

# SKAGIT COUNCIL OF GOVERNMENTS TRANSPORTATION POLICY BOARD MEETING

March 20, 2024 – 9:00 a.m.

In Person: [Burlington City Council Chambers](#), 833 South Spruce Street, Burlington, WA 98233

Remote: [GoToMeeting](#)

Dial In: 1 (866) 899-4679

Access Code: 894-996-237

## AGENDA

1. Call to Order and Roll Call
2. Written Public Comments – *Mark Hamilton*
3. In-person and Remote Verbal Public Comments
4. Consent Agenda
  - a. Approval of [February 21, 2024 Transportation Policy Board Meeting Minutes](#)
5. Action Items
  - a. [March Regional Transportation Improvement Program Amendments](#) – *Mark Hamilton*
  - b. [Resolution 2024-03 to Amend Unified Planning Work Program](#) – *Mark Hamilton*
6. Discussion Items
  - a. WSDOT Skagit County Fish Passage Presentation – *Shane Spahr, WSDOT*
7. Chair’s Report
8. Executive Director’s Report
9. Roundtable and Open Topic Discussion
10. Next Meeting: April 17, 2024, 9:00 a.m., *Burlington City Council Chambers and Remote*
11. Adjourned

### Information Items:

[March 7, 2024 Technical Advisory Committee Meeting Minutes](#)  
[Skagit Transit Letter of Support](#)  
[2024 Obligation Authority Plan](#)  
[Monthly Financial Update](#)

[Meeting Packet](#)

## TRANSPORTATION POLICY BOARD OFFICERS

Commissioner Ron Wesen..... Chair

Mayor Peter Donovan..... 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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**Aviso resumido del Título VI al público:** El Consejo de gobiernos de Skagit cumple plenamente con el Título VI de la Ley federal de derechos civiles de 1964 y los estatutos relacionados, y no discrimina por motivos de raza, color u origen nacional. Para mayor información, o para obtener un Formulario de queja del Título VI, visite el sitio web del SCOG en <http://scog.net/about/nondiscrimination/>.

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## SKAGIT COUNCIL OF GOVERNMENTS TRANSPORTATION POLICY BOARD MEETING MINUTES

February 21, 2024  
Burlington City Council Chambers and Remote

### MEMBERS PRESENT

Commissioner Ron Wesen, Skagit County, Chair; Mayor Peter Donovan, City of Mount Vernon, Vice-Chair; Commissioner Peter Browning, Skagit County; Chris Damitio, Washington State Department of Transportation (WSDOT); Commissioner Mahlon Hull, Port of Skagit; Commissioner Lisa Janicki, Skagit County; Mayor Julia Johnson, City of Sedro-Woolley; Commissioner Joe Lindquist, Skagit PUD; Mayor Matt Miller, City of Anacortes; Mayor Marla Reed, Town of Concrete; Commissioner Jon Ronngren, Port of Anacortes; Mayor Steve Sexton, City of Burlington; and Chairman Tom Wooten, Samish Indian Nation.

### STAFF PRESENT

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

### OTHERS PRESENT

Three members of the public attended the meeting.

### AGENDA

1. Call to Order: Chair Commissioner Wesen called the meeting to order at 9:00 a.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 February 14–20. During that timeframe, no public comments were received.
3. In-person and Remote Verbal Public Comments: No verbal public comments were provided at the meeting.
4. Consent Agenda
  - a. Approval of January 17, 2024 Transportation Policy Board Meeting Minutes: Mayor Sexton moved to approve the January 17, 2024 Transportation Policy Board Meeting Minutes, and Commissioner Janicki seconded the motion. The motion carried unanimously.
5. Action Items
  - a. February Regional Transportation Improvement Program Amendment: Mr. Hamilton presented this action item. There was one proposed amendment to the Regional Transportation

Improvement Program (RTIP) submitted for February: Skagit County's Guemes Island Ferry Operating Costs project. Mr. Hamilton explained that this amendment would add the project to the RTIP and he went over the funding sources for the project. He also mentioned that one RTIP administrative modification was submitted for February – Skagit Transit's Operating Funds project – and that modifications such as these do not require Transportation Policy Board action, as they are submitted to WSDOT by SCOG staff for inclusion in the Statewide Transportation Improvement Program.

Commissioner Janicki moved to approve the February Regional Transportation Improvement Program Amendment as presented, and Mayor Johnson seconded the motion. The motion carried unanimously.

- b. Resolution 2024-01 to Set 2024 Highway Safety Performance Targets: Mr. Johnson presented this action item. He said that since 2018, when these federal performance targets first came to SCOG, the organization has agreed to plan and program projects in the Skagit region so that they contribute toward the accomplishment of WSDOT statewide safety performance targets. SCOG must set regional safety performance targets for each calendar year, either continuing to agree to plan and program projects or setting quantifiable targets for the region. An updated folio is included in the meeting packet materials from WSDOT describing the process for establishing safety performance targets across Washington state, and includes statewide targets for 2024. Mr. Johnson went over the five safety performance targets and presented charts for each of the five with statewide and regional figures. Mr. Hamilton added that when this came through the Technical Advisory Committee for a recommendation to the Transportation Policy Board, committee members voiced concerns with setting aspirational targets and challenges getting to zero fatalities and serious injuries statewide. The Technical Advisory Committee ultimately recommended to continue the practice of agreeing to plan and program projects, but did express reservations about what can be done regionally to truly get safety figures moving toward Target Zero.

Transportation Policy Board members expressed concerns with the statewide process, effects of population growth on fatalities and serious injuries, and lack of policing encouraging speeding as the COVID-19 pandemic began. Mr. Damitio said that the statewide approach is that there is no acceptable level of fatalities and serious injuries other than zero, which is the basis for Target Zero, and WSDOT incorporates safety into all transportation projects their organization undertakes. Commissioner Janicki recommended that Transportation Policy Board members put comments and suggestions in writing to make John Milton's April presentation as relevant as possible to concerns Transportation Policy Members have. Mr. Hamilton said he would follow up with an email after the meeting asking input is sent to him so John Milton can be prepared to present at the April meeting of the Transportation Policy Board.

Commissioner Browning moved to approve Resolution 2024-01 to Set 2024 Highway Safety Performance Targets, and Commissioner Janicki seconded the motion. The motion carried with Mayor Sexton and Mayor Johnson opposed.

6. Chair's Report: Commissioner Wesen thanked Mayor Sexton for his years of service and support to various boards and committees, and wished him luck in his new career.
7. Executive Director's Report: Mr. Murphy mentioned with the inaction by Congress on a budget we do not have an obligation authority target at SCOG we have to meet. As part of the conversation with

WSDOT, they will develop a target after March 1 and provide SCOG an estimate. Starting with the Technical Advisory Committee Mr. Hamilton and Mr. Murphy will work through a process of identifying the individual project phases that will be eligible to seek redistributed obligation authority from the Federal Highway Administration. Mr. Murphy said SCOG staff anticipate that this action would be presented to the Transportation Policy Board in June. Commissioner Janicki commented on funding sources regarding Washington state’s Climate Commitment Act, which provides funding to Skagit County’s ferry system, and inquired if other project funds are at risk in Skagit County. Mr. Murphy and Mr. Damitio responded, noting the Climate Commitment Act does provide project-specific funding, but to few projects in Skagit County outside of the Guemes Island ferry. There was some uncertainty about whether funding from this act is tied to electrification of WSDOT’s ferries.

- 8. Roundtable and Open Topic Discussion: There were no items to discuss.
- 9. Next Meeting: The next meeting is March 20, 2024 at 9:00 a.m., in the Burlington City Council Chambers and remote.
- 10. Adjourned: Commissioner Wesen adjourned the meeting at 9:30 a.m.

Information Items: February 1, 2024 Technical Advisory Committee Meeting Minutes; Sedro-Woolley Letter of Support; Skagit Transit Letter of Support; 2024 Obligation Authority Plan; and Monthly Financial Update.

Approved,

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

## ACTION ITEM 5.A. – MARCH REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Technical Advisory Committee	03/07/2024	Review and Recommendation	<a href="#">Mark Hamilton</a>	(360) 416-7876
Transportation Policy Board	03/20/2024	Action	<a href="#">Mark Hamilton</a>	(360) 416-7876

### RECOMMENDED ACTION

Skagit Council of Governments (SCOG) staff and Technical Advisory Committee recommend approval of the following Regional Transportation Improvement Program amendments:

- Mount Vernon
  - River Dike Trail System - Phase 1: this amendment deletes the project from the RTIP. Mount Vernon has decided not to undertake this project due to plans to raise the dike in west Mount Vernon. The existing gravel trail, which had been planned for improvement, sits atop the dike. Additionally, this project did not obligate federal funding before the March 1 deadline in the regional obligation authority procedures, so must be deleted from the RTIP consistent with the procedures.
  
- Skagit County
  - Cook Road / I-5 Interchange Vicinity Improvements: this amendment revises a project already in the RTIP. Both project description and termini are updated.
  - Guemes Island Anacortes Ferry Parking & Holding Lane Improvements: this amendment deletes the project from the RTIP. Skagit County has decided not to move forward with the project at this time.
  
- Washington State Department of Transportation
  - SR 20/Burlington to Sedro-Woolley - Corridor Improvements: this amendment revises a project already in the RTIP. The right-of-way phase, which had been scheduled to obligate in 2023, is added back to the project for obligation this year. Programming for the right-of-way phase is \$699,300. Construction phase programming is increased from \$7,915,613 to \$8,846,567. Total estimated cost of project is increased from \$9,301,505 to \$12,528,776. Project termini are revised.
  - SR 20/Gages Slough - Fish Passage: this amendment deletes the project from the RTIP. The preliminary engineering phase of this project has been delayed from 2026 and is now scheduled to begin in 2030, outside the timeframe of the RTIP.



## **FISCAL CONSTRAINT**

The Regional Transportation Improvement Program is fiscally constrained in the 2024–2027 program years.

## **PUBLIC PARTICIPATION**

A public comment period began on February 29 and ended on March 8. No comments were received.



**Agency** Mount Vernon

**Project Title** River Dike Trail System - Phase 1

**Description** Construct a non-motorized, shared use path, generally on top of the flood dike, to include paving, bicycle way finding signage, bollards, and other safety/traffic related features.



**Road Name** District 1 Dike

**Begin Termini** Division Street

**End Termini** City Limits

**Total Project Length** 0.46

**Improvement Type** Facilities for Pedestrians and Bicycles

**Functional Class** No Functional Classification

**Environmental Type** Categorical Exclusion

**Priority Number** 7

**Amendment Number**

**Amendment Date** 4/26/2023

**Total Project Cost** \$304,000

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

**STIP ID** WA-13500

**WSDOT PIN**

**Federal Aid Number**

**SCOG ID**

**Agency ID**

**Hearing Date** 8/24/2022

**Adoption Date** 8/24/2022

**Resolution Number** 1034

**Phase Obligation Schedule**

Phase	Phase Start	Federal Fund Code	FederalFunds	State Fund Code	StateFunds	LocalFunds	Total	Date Programmed
PE	2024	TA(UM)	\$41,000		\$0	\$6,000	\$47,000	10/18/2023
CN	2025	TA(UM)	\$222,000		\$0	\$35,000	\$257,000	10/18/2023
<b>Total</b>			<b>\$263,000</b>		<b>\$0</b>	<b>\$41,000</b>	<b>\$304,000</b>	

**DELETION**



**Agency** Skagit Co.

**Project Title** Cook Road / I-5 Interchange Vicinity Improvements

**Description** This project will include design and construction of roundabouts at both the northbound and southbound on/off ramps of the I-5 / Cook Road Interchange. In addition, a second lane will be constructed on the northbound off ramp to increase storage to reduce congestion/backups impacting the operations of I-5. The intersection of Cook Road and Old Highway 99 N. will include intersection modifications to improve the level-of-service and coordination with the at-grade railroad crossing and its pre-emptive crossing safety features. Also, a through lane will be added from the northbound on/off ramp, through Old Highway 99 / Cook Road intersection, and through the Green Road intersection that will merge back into a single eastbound lane (drop lane).



**Road Name** Cook Road (#63000)

**Begin Termini** Cook Road MP 1.67 (I-5 SB Off Ramp)

**End Termini** Cook Road MP 2.07

**Total Project Length** 0.40

**Improvement Type** Reconstruction, Added Capacity

**Functional Class** Major Collector

**Environmental Type** Categorical Exclusion

**Priority Number** 1

**Amendment Number**

**Amendment Date**

**Total Project Cost** \$10,154,492

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

**STIP ID** WA-01137

**WSDOT PIN**

**Federal Aid Number** M290(006)

**SCOG ID**

**Agency ID**

**Hearing Date** 4/25/2023

**Adoption Date** 4/25/2023

**Resolution Number** R20230072

Phase Obligation Schedule

Phase	Phase Start	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total	Date Programmed
PE	2024	STBG(R)	\$352,957		\$0	\$55,086	\$408,043	10/18/2023
RW	2025	NHFP	\$389,000		\$0	\$61,000	\$450,000	10/18/2023
CN	2026	NHFP	\$4,506,000		\$0	\$1,064,000	\$5,570,000	10/18/2023
<b>Total</b>			<b>\$5,247,957</b>		<b>\$0</b>	<b>\$1,180,086</b>	<b>\$6,428,043</b>	

**REVISION**

**Agency** Skagit Co.

**Project Title** Guemes Island Anacortes Ferry Parking & Holding Lane Improvements

**Description** Reconfigure the Anacortes Ferry Terminal Parking, add an additional holding lane, which will include a support wall, and install/construct a ticket booth.



**Road Name** N/A

**Begin Termini** Varies

**End Termini** Varies

**Total Project Length**

**Improvement Type** Ferry Boats

**Functional Class** No Functional Classification

**Environmental Type** Categorical Exclusion

**Priority Number** 1

**Amendment Number**

**Amendment Date**

**Total Project Cost** \$1,114,818

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

**STIP ID** WA-15562

**WSDOT PIN**

**Federal Aid Number**

**SCOG ID**

**Agency ID**

**Hearing Date** 11/28/2023

**Adoption Date** 12/11/2023

**Resolution Number** R20230251

Phase Obligation Schedule

Phase	Phase Start	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total	Date Programmed
PE	2024	FBP	\$286,890		\$0	\$71,723	\$358,613	
CN	2025	FBP	\$604,964		\$0	\$151,241	\$756,205	
<b>Total</b>			<b>\$891,854</b>		<b>\$0</b>	<b>\$222,964</b>	<b>\$1,114,818</b>	

**DELETION**

**Agency** WSDOT - NW

**Project Title** SR 20/Burlington to Sedro-Woolley - Corridor Improvements

**Description** SR 20 has been identified as a Crash Analysis Corridor. This project will install a series of compact roundabouts at Gardner Road, District Line Road, and Collins Road. Dual faced mountable curb will be installed between the roundabouts to restrict left-turn movements. The result will be fewer crashes with lower severity for motorists. NOTE: Total project cost includes Toll Credits.

**Road Name** SR 20

**Begin Termini** SR 20 MP 61.32

**End Termini** SR 20 MP 63.23

**Total Project Length** 1.91

**Improvement Type** Safety

**Functional Class** Other Principal Arterial

**Environmental Type** Categorical Exclusion

**Priority Number** 1

**Amendment Number**

**Amendment Date**

**Total Project Cost** \$12,528,776



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

**STIP ID** WA-12458

**WSDOT PIN** 102061A

**Federal Aid Number** 0020(207)

**SCOG ID**

**Agency ID**

**Hearing Date**

**Adoption Date**

**Resolution Number**

Phase Obligation Schedule

Phase	Phase Start	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total	Date Programmed
RW	2024	HSIP	\$685,314	MVA	\$13,986	\$0	\$699,300	3/20/2024
CN	2025	HSIP	\$8,669,636	MVA	\$176,931	\$0	\$8,846,567	3/20/2024
<b>Total</b>			<b>\$9,354,950</b>		<b>\$190,917</b>	<b>\$0</b>	<b>\$9,545,867</b>	

**REVISION**

**Agency** WSDOT - NW

**Project Title** SR 20/Gages Slough - Fish Passage

**Description** This project will remove the existing fish barrier and replace it with a fish passable structure.



**Road Name** SR 20

**Begin Termini** SR 20 MP 60.97

**End Termini** SR 20 MP 61.56

**Total Project Length** 0.59

**Improvement Type** Environmental Only

**Functional Class** Other Principal Arterial

**Environmental Type** Categorical Exclusion

**Priority Number** 1

**Amendment Number**

**Amendment Date**

**Total Project Cost** \$5,171,775

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

**STIP ID** WA-14659

**WSDOT PIN** 102031G

**Federal Aid Number**

**SCOG ID**

**Agency ID**

**Hearing Date**

**Adoption Date**

**Resolution Number**

Phase Obligation Schedule

Phase	Phase Start	Federal Fund Code	FederalFunds	State Fund Code	StateFunds	LocalFunds	Total	Date Programmed
PE	2026	NHPP	\$335,169	MVA	\$33,148	\$0	\$368,317	10/18/2023
<b>Total</b>			<b>\$335,169</b>		<b>\$33,148</b>	<b>\$0</b>	<b>\$368,317</b>	

**DELETION**

## Financial Feasibility Table

Funding Program	Carryover	2024			2025			2026			2027			4-Year Allocation	4-Year Programmed	4-Year Difference
		Estimated Allocation	Available	Programmed	Estimated Allocation	Available	Programmed	Estimated Allocation	Available	Programmed	Estimated Allocation	Available	Programmed			
<b>Regionally Managed Federal Funds</b>	<b>\$1,187</b>	<b>\$2,699</b>	<b>\$3,886</b>	<b>\$1,834</b>	<b>\$2,699</b>	<b>\$4,751</b>	<b>\$2,306</b>	<b>\$2,699</b>	<b>\$5,143</b>	<b>\$3,047</b>	<b>\$2,699</b>	<b>\$4,795</b>	<b>\$1,165</b>	<b>\$11,982</b>	<b>\$8,353</b>	<b>\$3,629</b>
CRP	\$574	\$307	\$881	\$46	\$307	\$1,142	\$334	\$307	\$1,115	\$0	\$307	\$1,422	\$0	\$1,802	\$380	\$1,422
STBG	\$327	\$2,131	\$2,456	\$1,630	\$2,131	\$2,959	\$1,878	\$2,131	\$3,211	\$2,668	\$2,131	\$2,674	\$1,149	\$8,850	\$7,325	\$1,525
TA	\$286	\$261	\$547	\$158	\$261	\$651	\$94	\$261	\$818	\$380	\$261	\$699	\$17	\$1,331	\$648	\$683
<b>Other Federal Funds &amp; State Funds</b>	<b>\$0</b>	<b>\$48,699</b>	<b>\$48,699</b>	<b>\$48,699</b>	<b>\$62,421</b>	<b>\$62,421</b>	<b>\$62,421</b>	<b>\$38,894</b>	<b>\$38,894</b>	<b>\$38,894</b>	<b>\$22,572</b>	<b>\$22,572</b>	<b>\$22,572</b>	<b>\$172,586</b>	<b>\$172,586</b>	<b>\$0</b>
5307	\$0	\$1,500	\$1,500	\$1,500	\$5,500	\$5,500	\$5,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$14,000	\$14,000	\$0
BR	\$0	\$1,490	\$1,490	\$1,490	\$19,486	\$19,486	\$19,486	\$0	\$0	\$0	\$0	\$0	\$0	\$20,976	\$20,976	\$0
DEMO	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,740	\$1,740	\$1,740	\$0	\$0	\$0	\$1,740	\$1,740	\$0
FBP	\$0	\$574	\$574	\$574	\$605	\$605	\$605	\$621	\$621	\$621	\$0	\$0	\$0	\$1,799	\$1,799	\$0
FTA Discretionary	\$0	\$2,580	\$2,580	\$2,580	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,580	\$2,580	\$0
HIP(S)	\$0	\$0	\$0	\$0	\$5,917	\$5,917	\$5,917	\$0	\$0	\$0	\$0	\$0	\$0	\$5,917	\$5,917	\$0
HSIP	\$0	\$2,901	\$2,901	\$2,901	\$9,160	\$9,160	\$9,160	\$2,707	\$2,707	\$2,707	\$0	\$0	\$0	\$14,768	\$14,768	\$0
NHFP	\$0	\$0	\$0	\$0	\$389	\$389	\$389	\$4,506	\$4,506	\$4,506	\$0	\$0	\$0	\$4,895	\$4,895	\$0
NHPP	\$0	\$2,972	\$2,972	\$2,972	\$17,537	\$17,537	\$17,537	\$20,480	\$20,480	\$20,480	\$17,824	\$17,824	\$17,824	\$58,814	\$58,814	\$0
STBG(S)	\$0	\$1,872	\$1,872	\$1,872	\$0	\$0	\$0	\$2,346	\$2,346	\$2,346	\$336	\$336	\$336	\$4,555	\$4,555	\$0
TTP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,155	\$1,155	\$1,155	\$0	\$0	\$0	\$1,155	\$1,155	\$0
CRAB	\$0	\$7,603	\$7,603	\$7,603	\$2,400	\$2,400	\$2,400	\$0	\$0	\$0	\$0	\$0	\$0	\$10,003	\$10,003	\$0
CSRF	\$0	\$7,159	\$7,159	\$7,159	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,159	\$7,159	\$0
MAW	\$0	\$14,494	\$14,494	\$14,494	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,494	\$14,494	\$0
MVA	\$0	\$2,589	\$2,589	\$2,589	\$1,101	\$1,101	\$1,101	\$1,444	\$1,444	\$1,444	\$911	\$911	\$911	\$6,046	\$6,046	\$0
Other	\$0	\$2,964	\$2,964	\$2,964	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,964	\$2,964	\$0
TIB	\$0	\$0	\$0	\$0	\$326	\$326	\$326	\$395	\$395	\$395	\$0	\$0	\$0	\$721	\$721	\$0
<b>Matching Funds</b>	<b>\$0</b>	<b>\$13,377</b>	<b>\$13,377</b>	<b>\$13,377</b>	<b>\$6,602</b>	<b>\$6,602</b>	<b>\$6,602</b>	<b>\$5,452</b>	<b>\$5,452</b>	<b>\$5,452</b>	<b>\$3,682</b>	<b>\$3,682</b>	<b>\$3,682</b>	<b>\$29,113</b>	<b>\$29,113</b>	<b>\$0</b>
Local	\$0	\$13,377	\$13,377	\$13,377	\$6,602	\$6,602	\$6,602	\$5,452	\$5,452	\$5,452	\$3,682	\$3,682	\$3,682	\$29,113	\$29,113	\$0
<b>Total</b>	<b>\$1,187</b>	<b>\$64,776</b>	<b>\$65,962</b>	<b>\$63,910</b>	<b>\$71,722</b>	<b>\$73,774</b>	<b>\$71,329</b>	<b>\$47,045</b>	<b>\$49,489</b>	<b>\$47,393</b>	<b>\$28,952</b>	<b>\$31,048</b>	<b>\$27,419</b>	<b>\$213,681</b>	<b>\$210,052</b>	<b>\$3,629</b>

## **ACTION ITEM 5.B. – UNIFIED PLANNING WORK PROGRAM AMENDMENT**

### Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Technical Advisory Committee	03/07/2024	Review and Recommendation	<a href="#">Mark Hamilton</a>	(360) 416-7876
Transportation Policy Board	03/20/2024	Action	<a href="#">Mark Hamilton</a>	(360) 416-7876

### **RECOMMENDED ACTION**

Skagit Council of Governments (SCOG) staff and Technical Advisory Committee recommend approving [Resolution 2024-03](#) to amend the [Unified Planning Work Program for State Fiscal Year 2024](#).

Revisions made to the document appear in redline format with additions underlined in red and deletions ~~struck in red~~.

### **FISCAL IMPACT**

This unified planning work program (UPWP) amendment has no fiscal impact. SCOG staff hours are being increased in one work task and reduced by the same amount in another work task resulting in no difference in expenditures for the current state fiscal year. Expenditure differences in the table on page 20 are due to work tasks being rounded to the nearest hundred dollars.

### **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 2024 (July 1, 2023 through June 30, 2024). The UPWP identifies work tasks, their associated costs and applicable funding sources. The Transportation Policy Board approved the UPWP at the May 17, 2023 meeting, and amended the UPWP at the December 20, 2023 meeting.

This proposed amendment includes the following revisions:

- Adds amendment date of March 20, 2024 to the cover;
- Revises page 14 to add Regional Safety Action Plan work task, following a December 2023 Federal Highway Administration announcement notifying SCOG that the organization has been selected to receive a Safe Streets and Roads for All discretionary grant; and
- Updates table on page 20 to include funding for Regional Safety Action Plan work task and reduce funding for Regional Transportation Resilience Improvement Plan work task.

## **RESOLUTION 2024-03**

### **TO AMEND UNIFIED PLANNING WORK PROGRAM FOR STATE FISCAL YEAR 2024**

**WHEREAS,** the Skagit Council of Governments (SCOG), is the designated metropolitan planning organization and regional transportation planning organization for the Skagit region, as authorized by federal and state laws;

**WHEREAS,** the Unified Planning Work Program (UPWP) documents transportation planning activities in the Skagit region, and is consistent with federal and state laws;

**WHEREAS,** the UPWP development and approval process follows requirements included in the Metropolitan/Regional Transportation Planning Organization Agreement, GCB 3506, executed by SCOG and the Washington State Department of Transportation (WSDOT);

**WHEREAS,** the 2024 state fiscal year in the State of Washington is July 1, 2023–June 30, 2024, and the UPWP is in effect during this timeframe;

**WHEREAS,** the Federal Highway Administration, Federal Transportation Administration and WSDOT prepared Unified Planning Work Program Guidance for Metropolitan Planning Organizations and Regional Transportation Planning Organizations (Guidance) for the State of Washington, with publication in December 2022;

**WHEREAS,** Guidance was reviewed and followed as the state fiscal year 2024 UPWP was prepared;

**WHEREAS,** the UPWP was prepared in cooperation with Skagit Transit, which is the public transportation operator in the Skagit region, and WSDOT;

**WHEREAS,** the draft UPWP was discussed by the Transportation Policy Board at the April 19, 2023 meeting in an open public meeting, and the draft UPWP was made available for public review on April 12, 2023 and May 10, 2023;

**WHEREAS,** the UPWP was adopted by the Transportation Policy Board at the May 17, 2023 meeting and amended by the Transportation Policy Board at the December 20, 2023 meeting;

**WHEREAS,** SCOG was notified by the Federal Highway Administration on December 13, 2023 that SCOG has been selected to receive \$300,000 in federal funding to prepare the Skagit Regional Safety Action Plan;

**WHEREAS,** the UPWP is being amended again to reflect upcoming work on the Skagit Regional Safety Action Plan, including hiring a consultant via a professional services agreement expected to begin early next state fiscal year;



**WHEREAS,** the draft UPWP amendment was made available for public review on March 13, 2024.

**NOW THEREFORE BE IT RESOLVED BY THE SKAGIT COUNCIL OF GOVERNMENTS:**

The state fiscal year 2024 UPWP is hereby amended.

Adopted: March 20, 2024

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Commissioner Ron Wesen, Skagit County  
Transportation Policy Board Chair

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Kevin Murphy  
Executive Director

DRAFT



# UNIFIED PLANNING WORK PROGRAM

State Fiscal Year

# 2024

July 1, 2023 – June 30, 2024

*Adopted by the Transportation Policy Board on May 17, 2023*

*Amended December 20, 2023*

*March 20, 2024*



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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 Federal Highway Administration (FHWA), Federal Transit Administration (FTA), 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) 2024 – July 1, 2023 through June 30, 2024. 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 FHWA, FTA and WSDOT.

This document outlines federal and state planning requirements, then presents a work program of planning activities for SFY 2024 that address the requirements and regional priorities. 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 FHWA, FTA, WSDOT and dues from local and tribal 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. Projects in this appendix are typically led by Skagit Transit, the regional public transportation operator and WSDOT, but may be from other agencies in the metropolitan planning area.

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, and WSDOT. The Transportation Policy Board will then act on the amended UPWP. If the amendment is approved, it will then be submitted to WSDOT for final approval.

## 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 2024, 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 – Regional Level of Service Review	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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 – Transportation Elements and Countywide Planning Policies	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.11 – Certification Program Assessment	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.12 – Regional Transportation Resilience Improvement Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.1 – Regional Transportation Improvement Program	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.2 – Annual Listing of Obligations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.3 – Project Selection & Prioritization	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.4 – List of Regional High Priority Projects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.1 – Regional Performance Targets	✓	✓	✓	✓	✓	✓	✓	✓		
4.2 – Travel Demand Model	✓			✓			✓			✓
4.3 – Traffic Counts	✓			✓			✓	✓		
4.4 – Geographic Information Systems	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.5 – Highway Functional Classification	✓	✓	✓	✓				✓		
4.6 – Household Travel Survey	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.7 – Growth Projections and Allocations	✓			✓		✓	✓			
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 2024 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. **Preservation** – To maintain, preserve, and extend the life and utility of prior investments in transportation systems and services, including the state ferry system;



2. **Safety** – To provide for and improve the safety and security of transportation customers and the transportation system;
3. **Stewardship** – To continuously improve the quality, effectiveness, resilience and efficiency of 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. **Economic Vitality** – To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy; and
6. **Environment** – To enhance Washington’s quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.

Revisions were made to the policy goals in 2021 emphasizing that **Preservation** and **Safety** are priorities.

Washington state transportation system policy goals are addressed through various work activities selected for SFY 2024, as shown in the following table.

Unified Planning Work Program Work Task	Preservation	Safety	Stewardship	Mobility	Economic Vitality	Environment
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 – Regional Level of Service Review	✓	✓	✓	✓	✓	
2.10 – Transportation Elements and Countywide Planning Policies	✓	✓	✓	✓	✓	
2.11 – Certification Program Assessment	✓	✓	✓	✓	✓	✓
2.12 – Regional Transportation Resilience Improvement Plan	✓	✓	✓	✓	✓	✓
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	✓	✓	✓	✓	✓	✓

Unified Planning Work Program Work Task	Preservation	Safety	Stewardship	Mobility	Economic Vitality	Environment
4.7 – Growth Projections and Allocations	✓		✓	✓	✓	
4.8 – Urban Area Boundaries	✓	✓	✓	✓	✓	

Among RTPO duties ([RCW 47.80.023](#)) is preparing a regional transportation plan that is consistent with countywide planning policies and county, tribal, 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.

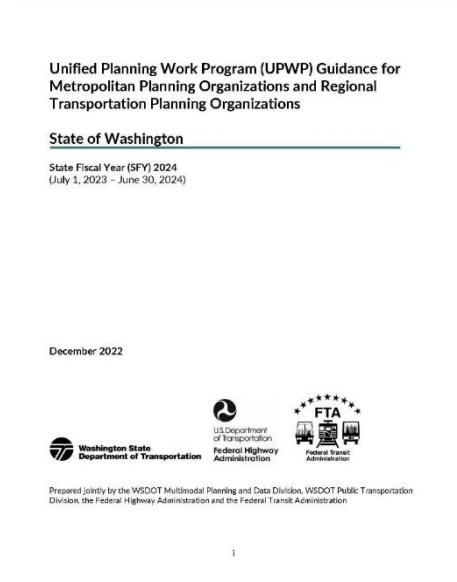
## STATE PLANNING EMPHASIS AREAS

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 2024.

### ADMINISTRATIVE

WSDOT requests that MPOs and RTPOs consider the following:

- **Update RTPO Duties:** The Tribal and Regional Integrated Planning Office looks forward to continuing the effort to assess, analyze, and potentially adjust the duties of RTPOs as found in RCW 47.80. We want 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.
- **Make Public Documents Accessible:** Governing documents should be posted online. Governance documents are public documents and should be easily accessible on the MPO/RTPO 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.
- **Make Planning Processes More Inclusive:** WSDOT is committed to combatting racism and is working to enhance diversity, equity, and inclusion efforts. We encourage MPOs and RTPOs to look for ways to make their planning processes more inclusive to members of historically underrepresented groups. Let us know how WSDOT can support your organization in these efforts.



### PLANNING COLLABORATION

WSDOT will be developing multiple statewide plans during SFY 2024. 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 2024 include:

- **Statewide Carbon Reduction Strategy:** WSDOT will continue to coordinate with MPOs and RTPOs as it develops the statewide carbon reduction strategy into SFY 2024. The document will identify areas where WSDOT and its partners can work to reduce carbon emissions as well as provide a framework for the use of Carbon Reduction Program funding.

- **Multimodal Planning and Data Division Planning Activities:** WSDOT will be focusing on implementation of the Highway System Plan during the 23-25 biennium, public engagement for the legislatively directed performance-based project evaluation model, and an update of the statewide multimodal transportation plan. MPOs and RTPOs are requested to dedicate resources to coordinate on these efforts during the 23-25 biennium.
- **Public Transportation Division Planning Activities:** WSDOT's Public Transportation Division will be working on the State Transportation Demand Management Plan, the State Commute Trip Reduction Plan, and local Commute Trip Reduction plans, all of which will inform the development of the 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 these efforts.
- **Greenhouse Gas Reduction Regulations:** The current administration is eager to implement federal greenhouse gas reduction target setting regulations. We encourage MPOs to work with WSDOT to be prepared to address the regulations if they are implemented.
- **Comprehensive Plan Updates:** Many cities and counties in Washington are ramping up efforts to update their comprehensive plans. WSDOT encourages MPOs and RTPOs to coordinate with WSDOT region planning offices in the review and support of the local agency comprehensive plan transportation elements. [WSDOT has developed a resource page for this effort.](#)
- **Land Use and Transportation:** WSDOT is also working to address the connection between land use and transportation. We encourage MPOs and RTPOs to engage in processes that address demand management and build or enhance transportation efficient communities through coordinated land use decision making.

## URBAN AREAS UPDATE

In SFY 2024 WSDOT will continue to work with MPOs, RTPOs, and FHWA to smooth urban area boundaries and revisit functional classification. With new designations of urban area boundaries, we will need to designate roadways that are at the periphery of the new geographies as either urban or rural. This work is expected to be completed in SFY 2023 but it may carry over into SFY 2024. Please reserve some resources to work with WSDOT as necessary.

## FINANCIAL ACCOUNTING

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.

If an MPO or RTPO anticipates utilizing STBG funds for planning efforts, please include a table in your UPWP that indicates expected STBG obligations and what they will be used for.

## 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.

## FUNDING SOURCES FOR PLANNING ACTIVITIES

All work, including staff time and consultant activities, listed in the unified planning work program are funded through 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 2024 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 2024 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 2024 SCOG operating budget. The budget will be adopted prior to calendar year 2024. In October/November 2023, SCOG will submit its self-certification documentation.

**Direct Cost:** Technology-related (hardware, software, etc.) direct costs are expected to total up to \$8,900. Travel and training costs are expected to total up to \$25,000.

#### 1.2 Unified Planning Work Program

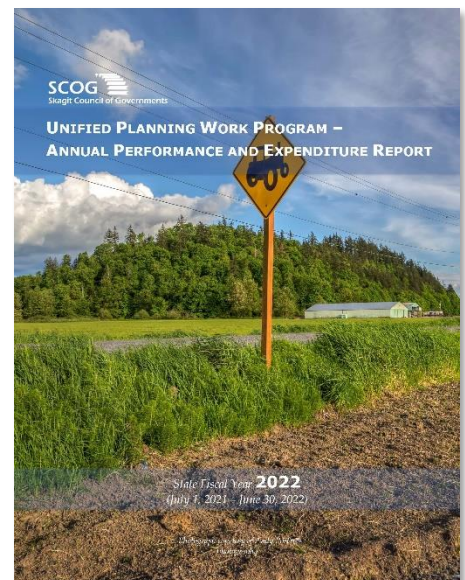
**Description:** Creation of the SFY 2023 UPWP Annual Performance and Expenditure Report per [23 CFR 420.117](#). SCOG will prepare the SFY 2025 UPWP in cooperation with the Federal Highway Administration, Federal Transit Administration, Skagit Transit and WSDOT.

**Responsibilities:** SCOG (lead), Federal Highway Administration, Federal Transit Administration, Skagit Transit, WSDOT

**Product:** SCOG will prepare the SFY 2023 Annual UPWP Performance and Expenditure Report in August/September 2023, and the SFY 2025 UPWP in spring 2024.

#### 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 Accomplishments and Goals Report.

**Responsibilities:** SCOG (lead), WSDOT

**Product:** The Title VI annual report will be completed by November 2023.

#### 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 2024.



## ELEMENT 2: MULTIMODAL PLANNING

The Multimodal Planning work program element includes regional planning efforts expected in SFY 2024. Many of the plans identified in this element are responsibilities of MPOs and RTPOs, as required by federal law and state law. Additional planning projects and coordination efforts are documented as well.

### 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. Skagit 2045 was amended in July 2022 to improve consistency with local and tribal long-range plans and transportation improvement programs. Another amendment to Skagit 2045 is expected in state fiscal year 2024, as local comprehensive plans are completed in the Skagit region. A major update to the Regional Transportation Plan is expected to begin in SFY 2024, with a consultant contract beginning in SFY 2024 and continuing through the plan due date of March 2026.

**Responsibilities:** SCOG (lead), WSDOT, Consultant

**Product:** Amendment to Skagit 2045 in SFY 2024. Begin work on major update to Regional Transportation Plan in SFY 2024 that is due by March 2026.

**Direct Cost:** An estimated \$5,000 of STBG (US) funds will be used for professional services in SFY 2024 for this work task.



#### 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 Planning 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 continue implementation of activities from the [Americans with Disabilities Act \(ADA\) Self-evaluation and Program Access Plan](#) completed in SFY 2023. SCOG will also continue implementation of activities from an upcoming Title VI Plan update, with adoption expected in May 2023. The next major updates to the Title VI Plan and ADA Self-evaluation and Program Access Plan are expected to occur in calendar year 2026.

**Responsibilities:** SCOG (lead), WSDOT

**Product:** Conduct ongoing nondiscrimination activities at SCOG during SFY 2024.

## 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. The NMAC will be reviewing and recommending updated NMAC bylaws to the Technical Advisory Committee during SFY 2024. Assistance will be provided by the NMAC during SFY 2024 to SCOG member organizations and volunteer groups to improve nonmotorized transportation and safety. Other NMAC activities for SFY 2024 will be determined after their calendar year 2024 work program is approved by the TAC. The Skagit County Bike Map will be updated and printed in SFY 2024.

**Responsibilities:** SCOG

**Product:** Update to NMAC bylaws and assistance with improving nonmotorized transportation and safety during SFY 2024. Complete and print an updated Skagit County Bike Map in SFY 2024.

**Direct Cost:** An estimated \$8,650 of FHWA - PL funds will be used to print copies of the Skagit County Bike Map in SFY 2024.

## 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 2024 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 2024 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 2024, 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 2024.

**Responsibilities:** SCOG

**Product:** The Public Participation Plan will be amended by June 2024, pending new regulations implementing the Infrastructure Investment and Jobs Act.

## 2.9 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.

**Responsibilities:** SCOG

**Product:** SCOG will produce a report detailing the region's various level of service methodologies in the first quarter of SFY 2024.

## 2.10 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](#).

**Responsibilities:** SCOG

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

## 2.11 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.

**Responsibilities:** SCOG

**Product:** An assessment of the RTPO certification program will be completed by June 2024.

## 2.12 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 will consider 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 provides 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 Program (PROTECT). New rules are expected in the Code of Federal Regulations to implement PROTECT in SFY 2024, and SCOG may expand the scope of the Regional Transportation Resilience Improvement Plan to address these new federal regulations. Additionally, a notice of funding opportunity for PROTECT discretionary funds should be published in spring 2023 by FHWA, and SCOG may consider pursuing additional funding through this program to expand the scope of the project.

**Responsibilities:** SCOG (lead), Consultant

**Product:** Work on this plan began in SFY 2023, with completion expected in SFY 2025.

**Direct Cost:** An estimated \$35,000 of STBG (US) funds will be used for professional services in SFY 2024 for this work task.

### 2.13 Regional Safety Action Plan

**Description:** SCOG was notified in December 2023 that the Federal Highway Administration selected SCOG to receive a Safe Streets and Roads for All discretionary grant to prepare a Regional Safety Action Plan. Once finalized, the plan will help create a safer transportation system for the Skagit region's residents and visitors, while also making jurisdictions eligible for implementation grants for safety projects. The procurement process to hire a consultant to assist with this planning process is expected to begin in June 2024, with a professional services agreement executed in early SFY 2025. Prior to beginning the procurement process, SCOG expects to execute an agreement with FHWA in May 2024 prior to utilizing any of the discretionary federal funding for this project.

**Responsibilities:** SCOG (lead), Consultant

**Product:** Work on this plan begins in SFY 2024, with completion expected in SFY 2026.

## 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

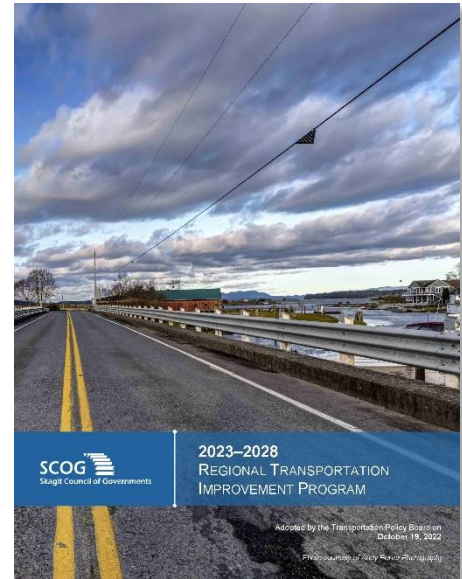
#### 3.1 Regional Transportation Improvement Program

**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 require revision, 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, Transportation Alternatives Set-aside and Carbon Reduction Program – 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 2024–2029 Regional Transportation Improvement Program will be adopted by SCOG’s Transportation Policy Board in October 2023. 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 2023 for the Skagit region.

**Responsibilities:** SCOG (lead), Skagit Transit, WSDOT

**Product:** Prepare an annual listing of obligated projects by March 2024 and submit to WSDOT.

#### 3.3 Project Selection and Prioritization

**Description:** SCOG will have one project selection process concluding in SFY 2024 and one project prioritization process beginning. SCOG’s project selection process is for Surface Transportation Block Grant Program, Transportation Alternatives Set-aside and Carbon Reduction Program funding. Through this process, SCOG selects projects for regional funding, and later programs selected projects in the RTIP. 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.

**Responsibilities:** SCOG (lead), WSDOT

**Product:** Select projects for federal Surface Transportation Block Grant Program, Transportation Alternatives Set-aside and Carbon Reduction Program funding by July 2023. Begin process to prepare a regional list of prioritized human services transportation projects in spring 2024, with the process concluding in SFY 2025.

### 3.4 List of Regional High Priority Projects

**Description:** SCOG will prepare a list of projects that are regional priorities prior to the 2024 Washington state legislative session. Projects on the list will represent the highest regional priorities for state transportation funding.

**Responsibilities:** SCOG

**Product:** Prepare a list of regional high priority projects by December 2023.



## 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. SCOG member organizations rely upon these data maintained by SCOG.

### 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 2024. FHWA regional highway safety performance targets are revisited every year by SCOG, and will be adopted by February 2024. Other regional performance targets may be revisited by SCOG in SFY 2024 if necessary.

#### 4.2 Travel Demand Model

**Description:** SCOG most recently 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 2024 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 2024. SCOG staff are updating traffic analysis zones for the regional travel demand model in SFY 2023, and though the work should be completed prior to SFY 2024, it may wrap up in July/August 2024.

**Responsibilities:** SCOG

**Product:** SCOG may implement regional travel demand model improvements in SFY 2024, 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. Complete update to traffic analysis zones the first quarter of SFY 2024 if work is not complete by the end of SFY 2023.

#### 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 2024, 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 2025, consistent with a 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 follows the final rulemaking process of U.S. Census Bureau for urban area boundaries, which concluded in December 2022 with designation of urban areas.

**Responsibilities:** WSDOT (lead), SCOG

**Product:** Collaboration with WSDOT on roadway classification issues. Highway functional classifications updated in the Skagit region in SFY 2024, 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 2024 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 2024. Develop/refine tools for analyzing household travel survey data in SFY 2024.

#### 4.7 Growth Projections and Allocations

**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:** Final projections and allocations of population, housing and employment prepared in SFY 2024. Horizon for products will extend to 2045 for local comprehensive plans and 2050 for the regional transportation plan.



**Direct Cost:** An estimated \$20,000 of FHWA – PL funds will be used for professional services in SFY 2024 for this work task. An additional \$10,000 for consultant services will support the population and employment forecasts project in SFY 2024, 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 published new urban area boundaries in December 2022, using data from the 2020 decennial census. The term “Urbanized Area” is no longer used by the U.S. Census Bureau to define some urban areas and the Mount Vernon, WA Urbanized Area is now known as the “Mount Vernon, WA Urban Area” and maintains a population of greater than 50,000, which is consistent with the 2000 and 2010 decennial censuses for what was the Mount Vernon, WA Urbanized Area. SCOG will go through a process in SFY to adjust urban areas, which also includes the Anacortes, WA Urban Area. Due to changes in federal criteria, there is no longer an urban area in La Conner.

**Responsibilities:** WSDOT (lead), FHWA, SCOG

**Product:** Adjustments to the boundaries of two urban areas in SFY 2024, consistent with statewide guidance prepared by WSDOT in cooperation with FHWA.

## EXPENDITURES BY TASK

# UPDATED

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	\$67,400	\$58,300	\$9,100	\$25,200	\$21,800	\$3,400	\$0	\$45,800	\$39,600	\$6,200	\$11,500	\$119,700	\$11,500	\$18,700	\$149,900
	1.2	Unified Planning Work Program	\$9,100	\$7,900	\$1,200	\$6,200	\$5,400	\$800	\$0	\$0	\$0	\$0	\$3,800	\$13,300	\$3,800	\$2,000	\$19,100
	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	\$4,700	\$4,100	\$600	\$3,500	\$3,000	\$500	\$0	\$0	\$0	\$0	\$0	\$7,100	\$0	\$1,100	\$8,200
	1.5	Public Participation Plan Annual Report	\$3,200	\$2,800	\$400	\$2,400	\$2,100	\$300	\$0	\$0	\$0	\$0	\$0	\$4,900	\$0	\$700	\$5,600
<b>Subtotal</b>			<b>\$84,400</b>	<b>\$73,100</b>	<b>\$11,300</b>	<b>\$37,300</b>	<b>\$32,300</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$45,800</b>	<b>\$39,600</b>	<b>\$6,200</b>	<b>\$15,300</b>	<b>\$145,000</b>	<b>\$15,300</b>	<b>\$22,500</b>	<b>\$182,800</b>
Multimodal Planning	2.1	Regional Transportation Plan	\$4,900	\$4,200	\$700	\$3,700	\$3,200	\$500	\$0	\$19,800	\$17,100	\$2,700	\$5,300	\$24,500	\$5,300	\$3,900	\$33,700
	2.2	Statewide Planning Initiatives	\$9,200	\$8,000	\$1,200	\$0	\$0	\$0	\$0	\$25,000	\$21,600	\$3,400	\$5,700	\$29,600	\$5,700	\$4,600	\$39,900
	2.3	Local Transportation Planning	\$900	\$800	\$100	\$0	\$0	\$0	\$0	\$2,400	\$2,100	\$300	\$2,100	\$2,900	\$2,100	\$400	\$5,400
	2.4	North Sound Transportation Alliance	\$6,100	\$5,300	\$800	\$0	\$0	\$0	\$0	\$1,900	\$1,600	\$300	\$3,600	\$6,900	\$3,600	\$1,100	\$11,600
	2.5	Nondiscrimination Planning	\$5,700	\$4,900	\$800	\$3,800	\$3,300	\$500	\$0	\$2,300	\$2,000	\$300	\$0	\$10,200	\$0	\$1,600	\$11,800
	2.6	Nonmotorized Transportation Planning	\$13,600	\$11,800	\$1,800	\$2,000	\$1,700	\$300	\$0	\$8,900	\$7,700	\$1,200	\$400	\$21,200	\$400	\$3,300	\$24,900
	2.7	Infrastructure Investment and Jobs Act	\$3,600	\$3,100	\$500	\$1,900	\$1,600	\$300	\$0	\$5,000	\$4,300	\$700	\$0	\$9,000	\$0	\$1,500	\$10,500
	2.8	Public Participation Plan	\$6,800	\$5,900	\$900	\$2,800	\$2,400	\$400	\$0	\$4,600	\$4,000	\$600	\$0	\$12,300	\$0	\$1,900	\$14,200
	2.9	Regional Level of Service Review	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$900	\$100	\$6,400	\$900	\$6,400	\$100	\$7,400
	2.10	Transportation Elements and Countywide Planning Policies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,300	\$200	\$7,700	\$1,300	\$7,700	\$200	\$9,200
	2.11	Certification Program Assessment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,300	\$200	\$7,700	\$1,300	\$7,700	\$200	\$9,200
	2.12	Regional Transportation Resilience Improvement Plan	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$48,400	\$41,900	\$6,500	\$0	\$41,900	\$0	\$6,500	\$48,400
2.13	Regional Safety Action Plan	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$26,900	\$23,300	\$3,600	\$0	\$23,300	\$0	\$3,600	\$26,900	
<b>Subtotal</b>			<b>\$50,800</b>	<b>\$44,000</b>	<b>\$6,800</b>	<b>\$14,200</b>	<b>\$12,200</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$149,200</b>	<b>\$129,100</b>	<b>\$20,100</b>	<b>\$38,900</b>	<b>\$185,300</b>	<b>\$38,900</b>	<b>\$28,900</b>	<b>\$253,100</b>
Programming & Project Selection	3.1	Regional Transportation Improvement Program	\$8,300	\$7,200	\$1,100	\$3,900	\$3,400	\$500	\$0	\$28,200	\$24,400	\$3,800	\$7,000	\$35,000	\$7,000	\$5,400	\$47,400
	3.2	Annual Listing of Obligations	\$3,000	\$2,600	\$400	\$2,500	\$2,200	\$300	\$0	\$4,600	\$4,000	\$600	\$0	\$8,800	\$0	\$1,300	\$10,100
	3.3	Project Selection and Prioritization	\$5,600	\$4,800	\$800	\$2,800	\$2,400	\$400	\$0	\$8,300	\$7,200	\$1,100	\$2,900	\$14,400	\$2,900	\$2,300	\$19,600
	3.4	List of Regional High Priority Projects	\$2,300	\$2,000	\$300	\$500	\$400	\$100	\$0	\$5,900	\$5,100	\$800	\$0	\$7,500	\$0	\$1,200	\$8,700
<b>Subtotal</b>			<b>\$19,200</b>	<b>\$16,600</b>	<b>\$2,600</b>	<b>\$9,700</b>	<b>\$8,400</b>	<b>\$1,300</b>	<b>\$0</b>	<b>\$47,000</b>	<b>\$40,700</b>	<b>\$6,300</b>	<b>\$9,900</b>	<b>\$65,700</b>	<b>\$9,900</b>	<b>\$10,200</b>	<b>\$85,800</b>
Data Collection & Analysis	4.1	Regional Performance Targets	\$4,700	\$4,100	\$600	\$3,000	\$2,600	\$400	\$0	\$4,900	\$4,200	\$700	\$0	\$10,900	\$0	\$1,700	\$12,600
	4.2	Travel Demand Model	\$4,900	\$4,200	\$700	\$0	\$0	\$0	\$0	\$22,000	\$19,000	\$3,000	\$0	\$23,200	\$0	\$3,700	\$26,900
	4.3	Traffic Counts	\$35,200	\$30,400	\$4,800	\$0	\$0	\$0	\$0	\$9,100	\$7,900	\$1,200	\$0	\$38,300	\$0	\$6,000	\$44,300
	4.4	Geographic Information Systems	\$1,100	\$1,000	\$100	\$0	\$0	\$0	\$0	\$16,600	\$14,400	\$2,200	\$0	\$15,400	\$0	\$2,300	\$17,700
	4.5	Highway Functional Classification	\$3,200	\$2,800	\$400	\$0	\$0	\$0	\$0	\$9,200	\$8,000	\$1,200	\$0	\$10,800	\$0	\$1,600	\$12,400
	4.6	Household Travel Survey	\$5,500	\$4,800	\$700	\$1,500	\$1,300	\$200	\$0	\$11,600	\$10,000	\$1,600	\$0	\$16,100	\$0	\$2,500	\$18,600
	4.7	Growth Projections and Allocations	\$33,400	\$28,900	\$4,500	\$2,500	\$2,200	\$300	\$0	\$26,100	\$22,600	\$3,500	\$7,900	\$53,700	\$7,900	\$8,300	\$69,900
	4.8	Urban Area Boundaries	\$3,400	\$2,900	\$500	\$2,500	\$2,200	\$300	\$0	\$6,100	\$5,300	\$800	\$0	\$10,400	\$0	\$1,600	\$12,000
<b>Subtotal</b>			<b>\$91,400</b>	<b>\$79,100</b>	<b>\$12,300</b>	<b>\$9,500</b>	<b>\$8,300</b>	<b>\$1,200</b>	<b>\$0</b>	<b>\$105,600</b>	<b>\$91,400</b>	<b>\$14,200</b>	<b>\$7,900</b>	<b>\$178,800</b>	<b>\$7,900</b>	<b>\$27,700</b>	<b>\$214,400</b>
<b>Total</b>			<b>\$245,800</b>	<b>\$212,800</b>	<b>\$33,000</b>	<b>\$70,700</b>	<b>\$61,200</b>	<b>\$9,500</b>	<b>\$0</b>	<b>\$347,600</b>	<b>\$300,800</b>	<b>\$46,800</b>	<b>\$72,000</b>	<b>\$574,800</b>	<b>\$72,000</b>	<b>\$89,300</b>	<b>\$736,100</b>

Note: Figures rounded to nearest hundred

## 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 2023	Est. Carry Forward to 2025
SCOG	FHWA PL Federal Funds	\$73,100	\$43,900	\$16,600	\$79,100	\$212,700	\$196,200	\$224,300	\$207,800
	Local Match = 13.5%	\$11,400	\$6,800	\$2,600	\$12,300	\$33,100	\$33,100	N/A	
	FHWA STBG Federal Funds	\$39,600	\$129,100	\$40,700	\$91,200	\$300,600	\$261,200	\$127,900	\$88,500
	Local Match = 13.5%	\$6,200	\$20,200	\$6,400	\$14,200	\$47,000	\$47,000	N/A	
	FTA 5303 Federal Funds	\$32,300	\$12,300	\$8,400	\$8,200	\$61,200	\$115,200	\$300	\$54,300
	Local Match = 13.5%	\$5,000	\$1,900	\$1,300	\$1,300	\$9,500	\$9,500	N/A	
	FTA 5310 Federal Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	<b>\$167,600</b>	<b>\$214,200</b>	<b>\$76,000</b>	<b>\$206,300</b>	<b>\$664,100</b>	<b>\$662,200</b>	<b>\$352,500</b>	<b>\$350,600</b>

Note: Figures rounded to nearest hundred

### 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 2023	Est. Carry Forward to 2025
SCOG	RTPO	\$15,300	\$38,400	\$10,000	\$7,900	\$71,600	\$143,300	\$0	\$71,700
	<b>Total</b>	<b>\$15,300</b>	<b>\$38,400</b>	<b>\$10,000</b>	<b>\$7,900</b>	<b>\$71,600</b>	<b>\$143,300</b>	<b>\$0</b>	<b>\$71,700</b>

Note: Figures rounded to nearest hundred

## 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 2024.

SCOG Administration occurs every state fiscal year, with the next year of funding beginning in SFY 2024. SCOG anticipates obligation of the SCOG Administration federal funding prior to start of SFY 2024. These STBG funds provide revenue to support work tasks in the SFY 2024 UPWP, as illustrated in the [Expenditures by Task](#) table. A consultant contract is expected to begin in SFY 2024 and continue into SFY 2025 for the Regional Transportation Resilience Improvement Plan. Federal funds were authorized in SFY 2023 for the Regional Transportation Resilience Improvement Plan. A consultant contract is expected to begin in SFY 2024 and continue into SFY 2026, with federal funds authorized in SFY 2024 for the major Regional Transportation Plan update.

	Program Fund Source	SCOG Admin. (SFY 2024 est.)	Consultant Contract: Regional Transportation Resilience Improvement Plan (SFY 2024 est.)	Consultant Contract: Regional Transportation Plan (SFY 2024 est.)
<b>SCOG</b>	FHWA STBG (US) Federal Funds	\$0	\$35,000	\$5,000
	Local Match = 13.5%	\$0	\$5,462	\$780
	FHWA STBG (UM) Federal Funds	\$261,176	\$0	\$0
	Local Match = 13.5%	\$40,762	\$0	\$0
	<b>Total</b>	<b>\$301,938</b>	<b>\$40,462</b>	<b>\$5,780</b>

Notes: "STBG (US)" is federal Surface Transportation Block Grant Program – Urban Small funding; "STBG (UM)" is federal Surface Transportation Block Grant Program – Urban Medium funding.

### REDISTRIBUTED OBLIGATION AUTHORITY

Washington state has a statewide process to request and receive redistributed obligation authority, which is made available nationwide by FHWA every federal fiscal year. In Washington state, requests for redistributed obligation authority are made to WSDOT through coordinated regional processes, which is administered by SCOG in the Skagit region. Authorizations of redistributed obligation authority occur at the end of each federal fiscal year, typically in September before the federal fiscal year ends on September 30.

If SCOG requests and receives redistributed obligation for use in SFY 2024 for SCOG Admin., the amount requested and received shall not exceed an additional \$261,176 in federal funds with \$40,762 local match for SCOG Admin. – potentially doubling federal funding and local match for SFY 2024. If received by SCOG, redistributed obligation authority would be used for work tasks identified in the UPWP, and the UPWP may require amendment after additional funding is authorized by FHWA to ensure the funding is adequately accounted for in the work program.

Any redistributed obligation authority received by SCOG, or other agencies in the Skagit region, neither reduces nor increases the FHWA federal funds WSDOT allocates annually for transportation projects. Most recently updated in May 2022, the [Local Agency Federal OA Policy](#) dictates the statewide process for redistributed obligation authority that the WSDOT Local Programs Division manages.

## EXPECTED CONSULTANT & AGENCY AGREEMENTS

Agreements expected between SCOG and other parties related to SFY 2024 UPWP work tasks are included in the following table. Descriptions of the work tasks are included in their respective UPWP elements. Estimated costs are for SFY 2024 only.

Work Task #	Work Task Title	Agreement Type	Fund Type	Estimated Cost
2.1	Regional Transportation Plan	Professional Services	STBG (US)	\$5,000
2.12	Regional Transportation Resilience Improvement Plan	Professional Services	STBG (US)	\$35,000
4.3	Traffic Counts	Interlocal	FHWA – PL	\$30,000
4.7	Growth Projections and Allocations	Professional Services	FHWA – PL	\$20,000
			<b>Total</b>	<b>\$90,000</b>

## CONTACT INFORMATION

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

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## 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	

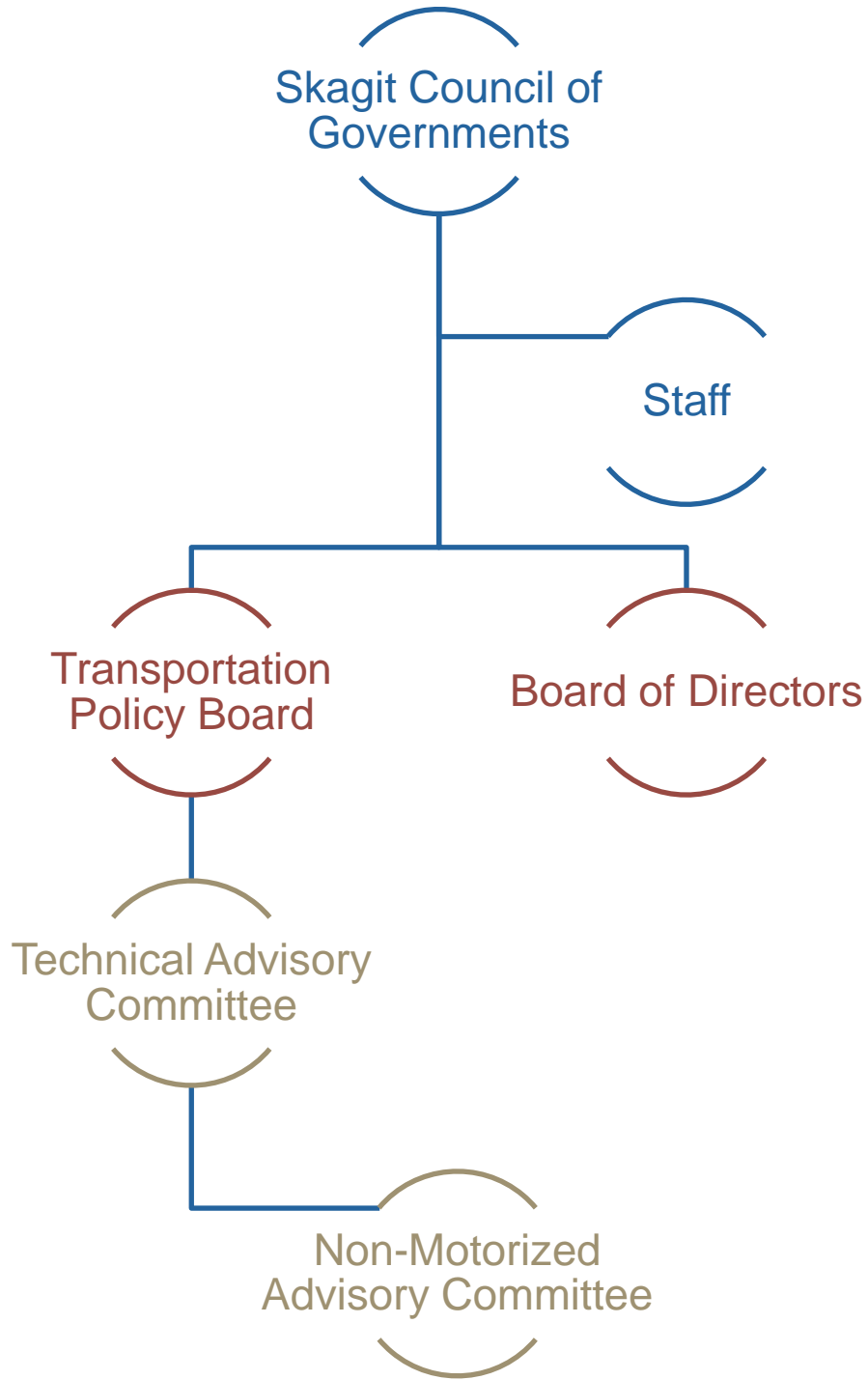
### NON-VOTING MEMBERS OF TRANSPORTATION POLICY BOARD:

Major Employer Representative

Skagit Public Utility District

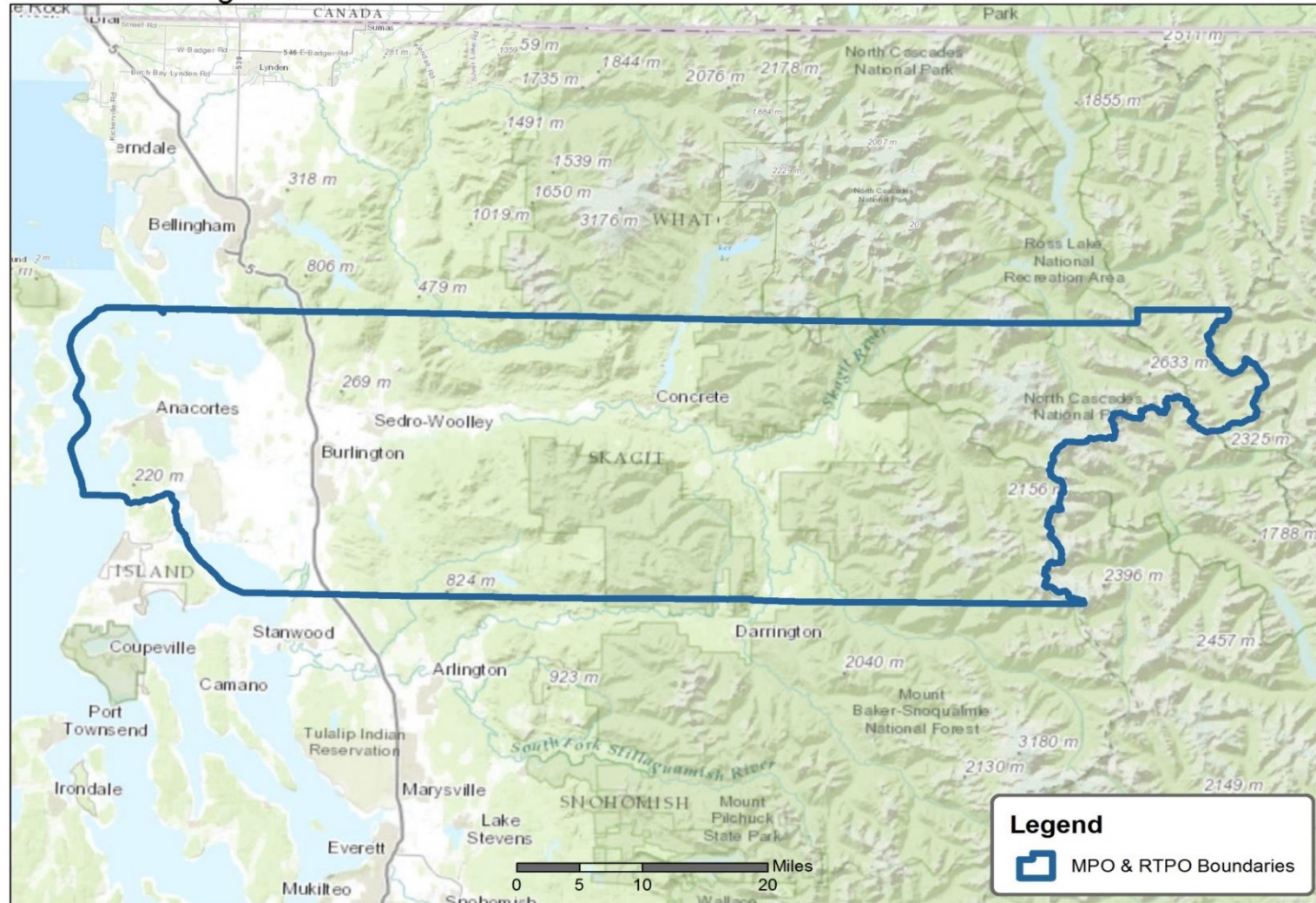
Washington State Legislative Delegation (Districts 10, 39, 40)

**Appendix B: ORGANIZATIONAL STRUCTURE**



# Appendix C: MPO & RTPO PLANNING AREA

SCOG Planning Area



## Appendix D: CORE PROGRAMS AND FUNCTIONS

Administration	Multimodal Planning	Programming & Project Selection	Data Collection & Analysis
<ul style="list-style-type: none"> <li>• MPO and RTPO Administration</li> <li>• Training</li> <li>• Annual Budget</li> <li>• Annual Reports</li> <li>• Unified Planning Work Program</li> <li>• Governance</li> </ul>	<ul style="list-style-type: none"> <li>• Regional Transportation Plan</li> <li>• Corridor Studies</li> <li>• Statewide Planning Initiatives</li> <li>• Nondiscrimination Planning</li> <li>• Intelligent Transportation System Architecture</li> <li>• Participation Plan</li> <li>• Coordinated Public Transit-Human Services Transportation Plan</li> <li>• Transportation Elements and Countywide Planning Policies Certification</li> <li>• Regional Level of Service</li> </ul>	<ul style="list-style-type: none"> <li>• Regional Transportation Improvement Program</li> <li>• Surface Transportation Block Grant Program Project Selection</li> <li>• Carbon Reduction Program Project Selection</li> <li>• Annual Listing of Obligations</li> <li>• Transportation Alternatives Set-aside Project Selection</li> <li>• Human Services Project Prioritization</li> </ul>	<ul style="list-style-type: none"> <li>• Travel Demand Model</li> <li>• Traffic Counts</li> <li>• Geographic Information Systems</li> <li>• Household Travel Survey</li> <li>• Population and Employment Forecasts</li> <li>• Highway Functional Classification</li> <li>• Regional Performance Targets</li> </ul>

MPO (Federal)

RTPO (State)

MPO & RTPO

## Appendix E: PLANNING PROJECTS BY OTHER AGENCIES

### SKAGIT TRANSIT

#### 2023 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 1<sup>st</sup>. 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 2023

*Funding:* Local funds

#### ZERO EMISSIONS FLEET TRANSITION PLAN

The Federal Transit Administration is requiring any agency that is submitting a grant under the 5339 Buses and Bus Facilities Program to purchase zero emissions vehicles, or infrastructure to support zero emissions vehicles, to submit a transition plan with their application. This transition plan is an update to Skagit Transit's previous plan, and it 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 their new Maintenance, Operations, and Administrative facility project.

*Schedule:* January–June 2023

*Funding:* Local funds

#### 2023 STRATEGIC PLAN

Skagit Transit will be engaging in a Strategic Planning process in 2023. 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:* April–November 2023

*Funding:* Local funds

#### NW WASHINGTON REGIONAL TRANSIT 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 years 2023–2024

*Funding:* WSDOT funds

#### MICROTRANSIT STUDY

Skagit Transit is seeking funding to develop an operational plan for deploying microtransit services in western Skagit County. Fidalgo Island is home to Indian tribes and possesses some challenging geography that makes traditional fixed-route service difficult to provide. Northwest Skagit County is a large agricultural area that uses migrant agricultural workers. Some workers live in urban areas and need access to rural worksites. Some workers

live in employer-provided housing in rural areas and need to access services available in the urban area. The flexible nature of microtransit enables it to provide service for a variety of populations such as seniors aging in place, low income and migrant workers. This plan would be crafted to allow Skagit Transit to replicate it in other areas of Skagit County as needed.

*Schedule:* Calendar years 2023–2024

*Funding:* FTA Areas of Persistent Poverty Program funds

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## WASHINGTON STATE DEPARTMENT OF TRANSPORTATION

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### I-5 OPERATIONS & DEMAND MANAGEMENT STUDY

The Washington state transportation system is evolving and growing; and to meet that need WSDOT has initiated a two-part study to identify solution alternatives to address mobility and safety issues identified during the 2021 Interstate 5 Baseline Transportation Analysis. The study will focus 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 help remove unnecessary trips on I-5 by enhancing opportunities for transit, biking, walking and other activities to meet near- and long-term regional objectives.

*Schedule:* Calendar year 2022–2024

*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 2024

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



## Appendix F: LONG-TERM WORK SCHEDULE

### STATE FISCAL YEAR 2025–2028 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 2024 and carryover into future work programs while others begin after SFY 2024. The long-term work schedule is not intended to be a comprehensive list of all future work tasks.

Work tasks anticipated from SFY 2025–2028 are included in the following table.

Work Task	Description	Consultant Contract	State Fiscal Year			
			2025	2026	2027	2028
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.	✓	Continue	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		
House Bill 1181 Implementation	House Bill 1181 was enacted in 2023 and introduced several new transportation planning requirements, primarily to local jurisdictions. This work task provides technical support at the regional level to address new requirements for multimodal level of service, vehicle miles traveled and other new transportation planning requirements.	✓	Begin	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	
Intelligent Transportation Systems Architecture	Federal regulations require that SCOG develop an intelligent transportation systems architecture to guide the development of intelligent transportation strategies and projects. SCOG adopted the <i>Skagit MPO Intelligent Transportation System Architecture</i> in December 2011. Since then, SCOG has updated its governance agreement and expanded its metropolitan planning area. As such, the intelligent transportation systems architecture should be updated to reflect the new alignment of SCOG's planning area and any existing or planned intelligent transportation systems for the Skagit region.	✓			Begin	Complete

# SKAGIT COUNCIL OF GOVERNMENTS TECHNICAL ADVISORY COMMITTEE MEETING MINUTES

March 7, 2024  
Skagit Council of Governments Conference Room  
315 South Third Street, Suite 100, Mount Vernon, WA 98273

## AGENCIES REPRESENTED

- City of Anacortes..... Andy Rheume
- City of Sedro-Woolley ..... Kyle Anderson
- Samish Indian Nation..... Nick Dorr
- Skagit County ..... Tom Weller, Torey Nelson
- Skagit PUD..... Mark Semrau
- Washington State Department of Transportation ..... John Shambaugh, Ryan Clemens

## STAFF PRESENT

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

## OTHERS PRESENT

No one else was present at the meeting.

## AGENDA

1. Call to Order: 1:36 p.m.  
  
Roll Call: Roll was taken with a quorum present.
2. February 1, 2024 Technical Advisory Committee Meeting Minutes: Mr. Shambaugh moved to approve the February 1, 2024 Technical Advisory Committee meeting minutes, and Mr. Weller seconded the motion. The motion carried unanimously.
3. March Regional Transportation Improvement Program Amendments: Mr. Hamilton presented the March Regional Transportation Improvement Program (RTIP) Amendments agenda item. Five amendments have been submitted for the following projects: (1) Mount Vernon’s River Dike Trail System – Phase 1; (2) Skagit County’s Cook Road / I-5 Interchange Vicinity Improvements; (3) Skagit County’s Guemes Island Anacortes Ferry Parking & Holding Lane Improvements; (4) WSDOT’s SR 20/Burlington to Sedro-Woolley – Corridor Improvements; and (5) WSDOT’s SR 20/Gages Slough – Fish Passage. Mr. Hamilton described each amendment, noting which amendments delete projects from the RTIP, and which revise projects already programmed.

Mr. Weller motioned to recommend approval of the March Regional Transportation Improvement Program Amendment to the Transportation Policy Board as presented. Mr. Anderson seconded the motion and it carried unanimously.

- 4. Unified Planning Work Program Amendment: Mr. Hamilton presented this agenda item. The recommended changes to the Unified Planning Work Program (UPWP) are due to a grant SCOG was notified about from the Federal Highway Administration in December 2023. Federal grant funds would help fund a Regional Safety Action Plan, which needs to be programmed in the UPWP prior to project-specific funds being expended on the project. Mr. Hamilton went over each of the proposed revisions to the UPWP and noted there would be no fiscal impact with the amendment. He added that the proposed amendment would also be sent to Mr. Clemens directly for WSDOT review prior to action by the Transportation Policy Board, which is expected at their March 20 meeting.

Mr. Shambaugh motioned to recommend approval of the Unified Planning Work Program Amendment as presented. Mr. Weller seconded the motion and it carried unanimously.

- 5. 2024 Obligation Authority Plan: Mr. Hamilton presented this agenda item. He said the Skagit region is in an extremely good position to reach our obligation authority target this year, but that we are waiting on federal appropriations prior to receiving our obligation authority target from WSDOT. Mr. Hamilton mentioned that a target should be received by SCOG sometime in March. He thanked staff from agencies that worked to get funds obligated over the past few months.
- 6. Redistributed Obligation Authority Discussion: Mr. Murphy discussed what is happening statewide with obligation authority. Mr. Hamilton described the planned regional process to compile a list of projects seeking redistributed obligation authority and submit the list to WSDOT. Both Mr. Murphy and Mr. Hamilton emphasized that projects need to be federalized and would also need to obligate funding very quickly, within a few weeks, to utilize redistributed obligation authority prior to the end of the federal fiscal year in September. Mr. Murphy said a list should be prepared to send to the Transportation Policy Board for consideration at their June meeting.

Technical Advisory Committee members discussed potential projects that may be eligible for redistributed obligation authority.

- 7. Roundtable and Open Topic Discussion: Technical Advisory Committee members provided project updates for their jurisdictions.
- 8. Next Meeting: April 4, 2024, 1:30 p.m. Mr. Hamilton said this next meeting would be remote.
- 9. Adjourned: 2:30 p.m.

Attest:

\_\_\_\_\_  
Mark Hamilton, Senior Transportation Planner  
Skagit Council of Governments

Date: \_\_\_\_\_

February 20, 2024

The Honorable Pete Buttigieg, Secretary  
Office of the Secretary  
U.S. Department of Transportation  
1200 New Jersey Avenue, SE  
Washington, DC 20590

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

Dear Secretary Buttigieg,

I am writing in support of Skagit Transit's request for \$19.5 million from the Rebuilding American Infrastructure with Sustainability and Equity Grant Program to complete their Maintenance, Operations and Administration Facility Project.

The project will replace the current facility which serves as Skagit County's only public transportation base of operations. A new facility is vital to maintain current levels of transit service and prepare the agency for Skagit County's transportation needs of the future. Skagit Transit services benefit Skagit County's low-income, youth, senior, veteran and disabled populations - providing safe, reliable transportation services to education opportunities, employment and other vital services that make for a better quality of life.

Skagit Transit serves Skagit County's four major population centers: Mount Vernon, Sedro-Woolley, Burlington and Anacortes. Their services also link Skagit County with Bellingham and Everett through their network of direct, expedient commuter bus operations - providing low-cost regional transportation to university students and employees commuting beyond Skagit County's borders.

The Skagit Council of Governments has identified the Maintenance Operations and Administration Facility project as a high-priority regionally significant project, with the project included in both the Skagit 2045 Regional Transportation Plan and 2024 regional list of high-priority transportation projects. The project is shovel ready and addresses barriers with the current facility by eliminating constraints in space for staff and equipment, removing the transit fleet from the Skagit River floodplain and maintaining a state of good repair.

The Skagit Council of Governments fully supports Skagit Transit services and recognizes the need for this vital facility, which will enable the transit system to support long-term growth and future transportation needs in northwest Washington state.

Sincerely,

DocuSigned by:  
  
711DD13472BE409...

Kevin Murphy  
Executive Director  
Skagit Council of Governments

# 2024 OBLIGATION AUTHORITY PLAN

The following projects have to obligate federal funding before **March 1, 2024**. If the projects do not obligate by March 1, 2024, they will be deprogrammed by deletion from the RTIP by SCOG staff.

AGENCY	TITLE	STIP ID	PHASE	FUNDS OBLIGATED	STBG/TA/CR FUNDS
Skagit County	Peterson Road (Urban)	WA-11739	PE	✓	\$880,516
SCOG	Skagit 2050 Regional Transportation Plan	WA-15130	PL	✓	\$346,000
Skagit Transit	Bus Stop Amenities	WA-15126	ALL	✓	\$157,560
Mount Vernon	River Dike Trail System - Phase 1	WA-13500	PE	✗	\$41,000
Anacortes	Q Avenue Pedestrian Crossings	WA-15131	PE	✓	\$46,000

The following project must obligate federal funding before **August 1, 2024**, or it will be deprogrammed by deletion from the RTIP by SCOG staff.

AGENCY	TITLE	STIP ID	PHASE	FUNDS OBLIGATED	STBG/TA/CR FUNDS
SCOG	SCOG Admin 2022-2025	SCOG 22-25	PL	(Not Yet)	\$319,595

**TOTAL EXPECTED STBG-TA-CR OBLIGATIONS<sup>1</sup>: \$3,705,080**  
**ESTIMATED OBLIGATION AUTHORITY TARGET: \$2,033,354**

<sup>1</sup> Includes a total of \$1,955,409 STBG-TA-CR obligations and deobligations authorized by FHWA from October 1, 2023 – January 5, 2024.

## Extensions

The following projects have been granted an extension to obligate federal funding by **December 31, 2024**. These projects will be deprogrammed with expiration of the 2024–2029 RTIP in January 2025.

To be granted an extension, any extension request must have been received by SCOG no later than **February 28, 2024**. A project phase may only be granted one extension.

AGENCY	TITLE	STIP ID	PHASE	FUNDS OBLIGATED	STBG/TA/CR FUNDS
Burlington	SR20 Nonmotorized & Safety Improvements	WA-12018	PE	(Not Yet)	\$350,000
Skagit County	Cook Road / I-5 Interchange Vicinity Improvements	WA-01137	PE	(Not Yet)	\$352,957

**TOTAL STBG-TA-CR EXTENSIONS: \$702,957**

## Appeals

The Transportation Policy Board approved an appeal to reprogram a project phase in the 2024–2029 RTIP. The following project phase must obligate federal funding by **December 31, 2024**. This project will be deprogrammed with expiration of the 2024–2029 RTIP in January 2025.

A project phase may only be appealed once to the Transportation Policy Board.

AGENCY	TITLE	STIP ID	PHASE	FUNDS OBLIGATED	STBG/TA/CR FUNDS
(None)	N/A	N/A	N/A	N/A	N/A

**TOTAL STBG-TA-CR APPEALS: \$0**



Dates		Total Funding Available	FHWA (13.5%)	STBG (13.5%)	FTA (13.5%)	RTPO	Resilience Improvement Project (13.5%)
06/30/2023 Carryforward		\$ 379,041	\$ 181,529	\$ -	\$ 69,286	\$ -	\$ 128,226
RTPO	07/01/2023 - 06/30/2025	143,286	-	-	-	143,286	-
STBG	07/01/2023 - 06/30/2024	261,176	-	261,176	-	-	-
FHWA	10/01/2023 - 11/17/2023	34,521	34,521	-	-	-	-
FHWA	11/18/2023 - 01/19/2024	45,308	45,308	-	-	-	-
FHWA	01/20/2024 - 03/01/2024	30,205	30,205	-	-	-	-
		-					
Authorized		\$ 893,537	\$ 291,563	\$ 261,176	\$ 69,286	\$ 143,286	\$ 128,226
<b>Expenditures</b>							
July 2023		\$ 44,065	\$ 25,825	\$ 11,694	\$ 3,594.28	\$ 1,453	\$ 1,499
August		48,000	20,025	14,602	5,274	4,712	3,388
September		47,326	19,281	18,160	6,026	3,858	-
October		66,900	36,395	22,835	3,623	3,992	55
November		37,273	16,265	13,204	2,400	5,404	-
December		41,133	16,390	16,111	3,974	4,658	-
January 2024		52,544	20,764	21,574	5,256	4,739	210
February		-	-	-	-	-	-
March		-	-	-	-	-	-
April		-	-	-	-	-	-
May		-	-	-	-	-	-
June		-	-	-	-	-	-
Expenditures to Date		\$ 337,240	\$ 154,945	\$ 118,180	\$ 30,146	\$ 28,817	\$ 5,153
<b>Balances</b>		\$ 556,297	\$ 136,618	\$ 142,996	\$ 39,140	\$ 114,469	\$ 123,074