



## SKAGIT COUNCIL OF GOVERNMENTS TECHNICAL ADVISORY COMMITTEE MEETING

July 1, 2021 - 1:30 p.m.

[GoToMeeting](#)

Dial In: 1 (866) 899-4679

Access Code: 649-878-389

### AGENDA

1. Call to Order and Roll Call
2. [June 3, 2021 Technical Advisory Committee Meeting Minutes](#)
3. [2021 Obligation Authority Plan](#) - *Mark Hamilton*
4. [2022-2027 Regional Transportation Improvement Program Preparation Timeline](#) - *Mark Hamilton*
5. Roundtable and Open Topic Discussion
6. Next Meeting: August 5, 2021, 1:30 p.m.
7. Adjourned

Please contact [Mark Hamilton](#) at (360) 416-7876 if there are any other items that need to be brought up for discussion.

[Meeting Packet](#)

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## TECHNICAL ADVISORY COMMITTEE MEMBERSHIP AND VOTES

### VOTING MEMBERS

Anacortes.....	1
Burlington .....	1
Mount Vernon .....	1
Sedro-Woolley .....	1
Skagit County .....	3
Skagit Transit.....	1
WSDOT.....	1
Ports .....	1
• Port of Anacortes	
• Port of Skagit	
Towns.....	1
• Concrete	
• Hamilton	
• La Conner	
• Lyman	
Tribes .....	1
• Samish Indian Nation	
• Swinomish Indian Tribal Community	

### NON-VOTING MEMBERS

Skagit PUD

## QUORUM REQUIREMENT

A quorum consists of half the total votes (5), with Skagit County consisting of one seat toward the quorum calculation. Formal recommendations to the Transportation Policy Board can only be made when a quorum is present.

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# SKAGIT COUNCIL OF GOVERNMENTS TECHNICAL ADVISORY COMMITTEE MEETING MINUTES

June 3, 2021

GoToMeeting Remote Meeting

## AGENCIES REPRESENTED

- City of Anacortes..... Tim Hohmann, Steve Lange, Nicole Tesch
- City of Burlington ..... Brian Dempsey
- City of Mount Vernon ..... Bill Bullock
- Samish Indian Nation..... David Strich
- Skagit County ..... Forrest Jones, Grace Kane
- Skagit PUD..... Chris Shaff
- Skagit Transit..... Brad Windler
- Swinomish Indian Tribal Community ..... Robert Huitt
- Town of Concrete..... Cody Hart
- Town of La Conner ..... Scott Thomas
- Washington State Department of Transportation (WSDOT).... Todd Carlson, Mehrdad Moini

## STAFF PRESENT

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

## OTHERS PRESENT

One member of the public attended the meeting.

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

Roll Call: Roll was taken with a quorum present.

2. May 6, 2021 Technical Advisory Committee (TAC) Meeting Minutes:

Mr. Bullock moved approval of the May 6, 2021 Technical Advisory Committee Meeting Minutes as presented, and Mr. Hart seconded the motion. The motion carried unanimously.

3. Local Agency Guidelines for Professional Engineer’s Estimates: Mr. Hart expressed his concern that after project presentations and reviewing applications during this project selection, a number of agencies did not submit certified Professional Engineer estimates on construction projects. Mr. Hart reminded the TAC of a discussion at their October 2019 meeting regarding the certification of engineering estimates.

Mr. Hamilton presented the 2021 Combined Project Selection Application Form, and reminded the TAC that the application states “Professional Engineer’s Estimate (if applicable).” Mr. Hart said that these estimates must be included with applications for construction funding, and each Professional Engineer’s estimate must be stamped with the seal of a registered professional engineer.

Mr. Hart asserted that the TAC agreed to make this estimate a submittal requirement in 2019. Mr. Hamilton recounted his recollection of the 2019 discussion, including the adequacy of the engineer's estimates submitted that year for the project selection, with concerns expressed at the TAC about the qualifications of who prepared the estimates and the reasonableness of estimates submitted. The TAC minutes from October 2019 include a suggestion to add "Professional Engineer's Estimate" instead of "Engineer's Estimate" to the next project selection application. That change was made in 2021.

TAC members discussed the value and benefit of stamped engineering cost estimates. Some members expressed concern that this could be an additional barrier for some jurisdictions without a registered professional engineer on staff, such as tribal governments and towns. Mr. Moini described WSDOT requirements for a registered professional engineer's estimate, when this sort of estimate is required and when it is not. TAC members noted that the Transportation Improvement Board does require stamped estimates from a registered professional engineer, and also discussed planning-level estimates compared to contract-level estimates. Mr. Hart asserted that it is a registered professional engineer's responsibility to certify preliminary documents, and suggested this certification must be included in all construction funding requests to SCOG.

Mr. Hamilton also reminded the TAC the application states "Professional Engineer's Estimate (if applicable)," and that in fairness to applicants there should be: more explanation in the future on application materials of what engineering requirements are; clear expectations for applicants and SCOG staff for what constitutes an adequate estimate; and when a Professional Engineer's Estimate is applicable to an application, and when it is not. Future revisions to application materials could include links to applicable state law and a note on the application that states when these estimates are required. The 2021 application did not identify the Professional Engineer's Estimate as a requirement nor was their any description of what constitutes an adequate Professional Engineer's Estimate. The only engineering estimate change to the 2019 to 2021 application, as suggested at the October 2019 TAC meeting, was to include "Professional Engineer's Estimate" instead of "Engineer's Estimate" in the Attachments section.

TAC members asked what the implications of interpreting adequacy of Professional Engineer's Estimates would be on the current project selection. Mr. Hamilton explained that SCOG does not have a process to invalidate applications, and reminded the TAC that the Professional Engineer's Estimate is not identified as a requirement in application materials. Only 3 of 10 applications received have stamped, signed, and dated estimates from a registered professional engineer. Mr. Hamilton noted that over half of the applications received included a request for construction funding.

Mr. Murphy noted that SCOG does not have professional engineering staff, and that staff can only check whether or not estimates are included in applications, they cannot evaluate the adequacy of the estimate.

Mr. Hart asserted that the TAC agreed to require construction project requests to have certified estimates, per the October 2019 TAC minutes. The requirements for Professional Engineering certification are in state law, under RCW 18.43.070. Mr. Hamilton noted that guidelines in Chapter 44 of the Local Agency Guidelines (LAG) Manual from WSDOT include a reference to RCW 18.43.070, and are included in the TAC meeting materials for reference. Mr. Moini noted that this chapter references plans and estimates that accompany bid documents, not planning-level estimates for project selection processes such as SCOG's.

TAC members continued to discuss the possible value of requiring stamped estimates in SCOG funding requests. Mr. Hamilton stated that SCOG received a variety of different types of estimates through this project selection process. Some estimates were submitted by registered professional engineers, but were not stamped. Other estimates include a name or initials only of who prepared the estimate. Mr. Hamilton restated that administrative review of applications did not evaluate the adequacy of Professional Engineer's Estimates.

TAC members agreed to move forward to the next agenda item and end discussion of this agenda item for the time being.

4. Project Selection Recommendation: Mr. Hamilton presented an overview of the 2021 Combined Project Selection and reminded the TAC that they have the ability to recommend projects for selection of funding award to the Transportation Policy Board (TPB). The Non-Motorized Advisory Committee (NMAC) met on Tuesday, reviewed project selection evaluations, and had no recommendation for the TAC. In total, there is about \$2.8 million of Surface Transportation Block Grant (STBG) funds available through this selection. Around \$660,000 in Transportation Alternatives (TA) funds are also available during this selection. At their May meeting, the TPB decided to continue the practice of setting aside some STBG funds for non-roadway projects: 5% of the total funding available, approximately \$140,000.

Mr. Hamilton reminded the TAC that under the regional transportation improvement program (RTIP) procedures, project sponsors who were able to move projects forward under some of the gap strategies, to help SCOG meet its regional obligation authority (OA) target, were eligible for bonus points in this selection. Anacortes, Mount Vernon, and Samish Indian Nation were the sponsors who received five additional points through this process for each of their applications.

For projects eligible for Transportation Alternatives funding, only two project applications were received. The total amount requested was \$423,650, which is less than the total amount available. For STBG funds, nearly \$16 million was requested, although the amount available is only around \$2.8 million. Over \$10 million in urban funds was requested, along with nearly \$6 million in rural funds. For the non-roadway set-aside, only one project application was received which is eligible for these funds: a Skagit Transit project with a request of \$56,100, which is less than the amount available. For the contingency list, seven project applications were received with a total funding request of nearly \$1.5 million.

Mr. Hamilton presented the results of the project evaluations and scoring, along with a comparison of these scores to the TAC priority score.

Mr. Bullock recommended all of the eligible Transportation Alternatives projects, as well as the Skagit Transit project for the non-roadway set-aside, for selection to the TPB. Mr. Bullock also supported at least partially funding Samish Indian Nation's SR 20/Campbell Lake Road Intersection Improvement project at \$790,000, which is the minimum needed selection amount for rural STBG funding. This project scored highest among the rural projects.

Mr. Hart asked which construction project applications contained stamped estimates from a registered professional engineer. Mr. Hamilton said that among project applications received through the regular call for projects, Mount Vernon's Riverside Drive Improvements - 2 and River Dike Trail

System - Phase 1 projects, as well as Concrete's Secondary Access project were the applications containing stamped estimates. The other seven applications did not include an estimate stamped by a registered professional engineer.

Mr. Strich explained that for the Samish Indian Nation project, a stamped estimate was not available, as the project is still in preliminary hydraulic design for the fish-passage elements of the project. Mr. Hamilton noted that SCOG has an estimate on file for this project, but it is not stamped by a registered professional engineer. Mr. Hart asserted that the estimate for this construction application is not valid under the application requirements, citing the minutes from the October 2019 TAC meeting. Mr. Hamilton explained that the TAC meeting minutes are not the requirements for the project application, and noted that the TAC discussed clarifying any engineering estimate requirement for future applications.

Mr. Hart moved to present the Transportation Policy Board with two ranked lists: (1) with all project applications; and (2) excluding all applications with a construction phase that do not also include a professional engineer's estimate that is stamped, signed and dated by a registered professional engineer. Mr. Bullock proposed a friendly amendment to the motion, to present one prioritized list rather than two, but to highlight which applications contained stamped engineering estimates. Mr. Hart rejected this proposed amendment. No TAC member seconded the motion, and the motion failed.

TAC members discussed the importance of providing reasonable cost estimates for construction projects, and noted that the TPB would make the final decision on which projects were selected for funding. TAC members also noted that for projects selected through this funding process, the projects would primarily be programmed in years 5 and 6 of the RTIP - costs can change substantially during this time, and a solid estimate should not be expected for projects this far out. Some TAC members suggested that a planning-level estimate is meant to be an assurance that the cost has been thoughtfully considered.

The TAC discussed Anacortes's R Avenue Long-term Improvements project, which scored highest in the ranking. Mr. Murphy noted that the total requested amount for the project, around \$5 million, is both more than what is available during this round of funding, and also more than what can obligate through SCOG in any given year. He expressed his concern about partial awards because projects ultimately need to obligate. Anacortes would need to clarify if they can obligate the project when the time comes with a partial award.

Mr. Hohmann confirmed that Anacortes is able to pursue other funds for the project, and the project is ready to go. However, Mr. Hohmann recommended selecting some preliminary engineering (PE) phases for selection because they are easier to obligate. Mr. Hohmann recommended selecting Mount Vernon's Riverside Drive Improvements - 2 and Skagit County's Peterson Road Improvements PE phases. This left a remainder of around \$1.3 million to award to Anacortes. Mr. Murphy asked if Anacortes could obligate this amount if selected. Mr. Lange confirmed that \$1.3 million could be obligated for this project.

Mr. Hohmann moved to recommend the Transportation Policy Board select the following list of projects for STBG and TA funding, with Mr. Bullock seconding the motion:

Applicant	Project	Phase	Funding Type	Selection Amount
Anacortes	R Avenue Long-term Improvements	CN	STBG	\$1,354,287
Mount Vernon	Riverside Drive Improvements – 2	PE	STBG	\$348,000
Samish Indian Nation	SR 20/Campbell Lake Road – Intersection Improvement	CN	STBG	\$790,000
Skagit Transit	Skagit Transit Bus Stop Amenities	PL/Other	STBG	\$56,100
Skagit County	Peterson Road Improvements	PE	STBG	\$261,613
Samish Indian Nation	Tommy Thompson Trail: Trestle and Causeway Replacement	PL/Other	TA	\$160,650
Mount Vernon	River Dike Trail System – Phase 1	PE	TA	\$41,000
Mount Vernon	River Dike Trail System – Phase 1	CN	TA	\$222,000

**Total \$3,233,650**

Mr. Bullock asked if Samish Indian Nation could move forward with a partial award of \$790,000 for their project. Mr. Strich confirmed Samish could do this. Mr. Lange said Anacortes would prefer to fully fund Samish’s project and reduce the amount to Anacortes.

Mr. Hohmann withdrew his earlier motion, and then moved to recommend the Transportation Policy Board select the following list of projects for STBG and TA funding, with Mr. Bullock seconding the motion:

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

**Total \$3,233,650**

TAC members discussed the possibility of awarding more funds than were available, and applying TA funds to STBG applications. Mr. Hamilton noted that there was no way to award TA funding as well as STBG funding to one project through this project selection, even if roadway projects did have non-roadway components. The project selection process is not designed to split project elements based on eligibility of funding sources.

Mr. Hart asked to confirm that the TPB would be informed as to which project applications contained stamped estimates from a registered professional engineer. Mr. Hart expressed that the TPB is entitled to know the construction cost with more certainty than has been provided for projects without these stamped estimates.

Mr. Hart opposed the motion, and the motion carried.

Mr. Hamilton presented a list of ranked projects submitted to the contingency list and explained that this is the second part of the TAC recommendation.

Mr. Bullock moved to recommend the following projects for the contingency list, and Mr. Hohmann seconded the motion:

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

The motion carried unanimously.

5. Roundtable and Open Topic Discussion: Mr. Murphy informed the TAC that based on the most recent statewide numbers, metropolitan planning organizations are on track to meet their portion of the statewide obligation authority target. However, the other local portion of the target - including Federal Bridge Program, Highway Safety Improvement Program, and Safe Routes to Schools funds awarded to local agencies - is not expected to meet its target. Mr. Murphy reminded the TAC that if they have projects with these funds awarded, those projects also should be obligated by the end of the federal fiscal year if they are programmed this year.
6. Next Meeting: July 1, 2021, 1:30 p.m.
7. Adjourned: 3:40 p.m.

Attest:

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

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



# 2021 OBLIGATION AUTHORITY PLAN

The following projects had to obligate federal funding by **April 1, 2021**. Projects that did not obligate by April 1, 2021 would have been deprogrammed by deletion from the RTIP by SCOG staff. No projects were deprogrammed.

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

The following project must obligate federal funding by **August 1, 2021**, or it will be deprogrammed by deletion from the RTIP by SCOG staff.

AGENCY	TITLE	STIP ID	PHASE	FUNDS OBLIGATED	STBG/TA FUNDS
SCOG	SCOG Admin 2018-2021 <sup>1</sup>	SCOG 18-21	PL	(Not Yet)	\$167,541

The following project must obligate federal funding by **September 30, 2021**. If the project does not obligate funding by September 30, 2021, it will be deprogrammed by deletion from the RTIP by SCOG staff.

AGENCY	TITLE	STIP ID	PHASE	FUNDS OBLIGATED	STBG/TA FUNDS
City of Mount Vernon	Freeway Drive Improvements (Cameron Way to College Way)	T-97-07	CN	✓	\$1,650,000

**TOTAL EXPECTED STBG-TA OBLIGATIONS<sup>2</sup>: \$2,875,093**  
**OBLIGATION AUTHORITY TARGET: \$1,882,500**

<sup>1</sup> Project can obligate after May 19, 2021 SCOG UPWP approval.

<sup>2</sup> Includes \$1,057,552 obligation from December 2020 which counts toward meeting obligation authority target.

## Extensions

The following projects have been granted an extension to obligate federal funding by **December 31, 2021**. These projects will be deprogrammed with expiration of the 2021–2026 RTIP on January 1, 2022.

To be granted an extension, any extension request had to be received by SCOG no later than **March 24, 2021**. A project phase may only be granted one extension request.

AGENCY	TITLE	STIP ID	PHASE	FUNDS OBLIGATED	STBG/TA FUNDS
Samish Indian Nation	SR20/Campbell Lake Road - Intersection Improvement	WA-11959	ROW	(Not Yet)	\$86,500
Skagit County	Francis Road Section 1	WA-01171	CN	(Not Yet)	\$45,408
Concrete	School Secondary Access	WA-03707	ROW	(Not Yet)	\$400,000
Sedro-Woolley	SR20/SR9N - Township Intersection Improvements	SW33	CN	(Not Yet)	\$609,825
Sedro-Woolley	SR20/Cascade Trail West Extension Phase 2A, Holtcamp Road to Hodgkin Street	SW42	ROW	(Not Yet)	\$21,193

**TOTAL STBG-TA EXTENSIONS: \$1,162,926**

## 2022–2027 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM PREPARATION TIMELINE

SCOG has begun the preparation of the 2022–2027 Regional Transportation Improvement Program (RTIP). If you have not already done so, please use the web-based STIP software – SecureAccess Washington – to roll over or add projects for the 2022–2027 RTIP. **Project submissions must be submitted to SCOG by August 20, 2021.** Please include all federally funded and regionally significant projects you reasonably expect to obligate federal funding for within the **next six years**.

Federal law requires that SCOG maintain a fully programmed four-year TIP (23 CFR 450.326), and Washington state law requires that SCOG develop a six-year TIP (RCW 47.80.023). SCOG prepares a new RTIP every year for consistency with the Statewide Transportation Improvement Program (STIP), which is also prepared yearly and includes the RTIP as a component.

**Projects must be included in comprehensive transportation program/local TIP prior to inclusion into the RTIP.**

### TIMELINE FOR RTIP PREPARATION

Preliminary review by Technical Advisory Committee	September 2, 2021
RTIP available for public review	September 2021
Final review and recommendation by Technical Advisory Committee	October 7, 2021
Public comment period ends	October 8, 2021
Adoption by Transportation Policy Board	October 20, 2021
Submit RTIP to Washington State Department of Transportation	October 21, 2021
Federal Highway Administration and Federal Transit Administration approve 2022–2025 STIP	January 2022