

SKAGIT COUNCIL OF GOVERNMENTS
TRANSPORTATION POLICY BOARD
MEETING MINUTES

Wednesday, August 15, 2018
Burlington City Council Chambers
Burlington, Washington

MEMBERS PRESENT

Commissioner Ron Wesen, Skagit County, Chair; Mayor Jill Boudreau, City of Mount Vernon, Vice-Chair; Mayor Joan Cromley, Town of Hamilton; Commissioner Ken Dahlstedt, Skagit County; Jay Drye, Washington State Department of Transportation (WSDOT); Mayor Laurie Gere, City of Anacortes; Commissioner Ken Goodwin, Port of Anacortes; Commissioner Lisa Janicki, Skagit County; Mayor Julia Johnson, City of Sedro-Woolley; Mayor Jason Miller, Town of Concrete; and Mayor Steve Sexton, City of Burlington.

STAFF PRESENT

Pam Carlson, Finance Manager; and Mark Hamilton, Senior Transportation Planner.

MEMBERS OF PUBLIC PRESENT

One member of the public attended the meeting.

MINUTES

1. Call to Order: Commissioner Wesen called the meeting to order at 1:31 PM.
Roll Call: Roll was taken with a quorum present.
2. Public Comment: There were no public comments.
3. Chair's Report: Commissioner Wesen had nothing to report.
4. Staff's Report: Mark Hamilton provided updates on public involvement for the coordination public transit-human services transportation plan and regional list of high priority projects. Mr. Hamilton noted that Kevin Murphy is presently out of state and will be back for next month's Transportation Policy Board (Board) meeting.
5. Consent Agenda
 - a. Approve July 18, 2018 Transportation Policy Board Meeting Minutes
Commissioner Janicki moved approval of the July meeting minutes and Mayor Johnson seconded the motion. The motion carried unanimously.
6. Action Items
 - a. Approve August Regional Transportation Improvement Program Amendments: Mr. Hamilton presented the two proposed amendments to the Regional Transportation Improvement Program. He summarized the two Skagit Transit amendments for the Board.

Mayor Boudreau moved approval of August Regional Transportation Improvement Program amendments as presented. Commissioner Dahlstedt seconded the motion. The motion carried unanimously.

- b. Approve Revisions to Technical Advisory Committee Bylaws: Mr. Hamilton presented proposed revisions to the Technical Advisory Committee (TAC) bylaws. He said that a review of the bylaws was prompted by a cancellation of a recent TAC meeting. Following the cancellation, the TAC proposed to formalize the process for meeting cancellation in the TAC bylaws. Mr. Hamilton pointed out there are several other proposed revisions to the TAC bylaws before the Board, including: changes reflecting SCOG's new office address; elimination of elected officials serving on the TAC; clarifying quorum language; and adding a proposed amendment date.

Mayor Boudreau asked for clarification regarding the suggestion meeting cancellation to the TAC bylaws. Mr. Hamilton explained that after cancellation of a TAC meeting, a TAC member suggested TAC meeting cancellation be added as a topic to the following month's TAC agenda. At that meeting the TAC agreed unanimously to formalize the process for TAC meeting cancellation.

Mayor Miller moved approval of revisions to TAC bylaws as presented. Commissioner Janicki seconded the motion. The motion carried unanimously.

7. Discussion Item

- a. Obligation Authority Update: Mr. Hamilton confirmed that SCOG hit the regional obligation authority target by August 1st. So far this federal fiscal year, SCOG has obligated approximately \$3 million in federal Surface Transportation Block Grant Program (STBGP) funds. SCOG has award authority over these federal STBGP funds. If the region had not hit the \$1.73 million target, funds would have been sanctioned. Because the region exceeded the target, the target for 2019 will be reduced by the amount SCOG goes over the 2018 target. Mr. Hamilton mentioned that one project is still expected to obligate soon, and the total obligations for the year are likely to be about \$3.25 million.

- 8. Roundtable and Open Topic Discussion: Jay Drye gave project updates for WSDOT projects from around the region including chip seal projects (also known as bituminous surface treatment projects) being done this summer. The Board also discussed recent fatalities on Interstate 5 over the past month in Skagit County.

- 9. Next Meeting: The next meeting is Wednesday, September 19, 2018, at 1:30 PM in the Anacortes City Council Chambers.

- 10. Adjourned: The meeting adjourned at 1:54 PM.

Information Items: The Board was provided with a monthly financial update, draft minutes from the August 2, 2018 TAC meeting, and minutes from two Skagit Special Needs Transportation Committee meetings.

Approved,

Kevin Murphy, Executive Director
Skagit Council of Governments

Date _____

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

Date _____