of a 2022 ad hoc advisory committee to assist with preparation of the coordinated public transit-human services transportation plan, regional prioritization of human services and transportation projects and the SCOG Section 504/ Americans with Disabilities Act self-evaluation. Sauk-Suiattle Indian Tribe and Town of Concrete representatives had not responded to invitations to participate prior to Board meeting, and are therefore not recommended for the committee.

Mayor Boudreau moved to approve creation of the Ad Hoc Special Needs Transportation Committee as presented, and Chairman Wooten seconded the motion. The motion carried unanimously.

5. Discussion Items

- a. Skagit Travel Survey: Ms. Rosenson and Mr. Swanson, consultants with RSG, presented the Skagit Travel Survey. Ms. Rosenson stated that the goal of the survey was to collect day-to-day travel information from Skagit County residents. The study collected data from 672 households in the region to provide a foundation for travel demand model updates and other planning purposes. The study was conducted primarily online and through a GPS-based smartphone app. Mr. Swanson stated that the passive data for this project used location-based services data, primarily from cell phones, according to location. A summary of survey findings was presented by Ms. Rosenson and Mr. Swanson.

Mayor Boudreau spoke in support of the project and stated that this survey data will help with making informed decisions on how to invest funds within the region.

- b. Unified Planning Work Program for State Fiscal Year 2023: Mr. Hamilton presented the Unified Planning Work Program (UPWP) for State Fiscal Year 2023. He explained that SCOG is responsible for preparing a UPWP that documents transportation planning work activities and related tasks to be accomplished during state fiscal year 2023, including all state and federal funding that comes to SCOG to support transportation planning activities. He then gave an overview of the four elements that are covered: Administration; Multimodal Planning; Programming & Project Selection; and Data Collection & Analysis. He stated that the final version will be presented as an action item at the Board meeting in May.
- c. Redistributed Obligation Authority List of Projects: Mr. Hamilton explained that staff is considering creating a list of projects that can utilize additional funding to position the region to receive additional funding through redistributed obligation authority (OA). Redistributed OA is available every year and comes from states that are unable to utilize all their OA from the Federal Highway Administration. He stated that WSDOT has the authority to request additional OA funds from the Federal Highway Administration and that having a list of projects ready would increase the likelihood of those funds coming to the region if requested.

SCOG staff envisions a simple process for sponsors to submit projects for inclusion on a regional list and will continue work on this item over the next couple months. Putting together a list of projects for redistributed OA would not guarantee any project on the list receives additional federal funding.

6. Chair’s Report: Commissioner Browning stated that he is participating in a strategic planning process and has a consultant he can recommend if anyone is interested.
7. Executive Director’s Report: Mr. Murphy stated that there is information in the meeting packet regarding the 2022 Obligation Authority Plan. He explained that the region had just worked through the OA gap strategies and the plan had been updated accordingly. He stated that there are several projects requesting extensions as well, which have until the end of the calendar year to obligate their federal funding.
8. Roundtable and Open Topic Discussion: Commissioner Hull discussed Mavrik Marine based in Anacortes and how they currently move their boats via barge, but are contemplating the idea of creating a new road in La Conner to make transportation of these vessels easier.
9. Next Meeting: The next meeting is May 18, 2022, at 1:30 p.m., and will be a hybrid in-person and remote meeting at the Burlington City Council Chambers.
10. Adjourned: Commissioner Browning adjourned the meeting at 2:28 p.m.

Information Items: The Board was provided with the April 7, 2022 Technical Advisory Committee Meeting Minutes, 2022–2023 WSDOT Construction Season Projects, 2021 Annual Listing of Federal Obligations, 2022 Obligation Authority Plan, a monthly financial update and letters of support.

Approved,

Kevin Murphy, Executive Director
Skagit Council of Governments

Date: _____

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

Date: _____

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

Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Technical Advisory Committee	05/05/2022	Review and Recommendation	Mark Hamilton	(360) 416-7876
Transportation Policy Board	05/18/2022	Action	Mark Hamilton	(360) 416-7876

RECOMMENDED ACTION

Skagit Council of Governments staff and Technical Advisory Committee (TAC) recommend approval of the following 2022–2027 Regional Transportation Improvement Program (RTIP) amendments:

- Mount Vernon
 - 15th Street Sidewalk Improvements: consistent with RTIP procedures, the preliminary engineering phase of this project was advanced at the April TAC meeting to assist with meeting the regional obligation authority target. This project phase includes \$42,000 in federal STP(US) funds along with a \$6,555 local match.
 - 30th Street Improvements – 1: consistent with RTIP procedures, the preliminary engineering phase of this project was advanced at the April TAC meeting to assist with meeting the regional obligation authority target. This project phase includes \$373,000 in federal STP(US) funds along with a \$58,214 local match.
 - Riverside Drive Improvements – 1: consistent with RTIP procedures, the preliminary engineering phase of this project was advanced at the April TAC meeting to assist with meeting the regional obligation authority target. This project phase includes \$411,000 in federal STP(US) funds along with a \$64,145 local match.
 - Riverside Drive Improvements – 2: consistent with RTIP procedures, the preliminary engineering phase of this project was advanced at the April TAC meeting to assist with meeting the regional obligation authority target. This project phase includes \$348,000 in federal STP(US) funds along with a \$55,000 local match.
- Skagit Council of Governments
 - Regional Transportation Resilience Improvement Plan: consistent with RTIP procedures, this project was advanced at the April TAC meeting to assist with meeting the regional obligation authority target. This project includes \$129,750 in federal STP(US) funds along with a \$20,250 local match.
- Skagit Transit
 - Bus Stop Surveys: consistent with RTIP procedures, the preliminary engineering phase of this project was advanced at the April TAC meeting to assist with meeting the regional obligation authority target. This project phase includes \$66,300 in federal STP(US) funds along with a \$11,700 local match.

- Design Services for Transit Island Canopy at March's Point Park and Ride: consistent with RTIP procedures, the preliminary engineering phase of this project was advanced at the April TAC meeting to assist with meeting the regional obligation authority target. This project phase includes \$164,900 in federal STP(US) funds along with a \$29,100 local match.
- Design Services for Transit Pullouts along Memorial Highway: consistent with RTIP procedures, the preliminary engineering phase of this project was advanced at the April TAC meeting to assist with meeting the regional obligation authority target. This project phase includes \$73,100 in federal STP(US) funds along with a \$12,900 local match.

FISCAL CONSTRAINT

Including these amendments, the Regional Transportation Improvement Program remains fiscally constrained in the 2022–2025 program years.

PUBLIC PARTICIPATION

A public comment period began on April 28 and ended on May 6. No comments were received.

ADMINISTRATIVE MODIFICATIONS

Administrative modifications to the Regional Transportation Improvement Program do not require Transportation Policy Board approval, and are submitted to the Washington State Department of Transportation along with any amendments for the month. Administrative modifications are provided below for informational purposes only.

- Sedro-Woolley
 - SR20/Cascade Trail West Extension Phase 2A, Holtcamp Road to Hodgkin Street: the right-of-way phase is reprogrammed for this project, consistent with the appeal approved by the Transportation Policy Board at the February 16, 2022 meeting. The project phase has \$21,193 in federal STP(US) funds along with a \$3,307 local match.
- Skagit Transit
 - Bus Stop Amenities: consistent with RTIP procedures, this project received an increase in award following the April TAC meeting to assist with meeting the regional obligation authority target. An additional \$11,962 in federal STP(US) funds was awarded to this project and needs to be reprogrammed in the RTIP and Statewide Transportation Improvement Program so the funds can be transferred between the Federal Highway Administration and Federal Transit Administration. An increase in local match of \$1,867 is also included with this administrative modification.
- Skagit Council of Governments
 - SCOG Admin 2022-2025: one year of funding for this project is moved to 2026 to maintain regional fiscal constraint by year. Funding moved to 2026 is \$190,577 in federal STP(US) funds along with a \$29,743 local match. Returning the funding to 2025 can occur with the 2023-2028 RTIP.

Agency Mount Vernon

Project Title 15th Street Sidewalk Improvements

Description Replace sidewalk, ADA ramps, and signage/crosswalk elements as required (eastside).

Road Name 15th Street

Begin Termini Broad Street

End Termini Division Street

Total Project Length 0.32

Improvement Type Facilities for Pedestrians and Bicycles

Functional Class Minor Arterial

Environmental Type Categorical Exclusion

Priority Number 4

Amendment Number

Amendment Date

Total Project Cost \$310,555



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

STIP ID WA-13502

WSDOT PIN

Federal Aid Number

SCOG ID

Agency ID

Hearing Date 4/28/2021

Adoption Date 4/28/2021

Resolution Number 992

Phase Obligation Schedule

Phase	Phase Start	Federal Fund Code	FederalFunds	State Fund Code	StateFunds	LocalFunds	Total	Date Programmed
PE	2022	STP(US)	\$42,000		\$0	\$6,555	\$48,555	5/18/2022
Total			\$42,000		\$0	\$6,555	\$48,555	

Agency Mount Vernon

Project Title 30th Street Improvements - 1

Description Rehabilitate pavement, add sidewalk, shared use path, drainage improvements, and fish passage culvert.

Road Name 30th Street

Begin Termini Paul Place

End Termini College Way

Total Project Length 0.27

Improvement Type Reconstruction, No Added Capacity

Functional Class Major Collector

Environmental Type Categorical Exclusion

Priority Number 3

Amendment Number

Amendment Date

Total Project Cost \$2,817,214



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

STIP ID WA-13504

WSDOT PIN

Federal Aid Number

SCOG ID

Agency ID

Hearing Date 4/28/2021

Adoption Date 4/28/2021

Resolution Number 992

Phase Obligation Schedule

Phase	Phase Start	Federal Fund Code	FederalFunds	State Fund Code	StateFunds	LocalFunds	Total	Date Programmed
PE	2024	STP(US)	\$373,000		\$0	\$58,214	\$431,214	5/18/2022
Total			\$373,000		\$0	\$58,214	\$431,214	

Agency Mount Vernon

Project Title Riverside Drive Improvements - 1

Description Rehabilitate pavement, repair sidewalk, correct ADA deficiencies, improve sight distance, and underground overhead utilities.

Road Name Riverside Drive

Begin Termini Cedar Street

End Termini College Way

Total Project Length 0.56

Improvement Type Reconstruction, No Added Capacity

Functional Class Other Principal Arterial

Environmental Type Categorical Exclusion

Priority Number 2

Amendment Number

Amendment Date

Total Project Cost \$3,673,145



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

STIP ID WA-13503

WSDOT PIN

Federal Aid Number

SCOG ID

Agency ID

Hearing Date 4/28/2021

Adoption Date 4/28/2021

Resolution Number 992

Phase Obligation Schedule

Phase	Phase Start	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total	Date Programmed
PE	2023	STP(US)	\$411,000		\$0	\$64,145	\$475,145	5/18/2022
Total			\$411,000		\$0	\$64,145	\$475,145	

Agency Mount Vernon

Project Title Riverside Drive Improvements - 2

Description Rehabilitate pavement, repair sidewalk, correct ADA deficiencies, improve sight distance, implement data traffic data collection capability and underground overhead utilities.

Road Name Riverside Drive

Begin Termini College Way

End Termini Skagit River Bridge

Total Project Length 0.56

Improvement Type Reconstruction, No Added Capacity

Functional Class Other Principal Arterial

Environmental Type Categorical Exclusion

Priority Number 2

Amendment Number

Amendment Date

Total Project Cost \$3,003,000



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

STIP ID WA-13533

WSDOT PIN

Federal Aid Number

SCOG ID

Agency ID T-20-01

Hearing Date 4/28/2021

Adoption Date 4/28/2021

Resolution Number 992

Phase Obligation Schedule

Phase	Phase Start	Federal Fund Code	FederalFunds	State Fund Code	StateFunds	LocalFunds	Total	Date Programmed
PE	2022	STP(US)	\$348,000		\$0	\$55,000	\$403,000	5/18/2022
Total			\$348,000		\$0	\$55,000	\$403,000	

Agency SCOG

Project Title Regional Transportation Resilience Improvement Plan

Description Prepare a plan to inform how SCOG may implement a resilience focus in its planning activities and investments. This plan would seek to understand natural hazard risk and exposure on the surface transportation system in the Skagit region, as well as pilot analysis methods for future use.

Road Name N/A

Begin Termini N/A

End Termini N/A

Total Project Length 0.00

Improvement Type Planning

Functional Class No Functional Classification

Environmental Type Categorical Exclusion

Priority Number 1

Amendment Number

Amendment Date

Total Project Cost \$150,000



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

STIP ID WA-13485

WSDOT PIN

Federal Aid Number

SCOG ID

Agency ID

Hearing Date 5/19/2021

Adoption Date 5/19/2021

Resolution Number

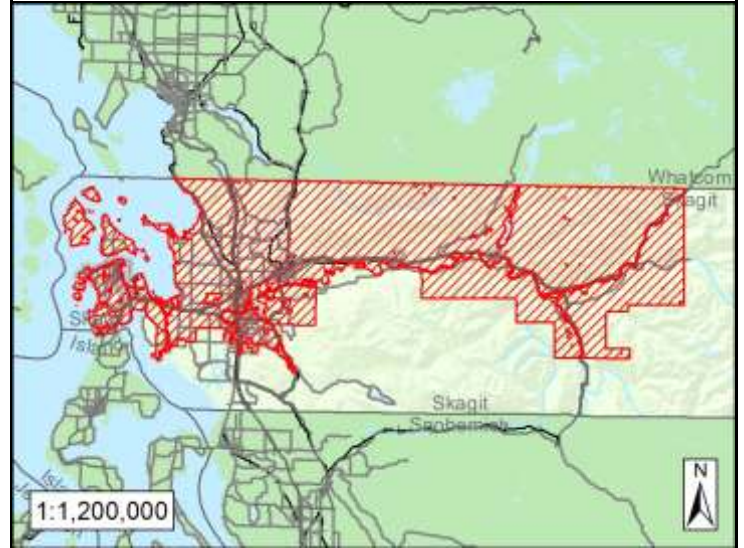
Phase Obligation Schedule

Phase	Phase Start	Federal Fund Code	FederalFunds	State Fund Code	StateFunds	LocalFunds	Total	Date Programmed
PL	2023	STP(US)	\$129,750		\$0	\$20,250	\$150,000	5/18/2022
Total			\$129,750		\$0	\$20,250	\$150,000	

Agency Skagit Transit

Project Title Bus Stop Surveys

Description Survey of bus stops to define right-of-way lines for bus stop amenities within public transportation benefit area.



Road Name N/A

Begin Termini N/A

End Termini N/A

Total Project Length 0.00

Improvement Type Transit

Functional Class No Functional Classification

Environmental Type Categorical Exclusion

Priority Number 7

Amendment Number

Amendment Date

Total Project Cost \$78,000

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

STIP ID WA-14249

WSDOT PIN

Federal Aid Number

SCOG ID

Agency ID

Hearing Date 8/18/2021

Adoption Date 8/18/2021

Resolution Number 2021-05

Phase Obligation Schedule

Phase	Phase Start	Federal Fund Code	FederalFunds	State Fund Code	StateFunds	LocalFunds	Total	Date Programmed
PE	2022	STP(US)	\$66,300		\$0	\$11,700	\$78,000	5/18/2022
Total			\$66,300		\$0	\$11,700	\$78,000	

Agency Skagit Transit

Project Title Design Services for Transit Island Canopy at March's Point Park and Ride

Description Design and engineering services to design a canopy cover for the bus island located at March's Point Park and Ride in Anacortes.



Road Name N/A

Begin Termini N/A

End Termini N/A

Total Project Length 0.00

Improvement Type Transit

Functional Class No Functional Classification

Environmental Type Categorical Exclusion

Priority Number 5

Amendment Number

Amendment Date

Total Project Cost \$194,000

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

STIP ID WA-14247

WSDOT PIN

Federal Aid Number

SCOG ID

Agency ID

Hearing Date 8/18/2021

Adoption Date 8/18/2021

Resolution Number 2021-05

Phase Obligation Schedule

Phase	Phase Start	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total	Date Programmed
PE	2022	STP(US)	\$164,900		\$0	\$29,100	\$194,000	5/18/2022
Total			\$164,900		\$0	\$29,100	\$194,000	

Agency Skagit Transit

Project Title Design Services for Transit Pullouts along Memorial Highway

Description Design and engineering services to survey locations where Skagit Transit buses can pull off Memorial Highway.



Road Name State Route 536

Begin Termini MP 0.0

End Termini MP 4.7

Total Project Length 4.70

Improvement Type Transit

Functional Class Minor Arterial

Environmental Type Categorical Exclusion

Priority Number 5

Amendment Number

Amendment Date

Total Project Cost \$86,000

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

STIP ID WA-14248

WSDOT PIN

Federal Aid Number

SCOG ID

Agency ID

Hearing Date 8/18/2021

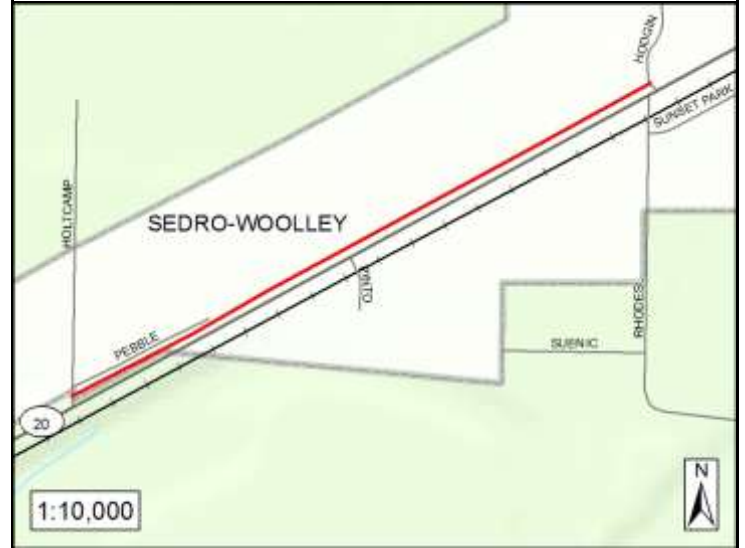
Adoption Date 8/18/2021

Resolution Number 2021-05

Phase Obligation Schedule

Phase	Phase Start	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total	Date Programmed
PE	2022	STP(US)	\$73,100		\$0	\$12,900	\$86,000	5/18/2022
Total			\$73,100		\$0	\$12,900	\$86,000	

Agency	Sedro Woolley
Project Title	SR20/Cascade Trail West Extension Phase 2A, Holtcamp Road to Hodgkin Street
Description	Construct a shared use path along the north side of SR20 from Holtcamp Road to Hodgkin Street.
Road Name	SR 20
Begin Termini	MP 63.64 Holtcamp Road
End Termini	MP 64.21 Hodgkin Street
Total Project Length	0.57
Improvement Type	Facilities for Pedestrians and Bicycles
Functional Class	Other Principal Arterial
Environmental Type	Categorical Exclusion
Priority Number	10
Amendment Number	
Amendment Date	
Total Project Cost	\$894,500



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

STIP ID	SW42
WSDOT PIN	
Federal Aid Number	0020(200)
SCOG ID	
Agency ID	S14C
Hearing Date	7/14/2021
Adoption Date	7/28/2021
Resolution Number	1073-21

Phase Obligation Schedule

Phase	Phase Start	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total	Date Programmed
RW	2022	STP(US)	\$21,193		\$0	\$3,307	\$24,500	5/18/2022
CN	2024	STP(US)	\$408,742		\$0	\$63,758	\$472,500	10/20/2021
Total			\$429,935		\$0	\$67,065	\$497,000	

Agency Skagit Transit

Project Title Bus Stop Amenities

Description Purchase of transit stop amenities such as full size and cantilever style transit shelters and Simme style bus stop seats to improve transit services in Skagit County.

Road Name N/A

Begin Termini N/A

End Termini N/A

Total Project Length 0.00

Improvement Type Transit

Functional Class No Functional Classification

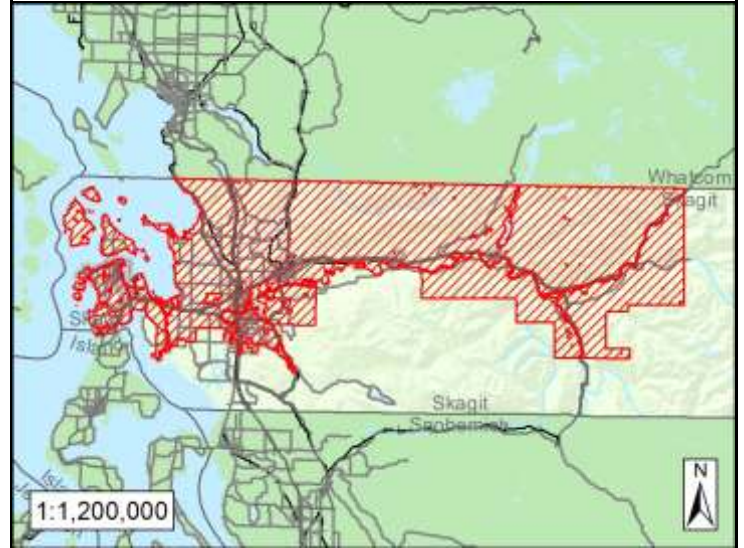
Environmental Type Categorical Exclusion

Priority Number 4

Amendment Number

Amendment Date

Total Project Cost \$78,684



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

STIP ID WA-13988

WSDOT PIN

Federal Aid Number

SCOG ID

Agency ID

Hearing Date 8/18/2021

Adoption Date 8/18/2021

Resolution Number 2021-05

Phase Obligation Schedule

Phase	Phase Start	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total	Date Programmed
ALL	2022	STP(US)	\$68,062		\$0	\$10,622	\$78,684	5/18/2022
Total			\$68,062		\$0	\$10,622	\$78,684	

Agency SCOG

Project Title SCOG Admin 2022-2025

Description SCOG Administration for FFY 2022-2025



Road Name

Begin Termini N/A

End Termini N/A

Total Project Length 0.00

Improvement Type Planning

Functional Class No Functional Classification

Environmental Type Categorical Exclusion

Priority Number 1

Amendment Number

Amendment Date

Total Project Cost \$881,280

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

STIP ID SCOG 22-25

WSDOT PIN

Federal Aid Number

SCOG ID

Agency ID

Hearing Date 6/19/2019

Adoption Date 7/17/2019

Resolution Number

Phase Obligation Schedule

Phase	Phase Start	Federal Fund Code	FederalFunds	State Fund Code	StateFunds	LocalFunds	Total	Date Programmed
PL	2022	STP(R)	\$190,577		\$0	\$29,743	\$220,320	10/21/2021
PL	2023	STP(US)	\$190,577		\$0	\$29,743	\$220,320	10/21/2021
PL	2024	STP(R)	\$190,577		\$0	\$29,743	\$220,320	10/21/2021
Total			\$571,731		\$0	\$89,229	\$660,960	

Financial Feasibility Table

Funding Program	Carryover	2022			2023			2024			2025			4-Year Allocation	4-Year Programmed	4-Year Difference
		Estimated Allocation	Available	Pro-programmed	Estimated Allocation	Available	Pro-programmed	Estimated Allocation	Available	Pro-programmed	Estimated Allocation	Available	Pro-programmed			
SCOG-Awarded Funds	-\$446	\$2,392	\$1,946	\$2,287	\$2,392	\$2,051	\$2,209	\$2,392	\$2,234	\$2,163	\$2,392	\$2,462	\$2,324	\$9,122	\$8,984	\$138
STP	-\$525	\$2,131	\$1,606	\$2,131	\$2,131	\$1,605	\$2,005	\$2,131	\$1,731	\$2,122	\$2,131	\$1,739	\$2,213	\$7,998	\$8,472	-\$474
TAP	\$79	\$261	\$341	\$156	\$261	\$446	\$204	\$261	\$503	\$41	\$261	\$723	\$111	\$1,124	\$512	\$612
State & Other Federal Funds	\$0	\$40,233	\$40,233	\$40,233	\$27,625	\$27,625	\$27,625	\$15,808	\$15,808	\$15,808	\$2,552	\$2,552	\$2,552	\$86,218	\$86,218	\$0
5307	\$0	\$320	\$320	\$320	\$2,300	\$2,300	\$2,300	\$2,200	\$2,200	\$2,200	\$2,300	\$2,300	\$2,300	\$7,120	\$7,120	\$0
5339	\$0	\$112	\$112	\$112	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$112	\$112	\$0
HSIP	\$0	\$2,019	\$2,019	\$2,019	\$8,824	\$8,824	\$8,824	\$750	\$750	\$750	\$0	\$0	\$0	\$11,593	\$11,593	\$0
NHPP	\$0	\$5,608	\$5,608	\$5,608	\$611	\$611	\$611	\$11,371	\$11,371	\$11,371	\$0	\$0	\$0	\$17,591	\$17,591	\$0
STP(BR)	\$0	\$2,623	\$2,623	\$2,623	\$433	\$433	\$433	\$0	\$0	\$0	\$0	\$0	\$0	\$3,055	\$3,055	\$0
STP(S)	\$0	\$2,790	\$2,790	\$2,790	\$0	\$0	\$0	\$0	\$0	\$0	\$252	\$252	\$252	\$3,042	\$3,042	\$0
CRAB	\$0	\$2,280	\$2,280	\$2,280	\$0	\$0	\$0	\$1,487	\$1,487	\$1,487	\$0	\$0	\$0	\$3,767	\$3,767	\$0
CSRF	\$0	\$21,004	\$21,004	\$21,004	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,004	\$21,004	\$0
CWA	\$0	\$513	\$513	\$513	\$15,457	\$15,457	\$15,457	\$0	\$0	\$0	\$0	\$0	\$0	\$15,970	\$15,970	\$0
Other	\$0	\$2,964	\$2,964	\$2,964	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,964	\$2,964	\$0
Locally-Managed Funds	\$0	\$14,856	\$14,856	\$14,856	\$8,835	\$8,835	\$8,835	\$3,690	\$3,690	\$3,690	\$3,345	\$3,345	\$3,345	\$30,726	\$30,726	\$0
Local	\$0	\$14,856	\$14,856	\$14,856	\$8,835	\$8,835	\$8,835	\$3,690	\$3,690	\$3,690	\$3,345	\$3,345	\$3,345	\$30,726	\$30,726	\$0
Total	-\$446	\$57,481	\$57,035	\$57,376	\$38,852	\$38,511	\$38,669	\$21,890	\$21,732	\$21,662	\$8,289	\$8,360	\$8,221	\$126,066	\$125,928	\$138

ACTION ITEM 4.B. – UNIFIED PLANNING WORK PROGRAM FOR STATE FISCAL YEAR 2023

Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Technical Advisory Committee	04/07/2022	Discussion	Mark Hamilton	(360) 416-7876
Transportation Policy Board	04/20/2022	Discussion	Mark Hamilton	(360) 416-7876
Technical Advisory Committee	05/05/2022	Recommendation	Mark Hamilton	(360) 416-7876
Transportation Policy Board	05/18/2022	Action	Mark Hamilton	(360) 416-7876

PROPOSED ACTION

Skagit Council of Governments (SCOG) staff and Technical Advisory Committee recommend approval of the [Unified Planning Work Program](#) (UPWP) for state fiscal year 2023.

DISCUSSION

SCOG is responsible for preparing a UPWP that documents the transportation planning work activities and related tasks to be accomplished during state fiscal year 2023 (July 1, 2022 through June 30, 2023). The UPWP identifies planning tasks, their associated costs and applicable funding sources.

A remote meeting with representatives from the Federal Highway Administration, Federal Transit Administration, Washington State Department of Transportation and SCOG was held on April 13 to review and discuss the draft UPWP. Revisions were made to the draft UPWP by SCOG staff following the meeting. Revisions appear in strikethrough-underline format, with additions underlined in red (“[additions](#)”) and deletions struck in red (“~~deletions~~”).

SCOG staff anticipates that the Transportation Policy Board will take action on the UPWP at the May 18 meeting. The document must be approved no later than the end of June.



UNIFIED PLANNING WORK PROGRAM

State Fiscal Year

2023

July 1, 2022 – June 30, 2023

Adopted by the Transportation Policy Board on May 18, 2022

DRAFT

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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.

The Skagit Council of Governments fully complies with Title VI of the federal Civil Rights Act of 1964 and related statutes, and does not discriminate on the basis of race, color or national origin. For more information, or to obtain a Title VI Complaint Form, visit SCOG's website at <http://scog.net/about/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 urban areas with populations greater than 50,000 people. MPOs plan, program and prioritize federal funding used on transportation projects in metropolitan planning 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](#). SCOG leads the development of the region's long-range regional transportation plan and short-range regional transportation improvement program in coordination with the United States Department of Transportation (USDOT), the Washington State Department of Transportation (WSDOT) and stakeholders in the Skagit region.

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. As an RTPO, SCOG convenes cities, towns, Skagit County, Skagit Public Utility District, Skagit Transit, 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) 2023 – July 1, 2022 through June 30, 2023. Work activities included in the UPWP comply with regional policies, goals and objectives. SCOG's Transportation Policy Board reviews and approves the UPWP, with final approval issued by WSDOT, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).

This document outlines federal and state planning requirements, then presents a work program of planning activities for SFY 2023 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 projects conducted by other agencies within the Skagit region 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.

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FEDERAL AND STATE REQUIREMENTS

FEDERAL PLANNING FACTORS

Federal planning factors emphasize priorities for transportation planning through a process that is continuing, co-operative and comprehensive ([23 USC 134\(h\)](#) and [49 USC 5303\(h\)](#)). The ten factors provide for consideration of projects and strategies that will:

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, housing, 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 tasks selected for SFY 2023, as shown in the following table.

Unified Planning Work Program Work Task	Economic Vitality	System Safety	System Security	Accessibility and Mobility	Environment, Energy, Quality of Life and Consistency	Integration of System	Efficiency	System Preservation	System Resiliency	Enhance Tourism
1.1 – MPO and RTPO Administration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.2 – Unified Planning Work Program	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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 – Nondiscrimination Planning				✓	✓					
2.6 – Nonmotorized Transportation Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.7 – Infrastructure Investment and Jobs Act	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.8 – Public Participation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.9 – Coordinated Public Transit-Human Services Transportation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Unified Planning Work Program Work Task	Economic Vitality	System Safety	System Security	Accessibility and Mobility	Environment, Energy, Quality of Life and Consistency	Integration of System	Efficiency	System Preservation	System Resiliency	Enhance Tourism
2.10 – Regional Level of Service Review	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.11 – Transportation Elements and Countywide Planning Policies	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.12 – Certification Program Assessment	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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 Forecasts	✓			✓		✓	✓			
4.8 – Urban Area Boundaries	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

FEDERAL PLANNING EMPHASIS AREAS

The Federal Highway Administration and the Federal Transit Administration jointly issued updated federal planning emphasis areas in 2021. SCOG is asked to identify tasks in the SFY 2023 UPWP that address the following federal planning emphasis areas:

- Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future;
- Equity and Justice40 in Transportation Planning;
- Complete Streets;
- Public Involvement;
- Strategic Highway Network/U.S. Department of Defense Coordination;
- Federal Land Management Agency Coordination;
- Planning and Environment Linkages; and
- Data in Transportation Planning.

Federal planning emphasis areas are detailed in a [December 30, 2021 letter](#) from FHWA and FTA.

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 2023, as shown in the following table.

Unified Planning Work Program Work Task	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
1.1 – MPO and RTPO Administration	✓	✓	✓	✓	✓	✓
1.2 – Unified Planning Work Program	✓	✓	✓	✓	✓	✓
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 – Nondiscrimination Planning				✓	✓	✓
2.6 – Nonmotorized Transportation Planning	✓	✓	✓	✓	✓	✓
2.7 – Infrastructure Investment and Jobs Act	✓	✓	✓	✓	✓	✓
2.8 – Public Participation Plan	✓	✓	✓	✓	✓	✓
2.9 – Coordinated Public Transit-Human Services Transportation Plan	✓	✓	✓	✓	✓	✓
2.10 – Regional Level of Service Review	✓	✓	✓	✓		✓
2.11 – Transportation Elements and Countywide Planning Policies	✓	✓	✓	✓	✓	✓
2.12 – Certification Program Assessment	✓	✓	✓	✓	✓	✓
3.1 – Regional Transportation Improvement Program	✓	✓	✓	✓	✓	✓
3.2 – Annual Listing of Obligations	✓	✓	✓	✓	✓	✓
3.3 – Project Selection and 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 Forecasts	✓	✓		✓		✓
4.8 – Urban Area Boundaries	✓	✓	✓	✓		✓

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.

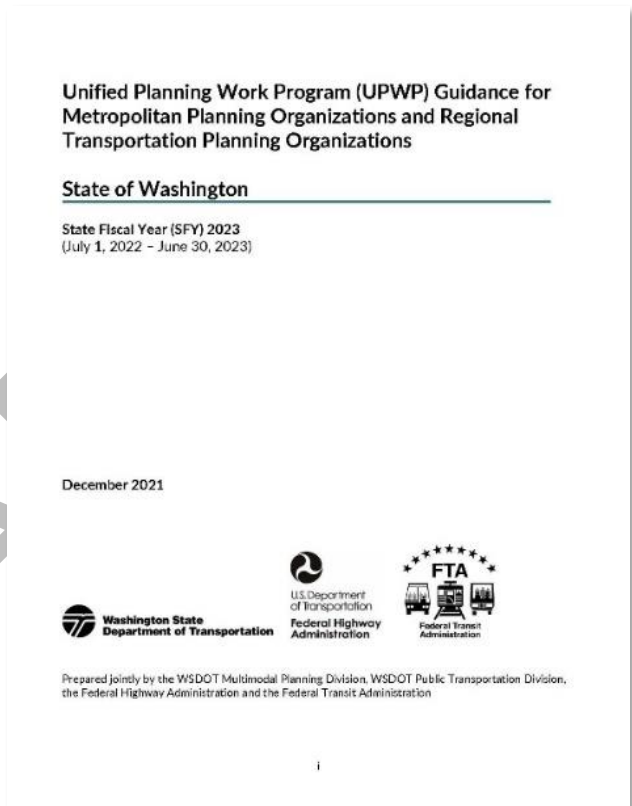
STATE PLANNING EMPHASIS AREAS

The following state planning 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 2023.

ADMINISTRATIVE

WSDOT requests that MPOs and RTPOs consider the following:

- The WSDOT Tribal and Regional Integrated Planning (TRIP) Office looks forward to continuing the effort to assess, analyze, and potentially adjust the duties of RTPOs as found in RCW 47.80.023;
- TRIP wants to work closely with RTPOs to make sure that we are all aligned on what is expected of RTPOs as well as identify areas where RTPOs can more effectively enhance regional transportation planning;
- 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; and
- To reduce duplicative efforts, consider limiting or removing successes and key accomplishments from the current UPWP in the SFY 2023 UPWP. MPOs and RTPOs can provide greater detail on their accomplishments in the annual performance and expenditure reports. However, please identify 3-5 key accomplishments to share with the federal and state review teams at the spring coordination meeting.



PLANNING COLLABORATION

WSDOT will be developing multiple statewide plans during SFY 2023. 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 2023 include:

- **Highway System Plan:** MPOs and RTPOs are encouraged to engage with WSDOT during the development of the Highway System Plan;
- **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 toward achieving the shared vision established by the Investment Strategy Committee using the mutually adopted principles for collaboration;

- [Statewide Public Transportation Plan](#): MPOs and RTPOs are encouraged to dedicate some resources to coordinate and collaborate with WSDOT's Public Transportation Division as they work on the update to the Statewide Public Transportation Plan in 2023;
- [Statewide Human Services Transportation Plan](#): MPOs and RTPOs are encouraged to dedicate some resources to coordinate and collaborate with WSDOT's Public Transportation Division and public transportation/nonprofit providers around the state. This collaboration would be around implementing strategies and actions identified in the Statewide Human Services Transportation Plan;
- [State Freight Plan and Amtrak Cascades Service Development Plan](#): The Rail, Freight, and Ports Division will be working on these two efforts and request that MPOs and RTPOs dedicate some time to collaborate on their development; and
- [State Active Transportation Plan](#): If MPOs and/or RTPOs are updating their regional transportation plans during this period, the Active Transportation Division requests that some effort be given to identify active transportation needs on the state system in their planning areas, in a manner consistent with the Statewide Active Transportation Plan.

WSDOT is also making efforts to address the connection between land use and transportation. We encourage MPOs and RTPOs to engage in processes that address demand management through coordinated land use decision making. Additionally, during this biennium, WSDOT was directed by the Legislature to propose a methodology for updating vehicle miles traveled targets at the county level. We expect RTPOs to play an important role in the development of the methodology and associated report.

URBAN AREAS UPDATE

In SFY 2023 WSDOT expects to work with MPOs, RTPOs and FHWA to lead the process to smooth urban area boundaries and revisit functional classification. With new designations of urban area boundaries, work will have to be done to designate roadways that are at the periphery of the new geographies as either urban or rural. Please reserve some resources to work with WSDOT on this effort during SFY 2023. [Preliminary timelines have been posted by FHWA.](#)

Similarly, 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. WSDOT also suggests 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.

FINANCIAL ACCOUNTING

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.

BUDGET

The UPWP should identify the expected revenues and planned expenditures by fund type. It should also account for any federal funds that are being rolled over from the previous year. Fund sources being used as match to federal funds should also be included in the financial table. In addition to FHWA PL and FTA 5303 funds, [23 CFR 450.308](#) requires that UPWPs list other federal funding that will be used for transportation planning. If the MPO or RTPO expects to use STBG funds to supplement its program, they should be individually identified in the funding table as well.

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. SCOG's [Public Participation Plan](#) requires that plans and documents are made available to the public online and at the SCOG office.

DRAFT

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.

Funding tables, including all funding sources supporting the UPWP, are located near the end of this document. For cost estimates by UPWP work task, refer to the **Expenditures by Task** table. For a summary of expenditures and revenue by fund type, refer to the **Expenditures & Revenue by Fund Type** table.

FEDERAL HIGHWAY ADMINISTRATION

23 USC SECTION 133 AND SECTION 134 GRANT FUNDS

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 the **Surface Transportation Block Grant Funding Breakdown** table in the UPWP for estimated STBG funding for SFY 2023 by project.

Section 134 federal planning funds, often referred to as “PL” 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.

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 planning 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 to perform required state planning activities. These funds do not have a local match requirement.

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.

WORK TASKS

1.1 MPO and 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 2023 operating budget. Provide continuing education and training opportunities through participation in webinars, conferences and seminars. Draft letters of support for transportation projects consistent with applicable policies, plans and programs. 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 2023 SCOG operating budget. The budget will be adopted prior to calendar year 2023. In October/November 2022, SCOG will submit its self-certification documentation. By the second quarter of calendar year 2023, SCOG will provide a reasonable opportunity for voting membership to all federally recognized tribes that hold reservation or trust lands within the Skagit region.

Direct Cost: Technology-related (hardware, software, etc.) direct costs are expected to total up to \$4,000. Travel and training costs are expected to total up to \$21,000.

1.2 Unified Planning Work Program

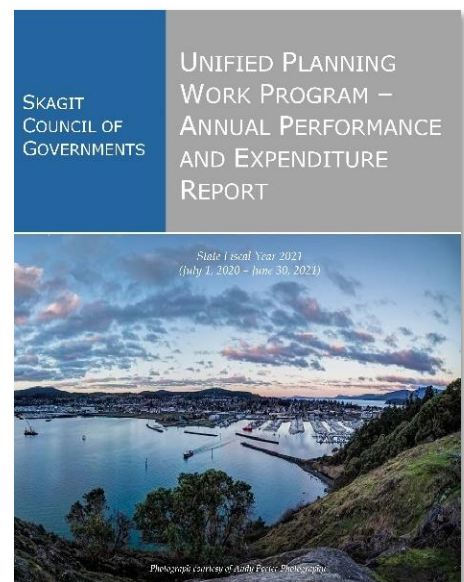
Description: Creation of the SFY 2022 UPWP Annual Performance and Expenditure Report per [23 CFR 420.117](#). SCOG will develop the SFY 2024 UPWP in cooperation with WSDOT, Skagit Transit, Federal Highway Administration and Federal Transit Administration.

Responsibilities: SCOG (lead), Skagit Transit, WSDOT

Product: SCOG will prepare the SFY 2022 Annual UPWP Performance and Expenditure Report in August/September 2022, and the SFY 2024 UPWP in the spring of 2023.

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 (lead), WSDOT

Product: The Title VI annual report will be completed by November 2022.

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 2023.

DRAFT

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.

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 2023, as local comprehensive plans are completed in the Skagit region.

Responsibilities: SCOG (lead), WSDOT

Product: Amendment to Skagit 2045 in SFY 2023.



2.2 Statewide Planning Initiatives

Description: Participate in the development and implementation of statewide transportation planning efforts led by WSDOT, and other state agencies, boards and commissions. Anticipated 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 within the Skagit region.

Responsibilities: SCOG

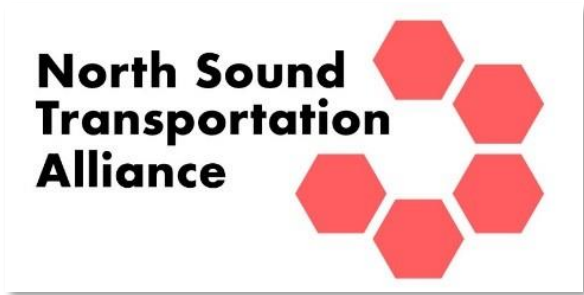
Product: SCOG will assist with local planning efforts as needed. This is an ongoing work task.

2.4 North Sound Transportation Alliance

Description: The [*North Sound Transportation Alliance*](#) (NSTA, formerly known as 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 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. SCOG will complete a major update to the Title VI Plan in SFY 2023. Prior to completion of the Title VI Plan update, SCOG will update the Skagit County Demographic Profile, which will provide data to inform the plan. Additional nondiscrimination activities include an Environmental Justice assessment of project selection decisions at SCOG, along with ongoing activities to ensure continued compliance with the American with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and other nondiscrimination requirements.

Responsibilities: SCOG (lead), WSDOT

Product: An Environmental Justice assessment of project selection decisions at SCOG will be conducted by March 2023, along with an update to the Skagit County Demographic Profile. A major update to the Title VI Plan will be completed by May 2023.

2.6 Nonmotorized 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 2022 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 2023. Other NMAC activities for SFY 2023 will be determined after their calendar year 2023 work program is approved by the TAC.

Responsibilities: SCOG

Product: Conduct regional bicycle and pedestrian counts in September/October 2022. Distribution of bike maps and walking trial guides. Other non-motorized products consistent with approved NMAC work programs.

2.7 Infrastructure Investment and Jobs Act

Description: The federal Infrastructure Investment and Jobs Act was signed into law on November 15, 2021. Many new features of this surface transportation law affect SCOG, specifically the MPO duties that SCOG performs and the federal funding that SCOG receives. The Code of Federal Regulations should be updated during the timeframe of the SFY 2023 UPWP with regulations implementing the new law. SCOG will participate in processes related to implementing the new law and begin to address changes to MPO duties that the new law requires. Implementation activities may occur at the national, statewide and local levels.

Responsibilities: WSDOT (lead), SCOG

Product: Participation in implementation activities related to the Infrastructure Investment and Jobs Act in SFY 2023 at the national, statewide and local levels.

2.8 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 2023, primarily to address changes with governing bodies, advisory committees, remote meetings and new Infrastructure Investment and Jobs Act requirements. The plan update will follow changes in the Code of Federal Regulations, expected in SFY 2023.

Responsibilities: SCOG

Product: The Public Participation Plan will be amended by June 2023, pending new regulations implementing the Infrastructure Investment and Jobs Act.

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), Skagit Transit, Consultant

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

Direct Cost: An estimated \$30,000 of FTA 5310 funds will be used for professional services in SFY 2023 for this work task.



2.10 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. Potential changes in the Growth Management Act in SFY 2023 may impact this work task.

Responsibilities: SCOG

Product: SCOG will produce a report detailing the region’s various level of service methodologies in the first quarter of SFY 2023.

2.11 Transportation Elements and Countywide Planning Policies

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](#).

Potential changes in the Growth Management Act in SFY 2023 may impact this work task.

Responsibilities: SCOG

Product: Certification of local comprehensive plan transportation elements and countywide planning policies as necessary.

2.12 Certification Program Assessment

Description: Some elements of the regional transportation planning organization certification program are over 20 years old and were generated when Skagit County was part of the Skagit-Island Regional Transportation Planning Organization. This work task includes an in-depth review of the RTPO certification program that SCOG conducts. Potential changes in the Growth Management Act in SFY 2023 may impact this work task.

Responsibilities: SCOG

Product: An assessment of the RTPO certification program will be completed by June 2023.

2.13 Regional Transportation Resilience Improvement Plan

Description: SCOG will prepare a plan to inform how SCOG may implement a resilience focus in its planning activities and investments. This plan would seek to understand natural hazard risk and exposure on the surface transportation system in the Skagit region, as well as pilot analysis methods for future use. The federal Infrastructure Investment and Jobs Act provided for metropolitan planning organizations, such as SCOG, to optionally prepare a resilience improvement plan as part of the new Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) program. New rules are expected in the Code of Federal Regulations to implement the PROTECT program in SFY 2023, and SCOG may expand the scope of the Regional Transportation Resilience Improvement Plan to address these new federal regulations.

Responsibilities: SCOG (lead), Consultant

Product: Work on this plan will begin in SFY 2023, with completion expected in SFY 2024.

Direct Cost: An estimated \$35,000 of STBG (US) funds will be used for professional services in SFY 2023 for this work task.

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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.

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 and administrative modifications to the RTIP to program federal funds that become secured or prioritized throughout the year;
- c. Develop RTIP policies and procedures with a goal of programming projects using regionally managed funds (Surface Transportation Block Grant program and Transportation Alternatives) for all six program years;
- d. Encourage timely obligation of federal funds; and
- e. Monitor federal obligations monthly and work with partners to encourage meeting regional obligation authority target.

Responsibilities: SCOG (lead), Skagit Transit, WSDOT

Product: The 2023–2028 Regional Transportation Improvement Program will be adopted by SCOG’s Transportation Policy Board in October 2022. SCOG will process Regional Transportation Improvement Program amendments and administrative modifications as needed.

3.2 Annual Listing of Obligations

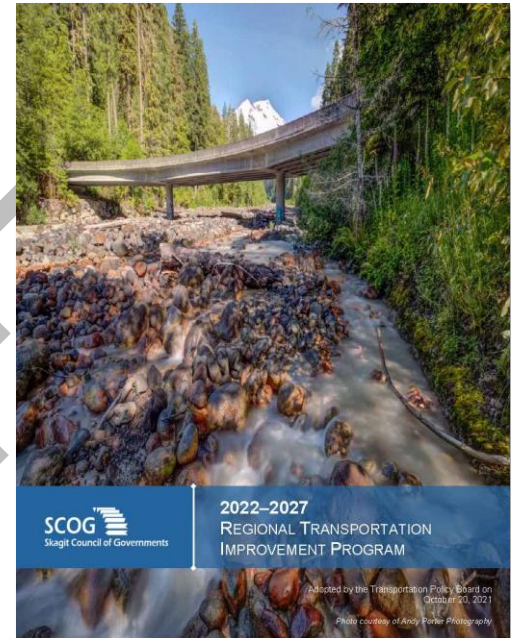
Description: Prepare an annual listing of obligated projects, showing Federal Highway Administration and Federal Transit Administration funds obligated in calendar year 2022 for the Skagit region.

Responsibilities: SCOG (lead), Skagit Transit, WSDOT

Product: Prepare an annual listing of obligated projects by March 2023 and submit to WSDOT.

3.3 Project Selection and Prioritization

Description: SCOG will have one project prioritization process and one project selection process occurring in SFY 2023. SCOG’s 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, with WSDOT making project selection decisions – selecting which projects receive funding across Washington. SCOG’s 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. Depending upon the outcome of work task 2.7, SCOG may also



conduct a project selection process for the new federal Carbon Reduction Program. New program requirements implementing the Infrastructure Investment and Jobs Act should be available in SFY 2023, which SCOG will utilize in project selection, as soon as practicable.

Responsibilities: SCOG (lead), WSDOT

Product: Adopt a regional list of prioritized human services transportation projects by December 2022. Select projects for federal Surface Transportation Block Grant program and Transportation Alternatives funds by June 2023.

3.4 List of Regional High Priority Projects

Description: SCOG will prepare a list of projects that are regional priorities prior to the 2023 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 2022.

DRAFT

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 performance of the regional transportation system.

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 2023. FHWA regional highway safety performance targets are revisited every year by SCOG, and will be adopted by February 2023. Work will continue in SFY 2023 to revisit/revise regional performance targets for Pavement, Bridges, Travel Time Reliability and Freight Movement. Regional performance targets for Pavement and Bridges will be adopted by November 2022, and Travel Time Reliability and Freight Movement by April 2023.

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 regional travel demand model is utilized by SCOG on an as-needed basis. Model updates in SFY 2023 may include outputs from a household travel survey that was completed in SFY 2022. Coordination may occur with other MPOs on travel demand modeling during SFY 2023.

Responsibilities: SCOG

Product: SCOG may implement regional travel demand model improvements in SFY 2023, following consultant recommendations from SFY 2021 and a completed household travel survey in SFY 2022. Conduct analyses using the regional travel demand model as necessary. Provide the model and model documentation upon request to local, regional and statewide partners.

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. Post process and analyze traffic-count data as necessary.

Responsibilities: SCOG (lead), 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: An estimated \$31,000 of FHWA – PL funds will be used for traffic counts in SFY 2023, including a pass-through of \$30,000 for traffic counts and \$1,000 for maintenance of permanent bicycle counters.

4.4 Geographic Information Systems

Description: Maintain current demographic, roadway infrastructure and other spatial data for GIS applications. Produce maps and conduct geospatial analysis as necessary to support the work program. Maintain GIS data through ArcGIS Online and make available through SCOG’s website.

Responsibilities: SCOG

Product: Provide GIS data and maps as necessary. Conduct geospatial analysis, including geocoding of employment data used for the regional travel demand model and other purposes. Continue to increase access to SCOG data through ArcGIS Online and story maps.

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. Revisit classifications following the 2020 decennial census, potentially continuing into SFY 2024, consistent with the state planning emphasis area suggesting that MPOs review unbuilt proposed routes that have been on the system for six or more years. This work product will be coordinated with work task 4.8, and the resulting adjustments to urban areas which impact how facilities are classified (i.e. urban vs. rural). Timing will follow the final rulemaking process of U.S. Census Bureau for urban area boundaries, expected in calendar year 2022.

Responsibilities: WSDOT (lead), SCOG

Product: Collaboration with WSDOT on roadway classification issues. Highway functional classifications updated in the Skagit region in SFY 2023, consistent with changes to urban areas.

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. The household travel survey was completed in SFY 2022 after several delays due to travel impacts associated with the COVID-19 pandemic. Work products for SFY 2023 using household travel survey data will be prepared on an as-needed basis.



Responsibilities: SCOG

Product: Conduct analysis of household travel survey data as needed. Integrate survey data with regional travel demand model in SFY 2023. Develop/refine tools for analyzing household travel survey data in SFY 2023.

4.7 Population and Employment Forecasts

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

Responsibilities: SCOG (lead), Consultant

Product: Request for Proposals/Qualifications issued in the first quarter of SFY 2023 for a consultant contract to prepare population and employment forecasts for the Skagit region. SCOG anticipates the consultant contract will begin in SFY 2023 and conclude in SFY 2024.

Direct Cost: An estimated \$30,000 of FHWA – PL funds will be used for professional services in SFY 2023 for this work task. An additional \$10,000 for consultant services will support the population and employment forecasts project, with funding provided through the Growth Management Act support work program – a program administered by SCOG separate from the UPWP, and funded through dues from local governments in Skagit County.

4.8 Urban Area Boundaries

Description: The U.S. Census Bureau is expected to publish new urban area boundaries in spring/summer 2022. SCOG’s metropolitan planning area is not expected to change, as the exterior boundaries of the organization are now the metropolitan statistical area (i.e. Skagit County exterior boundaries). SCOG’s metropolitan planning area boundaries were expanded from the urbanized area out to the metropolitan statistical area in 2013, pursuant to [23 CFR 450.312 \(a\)\(2\)](#). Any changes to the Mount Vernon, WA Urbanized Area, as a result of the 2020 decennial census, are not anticipated to impact SCOG’s metropolitan planning area, as any changes to the urbanized area are expected to remain within Skagit County’s boundaries. However, there may be work associated with review of urban area boundaries in the Skagit region and updating SCOG data products to reflect the new boundaries.

Responsibilities: WSDOT (lead), SCOG

Product: Review of U.S. Census urban area boundaries in the Skagit region and update data products as necessary.

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EXPENDITURES BY TASK

Element	Work Task #	Work Task Title	FHWA - PL			FTA - 5303			FTA - 5310	FHWA - STBG			RTPO	Summary			Total
			Total 100.0%	Federal 86.5%	Local 13.5%	Total 100.0%	Federal 86.5%	Local 13.5%	Total 100%	Total 100.0%	Federal 86.5%	Local 13.5%	State 100.0%	Federal	State	Local	
Administration	1.1	MPO and RTPO Administration	\$72,300	\$62,500	\$9,800	\$38,800	\$33,600	\$5,200	\$0	\$35,400	\$30,600	\$4,800	\$14,800	\$126,700	\$14,800	\$19,800	\$161,300
	1.2	Unified Planning Work Program	\$10,600	\$9,200	\$1,400	\$7,500	\$6,500	\$1,000	\$0	\$0	\$0	\$0	\$4,500	\$15,700	\$4,500	\$2,400	\$22,600
	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	\$4,400	\$3,800	\$600	\$3,600	\$3,100	\$500	\$0	\$0	\$0	\$0	\$0	\$6,900	\$0	\$1,100	\$8,000
	1.5	Public Participation Plan Annual Report	\$2,800	\$2,400	\$400	\$2,500	\$2,200	\$300	\$0	\$0	\$0	\$0	\$0	\$4,600	\$0	\$700	\$5,300
Administration Subtotal			\$90,100	\$77,900	\$12,200	\$52,400	\$45,400	\$7,000	\$0	\$35,400	\$30,600	\$4,800	\$19,300	\$153,900	\$19,300	\$24,000	\$197,200
Multimodal Planning	2.1	Regional Transportation Plan	\$14,200	\$12,300	\$1,900	\$3,400	\$2,900	\$500	\$0	\$11,100	\$9,600	\$1,500	\$4,400	\$24,800	\$4,400	\$3,900	\$33,100
	2.2	Statewide Planning Initiatives	\$36,100	\$31,200	\$4,900	\$0	\$0	\$0	\$0	\$1,000	\$900	\$100	\$6,200	\$32,100	\$6,200	\$5,000	\$43,300
	2.3	Local Transportation Planning	\$900	\$800	\$100	\$0	\$0	\$0	\$0	\$2,700	\$2,300	\$400	\$2,300	\$3,100	\$2,300	\$500	\$5,900
	2.4	North Sound Transportation Alliance	\$8,700	\$7,500	\$1,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,700	\$7,500	\$3,700	\$1,200	\$12,400
	2.5	Nondiscrimination Planning	\$8,600	\$7,400	\$1,200	\$5,300	\$4,600	\$700	\$0	\$2,300	\$2,000	\$300	\$0	\$14,000	\$0	\$2,200	\$16,200
	2.6	Nonmotorized Transportation Planning	\$11,200	\$9,700	\$1,500	\$2,100	\$1,800	\$300	\$0	\$3,500	\$3,000	\$500	\$400	\$14,500	\$400	\$2,300	\$17,200
	2.7	Infrastructure Investment and Jobs Act	\$13,600	\$11,800	\$1,800	\$7,600	\$6,600	\$1,000	\$0	\$4,000	\$3,500	\$500	\$0	\$21,900	\$0	\$3,300	\$25,200
	2.8	Public Participation Plan	\$7,900	\$6,800	\$1,100	\$1,500	\$1,300	\$200	\$0	\$0	\$0	\$0	\$0	\$8,100	\$0	\$1,300	\$9,400
	2.9	Coordinated Public Transit-Human Services Transportation Plan	\$0	\$0	\$0	\$24,700	\$21,400	\$3,300	\$30,000	\$0	\$0	\$0	\$0	\$51,400	\$0	\$3,300	\$54,700
	2.10	Regional Level of Service Review	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$900	\$100	\$4,700	\$900	\$4,700	\$100	\$5,700
	2.11	Transportation Elements and Countywide Planning Policies	\$1,100	\$1,000	\$100	\$0	\$0	\$0	\$0	\$1,600	\$1,400	\$200	\$3,900	\$2,400	\$3,900	\$300	\$6,600
	2.12	Certification Program Assessment	\$1,100	\$1,000	\$100	\$0	\$0	\$0	\$0	\$1,600	\$1,400	\$200	\$3,900	\$2,400	\$3,900	\$300	\$6,600
2.13	Regional Transportation Resilience Improvement Plan	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000	\$38,900	\$6,100	\$0	\$38,900	\$0	\$6,100	\$45,000	
Multimodal Planning Subtotal			\$103,400	\$89,500	\$13,900	\$44,600	\$38,600	\$6,000	\$30,000	\$73,800	\$63,900	\$9,900	\$29,500	\$222,000	\$29,500	\$29,800	\$281,300
Programming & Project Selection	3.1	Regional Transportation Improvement Program	\$17,500	\$15,100	\$2,400	\$8,600	\$7,400	\$1,200	\$0	\$14,000	\$12,100	\$1,900	\$1,600	\$34,600	\$1,600	\$5,500	\$41,700
	3.2	Annual Listing of Obligations	\$4,600	\$4,000	\$600	\$1,700	\$1,500	\$200	\$0	\$3,000	\$2,600	\$400	\$0	\$8,100	\$0	\$1,200	\$9,300
	3.3	Project Selection and Prioritization	\$8,100	\$7,000	\$1,100	\$13,600	\$11,800	\$1,800	\$0	\$23,900	\$20,700	\$3,200	\$0	\$39,500	\$0	\$6,100	\$45,600
	3.4	List of Regional High Priority Projects	\$3,400	\$2,900	\$500	\$0	\$0	\$0	\$0	\$7,600	\$6,600	\$1,000	\$0	\$9,500	\$0	\$1,500	\$11,000
Programming & Project Selection Subtotal			\$33,600	\$29,000	\$4,600	\$23,900	\$20,700	\$3,200	\$0	\$48,500	\$42,000	\$6,500	\$1,600	\$91,700	\$1,600	\$14,300	\$107,600
Data Collection & Analysis	4.1	Regional Performance Targets	\$6,600	\$5,700	\$900	\$3,500	\$3,000	\$500	\$0	\$4,600	\$4,000	\$600	\$0	\$12,700	\$0	\$2,000	\$14,700
	4.2	Travel Demand Model	\$10,600	\$9,200	\$1,400	\$0	\$0	\$0	\$0	\$27,300	\$23,600	\$3,700	\$0	\$32,800	\$0	\$5,100	\$37,900
	4.3	Traffic Counts	\$34,100	\$29,500	\$4,600	\$0	\$0	\$0	\$0	\$7,200	\$6,200	\$1,000	\$0	\$35,700	\$0	\$5,600	\$41,300
	4.4	Geographic Information Systems	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,800	\$15,400	\$2,400	\$0	\$15,400	\$0	\$2,400	\$17,800
	4.5	Highway Functional Classification	\$6,600	\$5,700	\$900	\$0	\$0	\$0	\$0	\$6,900	\$6,000	\$900	\$0	\$11,700	\$0	\$1,800	\$13,500
	4.6	Household Travel Survey	\$4,400	\$3,800	\$600	\$1,600	\$1,400	\$200	\$0	\$12,700	\$11,000	\$1,700	\$0	\$16,200	\$0	\$2,500	\$18,700
	4.7	Population and Employment Forecasts	\$47,300	\$40,900	\$6,400	\$2,900	\$2,500	\$400	\$0	\$25,000	\$21,600	\$3,400	\$3,700	\$65,000	\$3,700	\$10,200	\$78,900
	4.8	Urban Area Boundaries	\$3,000	\$2,600	\$400	\$2,100	\$1,800	\$300	\$0	\$1,200	\$1,000	\$200	\$0	\$5,400	\$0	\$900	\$6,300
Data Collection & Analysis Subtotal			\$112,600	\$97,400	\$15,200	\$10,100	\$8,700	\$1,400	\$0	\$102,700	\$88,800	\$13,900	\$3,700	\$194,900	\$3,700	\$30,500	\$229,100
Total			\$339,700	\$293,800	\$45,900	\$131,000	\$113,400	\$17,600	\$30,000	\$260,400	\$225,300	\$35,100	\$54,100	\$662,500	\$54,100	\$98,600	\$815,200

Note: Figures rounded to nearest hundred

TABLE UPDATED

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 2022	Est. Carry Forward to 2024
SCOG	FHWA PL Federal Funds	\$77,800	\$88,400	\$29,100	\$97,400	\$292,700	\$234,100	\$197,300	\$138,700
	Local Match = 13.5%	\$12,100	\$13,800	\$4,500	\$15,200	\$45,600	\$45,600	N/A	
	FHWA STBG Federal Funds	\$30,600	\$63,900	\$42,100	\$89,000	\$225,600	\$320,300	\$0	\$94,700
	Local Match = 13.5%	\$4,800	\$10,000	\$6,600	\$13,900	\$35,300	\$35,300	N/A	
	FTA 5303 Federal Funds	\$45,500	\$38,600	\$20,700	\$8,700	\$113,500	\$115,100	\$28,700	\$30,300
	Local Match = 13.5%	\$7,100	\$6,000	\$3,200	\$1,400	\$17,700	\$17,700	N/A	
	FTA 5310 Federal Funds	\$0	\$30,000	\$0	\$0	\$30,000	\$0	\$30,000	\$0
	Total	\$177,900	\$250,700	\$106,200	\$225,600	\$760,400	\$768,100	\$256,000	\$263,700

Note: Figures rounded to nearest hundred

TABLE UPDATED

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 2022	Est. Carry Forward to 2024
SCOG	RTPO	\$19,300	\$32,900	\$1,600	\$3,700	\$57,500	\$0	\$57,500	\$0
	Total	\$19,300	\$32,900	\$1,600	\$3,700	\$57,500	\$0	\$57,500	\$0

Note: Figures rounded to nearest hundred

TABLE UPDATED

SURFACE TRANSPORTATION BLOCK GRANT FUNDING BREAKDOWN

The following funding table is provided to show estimated Federal Highway Administration Surface Transportation Block Grant program funds with local match during SFY 2023.

SCOG Administration occurs every state fiscal year, with the next year of funding beginning in SFY 2023. SCOG anticipates obligation of the SCOG Administration federal funding prior to start of SFY 2023. These STBG funds provide revenue to support work tasks in the SFY 2023 UPWP, as illustrated in the **Expenditures by Task** table. The consultant contract is expected to begin in SFY 2023 and continue into SFY 2024 for the Regional Transportation Resilience Improvement Plan.

SCOG anticipates that federal funds will be authorized prior to the beginning of SFY 2023 for both SCOG Administration and the Regional Transportation Resilience Improvement Plan.

	Program Fund Source	SCOG Admin. (SFY 2023 est.)	Consultant Contract: Regional Transportation Resilience Improvement Plan (SFY 2023 est.)
SCOG	FHWA STBG (US) Federal Funds	\$0	\$35,000
	Local Match = 13.5%	\$0	\$5,462
	FHWA STBG (R) Federal Funds	\$190,577	\$0
	Local Match = 13.5%	\$29,743	\$0
	Total	\$220,320	\$40,462

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

TABLE UPDATED

EXPECTED CONSULTANT & AGENCY AGREEMENTS

Agreements expected between SCOG and other parties related to SFY 2023 UPWP work tasks are included in the following table. Descriptions of the work tasks are included in their respective UPWP elements.

Work Task #	Work Task Title	Agreement Type	Fund Type	Estimated Cost
2.9	Coordinated Public Transit-Human Services Transportation Plan	Professional Services	FTA 5310	\$30,000
<u>2.13</u>	<u>Regional Transportation Resilience Improvement Plan</u>	<u>Professional Services</u>	<u>STBG (US)</u>	<u>\$35,000</u>
4.3	Traffic Counts	Interlocal	FHWA – PL	\$30,000
4.7	Population and Employment Forecasts	Professional Services	FHWA – PL	\$30,000
			Total	\$<u>90,125</u>,000

DRAFT

CONTACT INFORMATION

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

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DRAFT

Appendix A: BOARD MEMBERSHIP

The Skagit Council of Governments Transportation Policy Board has the authority to make regional transportation decisions for the MPO and RTPO. The responsibilities of the Transportation Policy Board include approving planning documents and programs, selecting projects for funding, as well as establishing regional transportation planning policies.

VOTING MEMBERS OF TRANSPORTATION POLICY BOARD:

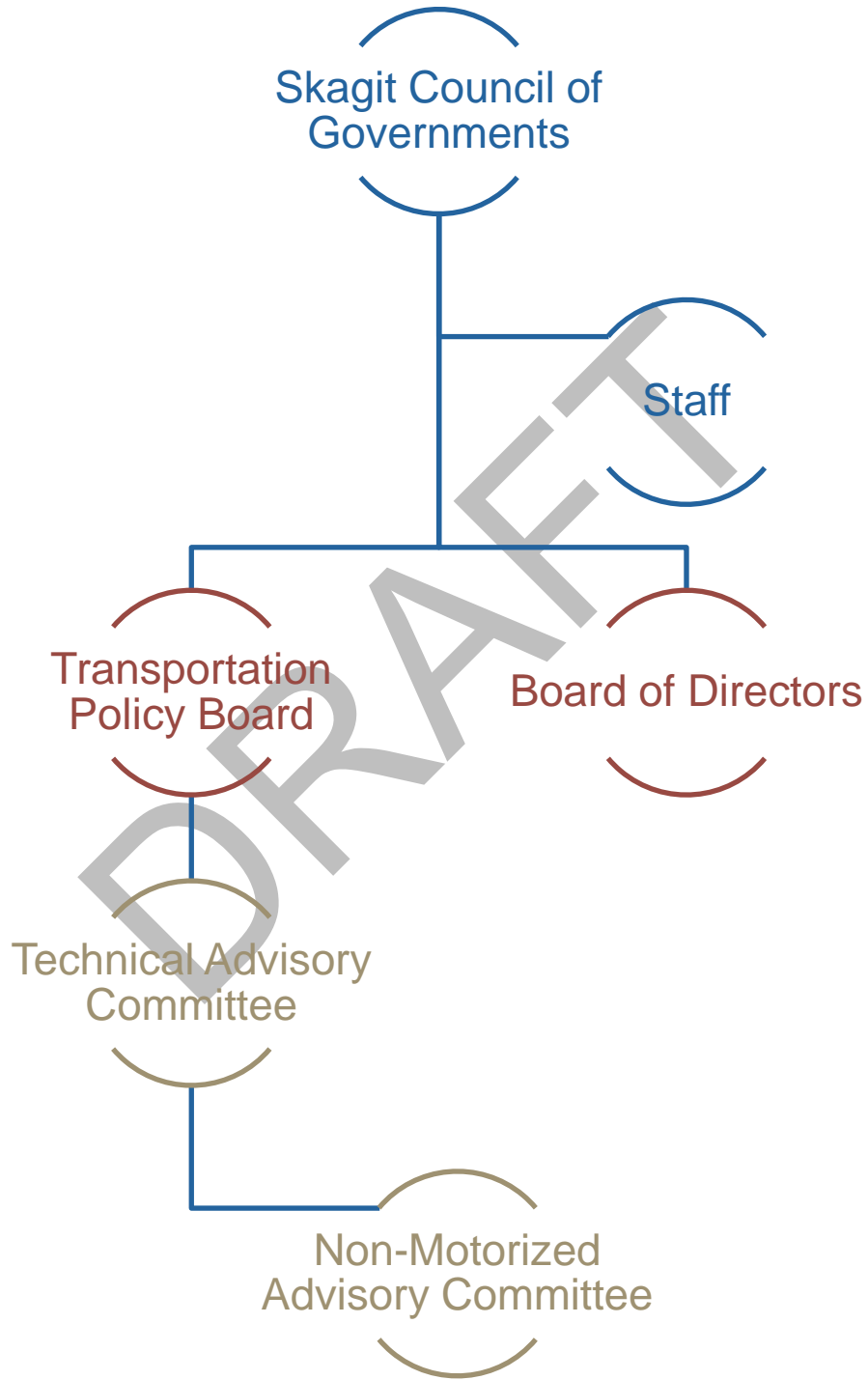
City of Anacortes	Port of Skagit	Town of Hamilton
City of Burlington	Samish Indian Nation	Town of La Conner
City of Mount Vernon	Skagit County	Town of Lyman
City of Sedro-Woolley	Swinomish Indian Tribal Community	Washington State Department of Transportation
Port of Anacortes	Town of Concrete	

NON-VOTING MEMBERS OF TRANSPORTATION POLICY BOARD:

- Major Employer Representative
- Skagit Public Utility District
- Washington State Legislative Delegation (Districts 10, 39, 40)

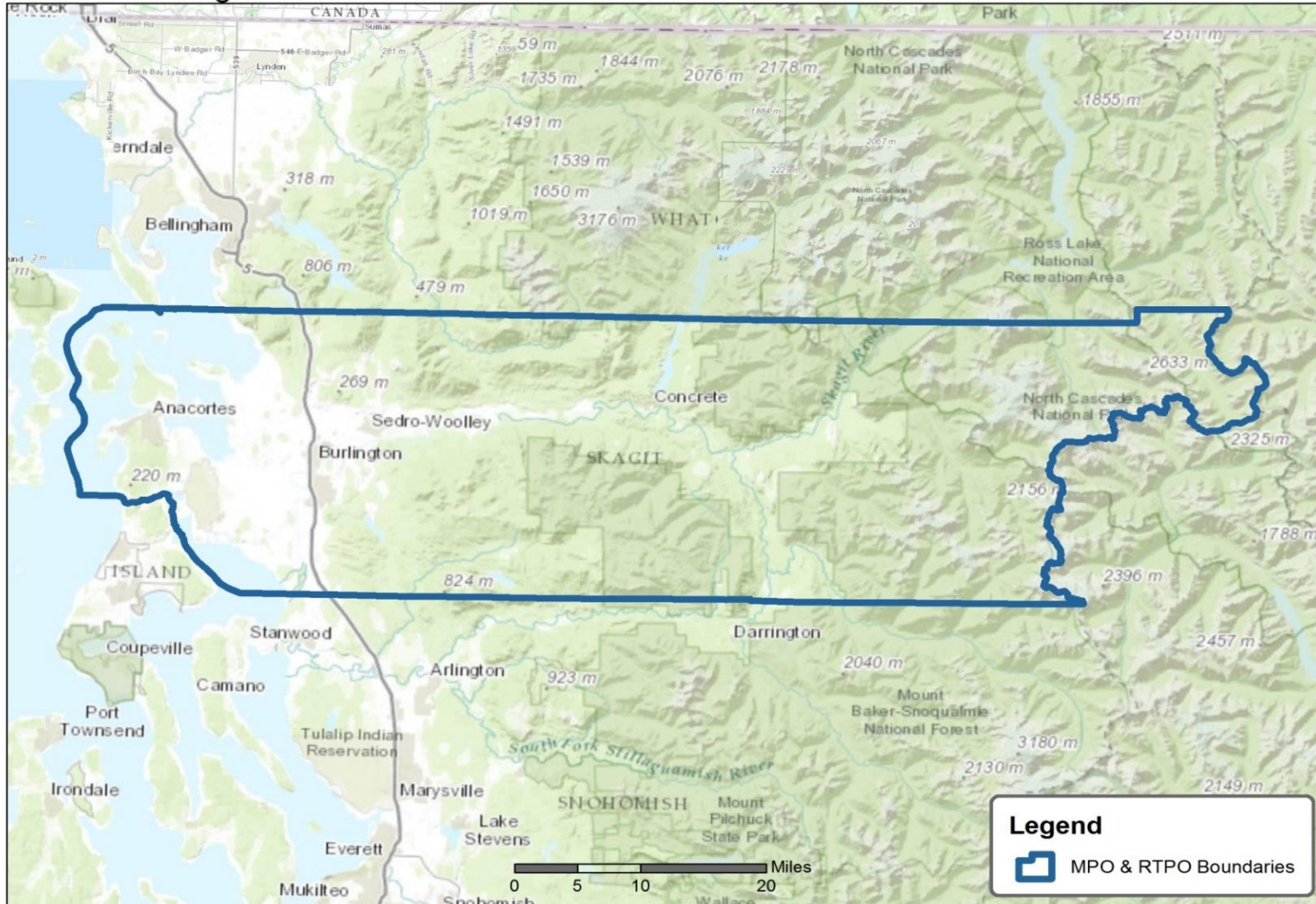
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Appendix B: ORGANIZATIONAL STRUCTURE

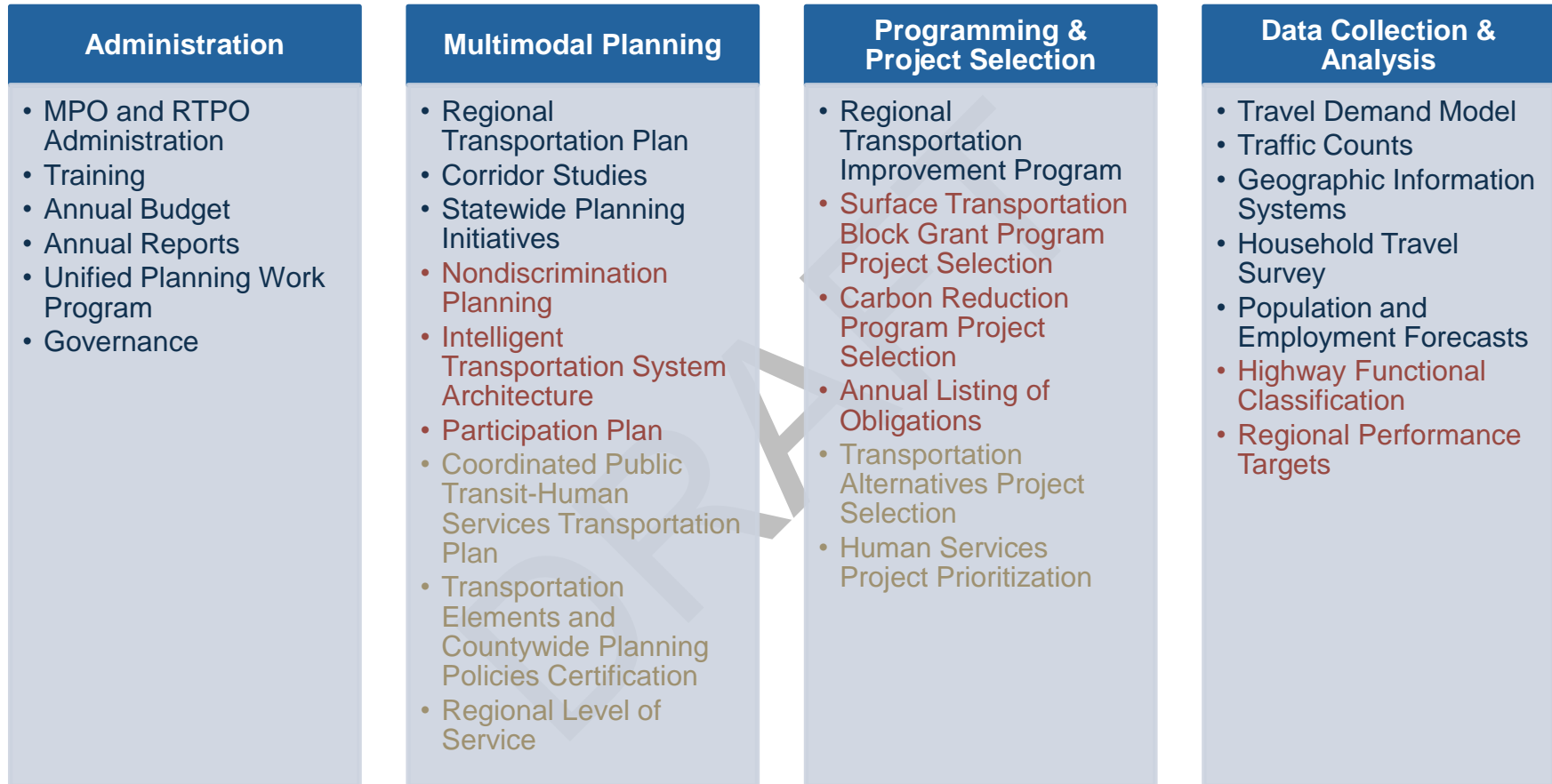


Appendix C: MPO & RTPO PLANNING AREA

SCOG Planning Area



Appendix D: CORE PROGRAMS AND FUNCTIONS



MPO (Federal)

RTPPO (State)

MPO & RTPPO

Appendix E: PLANNING PROJECTS BY OTHER AGENCIES

SKAGIT TRANSIT

2022 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 2022

Funding: Local funds

ZERO EMISSIONS FLEET TRANSITION PLAN

The Federal Transit Administration is requiring any agency that is submitting a grant under the 5339 Bus and Bus Facility Grant Program funds to purchase zero emissions vehicles or infrastructure to support zero emissions vehicles to submit a transition plan with their application. This transition plan will provide an overview for the purchase, implementation, and use of any vehicles or infrastructure purchased by the agency that are classified as zero emission. Skagit Transit will be submitting to this program in support of the construction of our new Maintenance, Operations, and Administrative facility project.

Schedule: March–May 2022

Funding: Local funds

2022 STRATEGIC PLAN

Skagit Transit will be engaging in a Strategic Planning process in 2022. The goal of this process is to help the agency chart a path forward with its services as it emerges from the pandemic. This will include a public outreach process that includes a rider satisfaction survey.

Schedule: May–November 2022

Funding: Local funds

NW WASHINGTON ENHANCED PUBLIC TRANSPORTATION STUDY

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. Skagit Transit will serve as the lead agency for this project.

Schedule: Calendar year 2023–2024

Funding: WSDOT funds

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION

I-5 OPERATIONS & DEMAND MANAGEMENT STUDY

The Washington state transportation system is evolving and growing; and to meet that need WSDOT will initiate a study to identify solution alternatives to address mobility and safety issues identified during the 2021 Interstate 5

Baseline Transportation Analysis. The analysis focused on an area located within the Mount Vernon and Burlington urban area between Old Highway 99 at Exit 224 and Cook Road at Exit 232. Solutions will first consider measures that improve and enhance the operating capacity of the interstate system through the deployment of intelligent transportation systems and second demand management strategies to enhance opportunities for transit, biking, walking and other activities to meet near- and long-term regional objectives.

Schedule: Calendar year 2022–2024

Funding: WSDOT funds

TRANSPORTATION NETWORK PRIORITY ALIGNMENT

WSDOT will work with Skagit County and Skagit Transit to identify important network connection improvements, primarily at state highway county road intersections in Skagit County. The effort will identify proposed priority intersections for inclusion within the transportation element and capital facility element of Skagit County's comprehensive plan to address access and economic vitality in the county. The evaluation will consider land use characteristics and travel patterns.

Schedule: Calendar year 2020–2023

Funding: WSDOT funds

SAN JUAN WALK-ON RIDER STUDY

A consultant study to identify and recommend cost-effective strategies to maximize walk-on passenger ridership of the Anacortes – San Juan ferry routes. The study must also identify available public funding sources to support these strategies. Reducing the need for passengers to bring their cars on the ferries will increase the capacity of each ferry run to transport more people.

Schedule: Complete by January 2023

Funding: \$300,000 from the Puget Sound ferry operations account

Appendix F: LONG-TERM WORK SCHEDULE

STATE FISCAL YEAR 2024–2027 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 2023 and carryover into future work programs while others begin after SFY 2023. The long-term work schedule is not intended to be a comprehensive list of all future work tasks.

Work tasks anticipated from SFY 2024–2027 are included in the following table.

Work Task	Description	Consultant Contract	State Fiscal Year			
			2024	2025	2026	2027
Population and 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.	✓	Complete			
Assessment of Regional Travel Demand Model	This work task will be informed by the outcome of the Household Travel Survey, which was completed in SFY 2022. A thorough review of SCOG's existing regional travel demand model will be conducted. Recommendations may include changes to the model.	✓	Begin	Complete		
Regional Transportation Resilience Improvement Plan	A plan to inform how SCOG may implement a resilience focus in its planning activities and investments. This plan would seek to understand natural hazard risk and exposure on the surface transportation system in the Skagit region, as well as pilot analysis methods for future use. A resilience improvement plan is an optional plan for metropolitan planning organizations, per the Infrastructure Investment and Jobs Act.	✓	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	
Regional Carbon Reduction Strategy	A strategy for carbon reduction in the Skagit region following federal requirements, consistent with the Infrastructure Investment and Jobs Act. This strategy would follow the WSDOT statewide carbon reduction strategy, which is due in November 2023.	✓		Begin	Complete	

ACTION ITEM 4.C. – ADDITIONAL FEDERAL FUNDING AVAILABLE FOR PROJECTS

Document History

Meeting	Date	Type of Item	Staff Contact	Phone
Technical Advisory Committee	05/05/2022	Discussion	Mark Hamilton	(360) 416-7876
Transportation Policy Board	05/18/2022	Action	Mark Hamilton	(360) 416-7876

RECOMMENDED ACTION

Skagit Council of Governments (SCOG) staff recommend approval of *Table 1: List of Projects to Submit to WSDOT Local Programs Division for Requested Additional Federal Funding*.

DISCUSSION

As of March 31, 2022, \$54 million of the \$304 million local obligation authority target has been obligated statewide for this federal fiscal year. From April through the end of the federal fiscal year in September, \$250 million in Federal Highway Administration funding must be obligated to meet the target.

SCOG implemented gap strategies in April to assist with meeting the regional portion of the target, which is approximately \$1.9 million.

In late April, Local Programs Division (Local Programs) staff from the Washington State Department of Transportation requested that metropolitan planning organizations, regional transportation planning organizations, local governments and tribal governments obligate additional project funding during this federal fiscal year to help meet the statewide target.

Any additional federal funding provided to projects by Local Programs will not count against SCOG's regional allocation of funding, provided that the region hits our regional obligation authority target as expected. This process only applies to projects that have already been competitively selected by SCOG to receive federal funding. Local Programs will make the determination about which projects and project phases are selected to receive additional funding. Per Local Programs staff, construction phases will be prioritized for additional federal funding over other phases, particularly if: (1) construction bids come in higher than expected; (2) the construction estimate is higher than expected; or (3) the construction phase obligated with high local match. Other project phases are eligible for additional federal funding, but will have a lower priority than Local Programs prioritized construction phases. And projects must maintain the original scope – no modifications to scope will be considered through this process.

Adjustments to federal funding authorization are available to project phases that have already received federal authorization, or to project phases prepared to obligate funding by the end of the federal fiscal year. Projects that have not been programmed in the Statewide Transportation Improvement Program are not eligible for this funding, per Local Programs staff.

NEXT STEPS

Local Programs staff requested that SCOG submit projects to them by June 3. Following approval of the Transportation Policy Board, SCOG staff will submit the approved list of projects to Local Programs for consideration prior to the deadline.

TABLE 1: LIST OF PROJECTS TO SUBMIT TO WSDOT LOCAL PROGRAMS DIVISION FOR REQUESTED ADDITIONAL FEDERAL FUNDING

MPO	WSDOT Region	Agency	Federal Project #	Title	STIP ID	Phase	Prior Federal Obligation (\$)	SCOG FFY 2022 Federal Award (\$)	SCOG FFY 2022 Federal "Adjust to Award"* (\$)	WSDOT FFY 2022 Federal "Adjust to Award"* Request (\$)	Total Federal Amount (\$)	Justification for Increase
Remaining SCOG FFY 2022 Obligation Authority Target projects**												
SCOG	NW	Mount Vernon	(Pending)	Riverside Drive Improvements - 1	WA-13503	PE		411,000		129,750	540,750	Additional PS&E funding anticipated to coordinate BNSF elements above original PS&E estimate/scope.
SCOG	NW	SCOG	(Pending)	SCOG Admin 2022-2025	SCOG 22-25	PL		190,577		190,577	381,154	Additional STBG funding could be utilized in place of other federal funding used to support SCOG's unified planning work program for SFY 2023. These additional funds would allow SCOG to carryforward additional FHWA PL & FTA 5303 funds into SFY 2024 without a scope change.
SCOG	NW	Burlington	7323(004)	Pease Road Cascade Mall Nonmotorized Connection	WA-07782	CN		280,392		173,000	453,392	Construction estimate is higher - provide obligation authority increase for project to advertise.
SCOG	NW	Anacortes	6239(002)	R Avenue Improvements	T-1301	PE	311,217		66,361	44,359	421,937	Preliminary engineering costs higher than expected based upon 30% engineer's estimate. Project obligated with high local match. Eligible non-federal funded preliminary engineering costs remain.
SCOG	NW	Sedro-Woolley	0020(199)	SR 20/SR 9 - Township Intersection Improvements	SW33	CN	609,825		130,035	221,378	961,238	Construction bids came in higher than expected and construction phase obligated with high local match. Eligible non-federal funded construction costs remain.
SCOG	NW	Skagit Co.	F294(002)	Francis Road - Section 3	WA-01192	PE	397,618		77,822	264,620	740,060	Preliminary engineering costs incurred higher than expected and obligated with high local match. Eligible non-federal funded preliminary engineering costs remain.
Additional FFY 2022 Obligation Authority projects												
SCOG	NW	Anacortes	0020(190)	Ship Harbor Blvd and SR 20 Spur Intersection	ANAC T-140	PE	110,720			25,007	135,727	Preliminary engineering costs incurred higher than expected and obligated with high local match. Eligible non-federal funded preliminary engineering costs remain.
SCOG	NW	Anacortes	0020(190)	Ship Harbor Blvd and SR 20 Spur Intersection	ANAC T-140	CN	821,750			425,456	1,247,206	Construction estimate higher than expected and construction bids came in high. Project obligated with high local match. Eligible non-federal funded construction costs remain.
SCOG	NW	Burlington	0020(187)	SR 20/Skagit St Signalization	WA-03951	PE	147,266			43,250	190,516	Preliminary engineering costs higher than expected. Eligible non-federal funded preliminary engineering costs remain.
SCOG	NW	Burlington	7298(003)	George Hopper I/C Improvements - Phase 2	WA-10470	PE	86,500			25,950	112,450	Preliminary engineering costs higher than expected and obligated with high local match. Eligible non-federal funded preliminary engineering costs remain.
SCOG	NW	Mount Vernon	0538(010)	College Way SR 538 @ I-5	T-06-10	CN	1,815,000			1,897,802	3,712,802	Construction obligated with high local match - provide obligation authority increase for over match. Eligible non-federal funded construction costs remain.
SCOG	NW	Mount Vernon	7333(001)	Freeway Drive, Cameron Way to College Way	T-97-07	CN	1,650,000			352,526	2,002,526	Construction obligated with high local match - provide obligation authority increase for over match. Eligible non-federal funded construction costs remain.
SCOG	NW	Sedro-Woolley	0020(199)	SR 20/SR 9 - Township Intersection Improvements	SW33	PE	106,395			51,039	157,434	Preliminary engineering obligated with high local match. Eligible non-federal funded preliminary engineering costs remain.
SCOG	NW	Skagit Co.	2029(049)	Centennial Trail (Big Rock to Clear Lake)	WA-06321	PE	215,250			473,000	688,250	Preliminary engineering costs higher than expected. Eligible non-federal funded preliminary engineering costs remain.
SCOG	NW	Skagit Co.	F294(001)	Francis Road Reconstruction Section 1***	WA-01171	CN	0			1,820,000	1,820,000	Construction estimate is higher - provide obligation authority increase for project to advertise.

Notes: * "Adjust to Award" is a process utilized statewide to add federal funding to transportation projects without having to amend the Statewide Transportation Improvement Program.

** SCOG's 2022 Obligation Authority Plan includes additional projects expected to obligate funding this federal fiscal year.

*** SCOG awarded \$250,000 to the preliminary engineering phase of this project, which obligated in 2018.

DISCUSSION ITEM 5.A. – FREIGHT MOBILITY STRATEGIC INVESTMENT BOARD PRIORITIZED LIST OF PROJECTS

Document History

Meeting	Date	Type of Item	Staff Contact	Phone
Technical Advisory Committee	05/05/2022	Discussion	Mark Hamilton	(360) 416-7876
Transportation Policy Board	05/18/2022	Discussion	Mark Hamilton	(360) 416-7876

DISCUSSION

On April 20, 2022, the Freight Mobility Strategic Investment Board (FMSIB) requested projects from metropolitan planning organizations and regional transportation planning organizations across Washington state, including the Skagit Council of Governments (SCOG). The deadline for SCOG to submit projects to FMSIB is August 15, 2022.

SCOG will not be selecting projects for funding, nor prioritizing projects through this process. Instead, SCOG will compile projects from the region and submit a list of projects to FMSIB. FMSIB will then prioritize a list of projects through a statewide process and submit the prioritized list to the Washington state legislature.

FMSIB prepared [a report](#) last year with pertinent background information, including a summary of the process they conducted last year and the work that is continuing this year. Target areas from page 4 of the report are the project types that FMSIB is requesting:

- Bridge Preservation;
- Road Preservation;
- Bridge and Road Replacement;
- Transportation Systems Management and Operations;
- Grade Separation Projects;
- Expansion of Freight Corridors;
- Land Banks;
- Truck Parking;
- Intermodal Transfer Facilities; and
- Zero Emissions.

NEXT STEPS

SCOG staff anticipate that a regional list of projects will be compiled and presented to the Transportation Policy Board for approval at the July 20, 2022 meeting, following a recommendation from the Technical Advisory Committee and a public comment period.

This item is brought before the Transportation Policy Board for discussion this month prior to creation of a regional process to compile freight projects. Any initial input can be provided at the May 18 meeting.

SKAGIT COUNCIL OF GOVERNMENTS TECHNICAL ADVISORY COMMITTEE MEETING MINUTES

May 5, 2022

GoToMeeting Remote Meeting

AGENCIES REPRESENTED

- City of Anacortes..... Tim Hohmann
- City of Burlington Brian Dempsey
- City of Mount Vernon Bill Bullock
- City of Sedro-Woolley Mark Freiberger
- Samish Indian Nation..... David Strich
- Skagit County Grace Kane, Forrest Jones
- Skagit PUD..... Chris Shaff
- Skagit Transit..... Brad Windler
- Swinomish Indian Tribal Community Debra Bray
- Town of Concrete..... Cody Hart
- Washington State Department of Transportation Todd Carlson, John Shambaugh

STAFF PRESENT

- Skagit Council of Governments Kevin Murphy, Mark Hamilton, Grant Johnson

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. April 7, 2022 Technical Advisory Committee Meeting Minutes: Mr. Hart moved approval of the April 7, 2022 Technical Advisory Committee (TAC) meeting minutes as presented, and Mr. Windler seconded the motion. The motion carried unanimously.
3. May Regional Transportation Improvement Program Amendments: Mr. Hamilton presented the proposed May amendments to the 2022-2027 Regional Transportation Improvement Program (RTIP). He explained that there were four from the City of Mount Vernon, one from SCOG, three from Skagit Transit and three administrative modifications. He stated that most of the amendments resulted from implementing RTIP obligation authority gap strategies at the April TAC meeting.

Mr. Hohmann motioned to recommend approval of the May RTIP amendments to the Transportation Policy Board as presented, and Mr. Bullock seconded the motion. The motion carried unanimously.

4. Quarterly Obligation Report: Mr. Hamilton presented the Quarterly Obligation Report. He stated that over \$50,000 had been obligated so far and nearly \$1.9 million remains to reach the region's target this federal fiscal year.
5. 2022 Obligation Authority Plan: Mr. Hamilton presented the 2022 Obligation Authority Plan. He stated that the 2022 Obligation Authority Plan was adopted in October of last year and has been updated regularly since that time. He explained that several projects had received funding as part of the obligation authority (OA) gap strategies last month and that award letters had been sent to those project sponsors detailing the requirements for the additional funding. He stated that staff expect the region to meet its OA target, but the process relies on project sponsors to obligate their projects by the end of the federal fiscal year.
6. Statewide Obligation Authority Update: Mr. Murphy presented the Statewide Obligation Authority Update. He explained that there are changes proposed to the delivery of statewide OA this federal fiscal year. There has been a \$15 million increase to OA statewide, so the state is looking to metropolitan planning organizations, such as SCOG, for help in meeting the increased target since the state does not have enough projects eligible to obligate. He stated that this is new money for the state and potentially to the region, and that there are several requirements for what kind of projects can use the funds, including: projects must have been competitively selected by SCOG and projects must already be programmed in the STIP. Projects that are not in the STIP are not eligible. He explained that metropolitan planning organizations can submit eligible projects to the Washington State Department of Transportation Local Programs Division (Local Programs) by June 3, which is their deadline for project submittals.

Mr. Bullock stated that the City of Mount Vernon has several projects that may be eligible.

Mr. Hart asked if this is previously obligated funding being redistributed by the state or if it is new funding. Mr. Murphy stated that these are new funds.

Mr. Shambaugh asked if the final list needs to be compiled at today's meeting. Mr. Hamilton stated that May 10 will be the deadline for project sponsors to submit projects to SCOG staff and he will coordinate with project sponsors following the meeting leading up to the deadline.

7. Additional Statewide Funding Available for Projects: Mr. Hamilton presented Additional Statewide Funding Available for Projects. He explained that there are three primary criteria Local Programs is looking at for projects eligible for additional funding and that project sponsors need to include rationale for why additional funding is needed. Construction phases will be prioritized more highly than other project phases, per Local Programs. He stated that sponsors need to coordinate with SCOG staff by May 10, and the Transportation Policy Board should act on the list of projects at their next meeting on May 18. He reiterated that the deadline for submission to Local Programs is June 3.

Mr. Hamilton then went through the list of projects within the region that are eligible for additional funding and discussed them with project sponsors.

8. Unified Planning Work Program for State Fiscal Year 2023: Mr. Hamilton presented the Unified Planning Work Program (UPWP) for State Fiscal Year 2023. He explained that this was a discussion item at last month's meeting and gave an overview of changes to the document that had been made after that meeting. He stated that one project had been moved off the contingency list due to OA gap

strategies were implemented, with resulting changes in the UPWP, and that financial tables had been updated.

Mr. Shambaugh motioned to recommend approval of the Unified Planning Work Program for State Fiscal Year 2023 as presented. Mr. Bullock seconded the motion and it carried unanimously.

- 9. Freight Mobility Strategic Investment Board Prioritized List of Projects: Mr. Hamilton presented Freight Mobility Strategic Investment Board (FMSIB) Prioritized List of Projects. He stated that FMSIB has requested that metropolitan planning organizations, such as SCOG, create a regional list of projects that FMSIB will then prioritize statewide and submit to the Washington state legislature. This will be an abbreviated call for projects process where SCOG will compile projects and send the list to FMSIB.

Mr. Hohmann asked if this will be federal or state funds. Mr. Hamilton stated that there are no specific funding sources associated with this call for projects and that the intent seems to be for the Washington state legislature to choose projects directly for funding from a prioritized list.

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

11. Next Meeting: June 2, 2022, 1:30 p.m.

12. Adjourned: 2:52 p.m.

Attest:

Mark Hamilton, Senior Transportation Planner
Skagit Council of Governments

Date: _____

2022 OBLIGATION AUTHORITY PLAN

The following project had to obligate federal funding by **April 1, 2022**. If the project did not obligate by April 1, 2022, it would have been deprogrammed by deletion from the RTIP by SCOG staff.

AGENCY	TITLE	STIP ID	PHASE	FUNDS OBLIGATED	STBG/TA FUNDS
Skagit Transit	Bus Stop Amenities	WA-13988	ALL	✓	\$56,100

The following project must obligate federal funding by **August 1, 2022**, or it will be deprogrammed by deletion from the RTIP by SCOG staff.

AGENCY	TITLE	STIP ID	PHASE	FUNDS OBLIGATED	STBG/TA FUNDS
SCOG	SCOG Admin 2022-2025	SCOG 22-25	PL	(Not Yet)	\$190,577

The following projects must obligate federal funding by **September 30, 2022**, or they will be deprogrammed by deletion from the RTIP by SCOG staff.

AGENCY	TITLE	STIP ID	PHASE	FUNDS OBLIGATED	STBG/TA FUNDS
City of Anacortes	R Avenue Long Term Improvements	T-1301	PE	(Not Yet)	\$66,361
City of Mount Vernon	Riverside Drive Improvements – 1	WA-13503	PE	(Not Yet)	\$411,000
City of Mount Vernon	Riverside Drive Improvements – 2	WA-13533	PE	(Not Yet)	\$348,000
City of Mount Vernon	30 th Street Improvements – 1	WA-13504	PE	(Not Yet)	\$373,000
City of Mount Vernon	15 th Street Sidewalk Improvements	WA-13502	PE	(Not Yet)	\$42,000
City of Sedro-Woolley	SR 20/SR 9 - Township Intersection Improvements	SW33	CN	(Not Yet)	\$130,035
SCOG	Regional Transportation Resilience Plan	WA-13485	PL	(Not Yet)	\$129,750
Skagit County	Francis Road – Section 3	WA-01192	PE	(Not Yet)	\$77,822
Skagit Transit	Design Services for Transit Island Canopy at March's Point Park and Ride	WA-14247	PE	(Not Yet)	\$164,900
Skagit Transit	Design Services for Transit Pullouts along Memorial Highway	WA-14248	PE	(Not Yet)	\$73,100
Skagit Transit	Bus Stop Surveys	WA-14249	PE	(Not Yet)	\$66,300
Skagit Transit	Bus Stop Amenities	WA-13988	ALL	(Not Yet)	\$11,962

TOTAL EXPECTED STBG-TA OBLIGATIONS: \$2,140,907
OBLIGATION AUTHORITY TARGET¹: \$1,946,279

¹ Final target provided by WSDOT Local Programs Division staff on April 11, 2022. The estimated target provided on January 14, 2022 was \$1,855,396.

Extensions

The following projects have been granted an extension to obligate federal funding by **December 31, 2022**. These projects will be deprogrammed with expiration of the 2022–2027 RTIP on January 1, 2023.

To be granted an extension, any extension request must have been received by SCOG no later than **March 30, 2022**. A project phase may only be granted one extension request.

AGENCY	TITLE	STIP ID	PHASE	FUNDS OBLIGATED	STBG/TA FUNDS
City of Burlington	SR20 / Skagit Street Signalization Project	WA-03951	CN	(Not Yet)	\$1,513,750
City of Burlington	Pease Road Cascade Mall Nonmotorized Connection	WA-07782	CN	(Not Yet)	\$280,392

TOTAL STBG-TA EXTENSIONS: \$1,794,142

Appeals

The Transportation Policy Board approved appeals to reprogram project phases in the 2022–2027 RTIP. The following project phases must obligate federal funding by **December 31, 2022**. These projects will be deprogrammed with expiration of the 2022–2027 RTIP on January 1, 2023.

AGENCY	TITLE	STIP ID	PHASE	FUNDS OBLIGATED	STBG/TA FUNDS
Town of Concrete	School Secondary Access	WA-03707	RW	(Not Yet)	\$400,000
City of Sedro-Woolley	John Liner Road, Reed to Township Bicycle/Pedestrian Improvements	SW08A	PE	(Not Yet)	\$58,820
City of Sedro-Woolley	SR20/Cascade Trail West Extension Phase 2A, Holtcamp Road to Hodgkin Street	SW42	RW	(Not Yet)	\$21,193

TOTAL STBG-TA APPEALS: \$480,013

Dates		Total Funding Available	FHWA (13.5%)	STBG (13.5%)	FTA (13.5%)	FTA 5310 HSTP	RTPO	STP (13.5%)
06/30/2021 Carryforward		\$ 320,091	\$ 105,098	\$ -	\$ 109,243	\$ -	\$ -	\$ 105,750
RTPO	July 1, 2021 to June 30, 2023	143,286	-	-	-	-	143,286	-
STBG	July 1, 2021 to June 30, 2023	167,541	-	167,541	-	-	-	-
HSTP	July 1, 2021 to June 30, 2025	40,000	-	-	-	40,000	-	-
FHWA	July 1, 2021 to June 30, 2023	235,724	235,724	-	-	-	-	-
		-	-	-	-	-	-	-
Authorized		\$ 906,642	\$ 340,822	\$ 167,541	\$ 109,243	\$ 40,000	\$ 143,286	\$ 105,750
Expendures								
July 2021		\$ 32,508	\$ 13,845	\$ 3,010	\$ 4,722	\$ -	\$ 10,930	\$ -
August		40,279	12,424	19,554	3,039	-	5,263	-
September		48,430	11,387	10,697	4,692	-	6,652	15,003
October		37,055	11,394	10,507	6,399	-	8,754	-
November		51,700	9,836	27,359	6,482	-	6,139	1,884
December		78,011	10,232	9,353	7,515	-	5,260	45,650
January 2022		43,087	16,671	13,173	5,711	-	7,532	-
February		49,752	14,061	12,829	16,177	-	6,685	-
March		53,945	14,094	17,280	16,226	-	6,345	-
April		-	-	-	-	-	-	-
May		-	-	-	-	-	-	-
June		-	-	-	-	-	-	-
Expenditures to Date		\$ 434,766	\$ 113,944	\$ 123,762	\$ 70,964	\$ -	\$ 63,559	\$ 62,537
Balances		\$ 471,876	\$ 226,878	\$ 43,779	\$ 38,279	\$ 40,000	\$ 79,727	\$ 43,213

April 26, 2022

Administrator Nuria Fernandez
Office of the Administrator
Federal Transit Administration
1200 New Jersey Avenue, SE
Washington, DC 20590

Re: Support for Skagit Transit's Maintenance, Operations and Administration Facility Project

Dear Administrator Fernandez:

The Skagit Council of Governments supports Skagit Transit's request for \$5,000,000 in Federal Transit Administration's 2022 Bus and Bus Facilities discretionary grant program funds to complete their Maintenance, Operations and Administration Facility Project in Skagit County, Washington. The project will replace the current facility, which serves as Skagit County's only public transportation base of operations. A new facility is crucial to maintain current levels of transit service and position the agency to meet public transportation needs of the future in Skagit County, as well as providing regional connections along the Interstate 5 corridor.

Skagit Transit's local network of transit routes serve Skagit County's four major population centers: the cities of Mount Vernon, Sedro-Woolley, Burlington and Anacortes. The transit agency also works with neighboring transits, as well as intercity bus and rail services, providing public transportation connections across the northwestern region of Washington state. This network of services work together to reduce congestion on the Interstate 5 corridor, and decrease harmful greenhouse gas emissions.

Skagit Transit's Maintenance, Operations and Administration Facility is a regionally significant project that is shovel ready. All three phases of this project are included in the metropolitan transportation plan for our region. The first phase is completely funded with construction underway, and the other phases are high priorities in the plan.

The Skagit Council of Governments strongly supports Skagit Transit services and recognizes the need for this essential facility, enabling the transit system to keep pace with current and future transportation needs of the traveling public in northwest Washington state.

Sincerely,

DocuSigned by:

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Kevin Murphy
Executive Director
Skagit Council of Governments