

Chelan-Douglas Transportation Council (CDTC)

MEETING MINUTES | JUNE 9, 2022

GOVERNING BOARD MEMBERS PRESENT:

Randy Agnew, City of Rock Island
Dave Bierschbach, WSDOT-NCR
Jim Fletcher, City of Cashmere
Richard Palmer, Colville Tribes
Kyle Steinburg, Douglas County

JC Baldwin, Regional Port Authority (*Zoom*)
Jerrilea Crawford, City of East Wenatchee
Kevin Overbay, Chelan County
Mike Poirier, City of Wenatchee

STAFF & EX-OFFICIO MEMBERS PRESENT:

Jeff Wilkens, Executive Director
Riley Shewak, Transportation Planner
Carl Florea, City of Leavenworth
Janet Conklin, City of Bridgeport

Chad Daggett, Board Clerk
Jill Thompson, Town of Waterville
Bob Goedde, City of Chelan

GUESTS PRESENT:

Rob Jammerman, City of Wenatchee
Doug Brown, City of Entiat
Emma Honeycutt, City of Wenatchee
Erik Howe, RH2 Engineering
Mark Spurgeon, Regional Port Authority
Dahlia De La Rosa, Port of Quincy
Chris Keifenheim, WSDOT-NCR
Brent Powell, Perteet

Garren Melton, City of East Wenatchee
Aaron Simmons, Douglas County
Dan Ireland, SCJ Alliance
Jenn Saugen, Perteet
Kathy Murray, WSDOT-NCR
Jim Kuntz, Regional Port Authority
Peter DeBoldt, Perteet
Kate Tollefson, WSDOT-NCR

The CDTC Governing Board convened in-person (with an option to participate virtually via Zoom) at the Confluence Technology Center, 285 Technology Center Way, Wenatchee, WA 98801. The public was invited to attend in-person with an option to watch the meeting livestream.

1) Call to Order & Introductions

Upon a quorum, the meeting was called to order at 9:00 a.m. by CDTC Board Chair, Mayor Jerrilea Crawford; a board member roll call was given by the Clerk.

2) Approval of Consent Agenda

- June 9, 2022 Draft Meeting Agenda
- May 12, 2022 Draft Meeting Minutes
- Monthly Financial Reports (*through April 2022*)
- May 2022 Payroll: \$31,196.64
- May Vouchers 00357573-00357587: \$16,926.24

- FY 2021-22 Year-End Budget Amendment

Upon a motion by Kyle Steinburg, seconded by Jim Fletcher, the Board unanimously approved the consent agenda as presented. Motion carried.

3) Open Public Comment Period

No public comments were received or heard.

4) Resolution 1-2022: Approving the FY 2023 Budget & Unified Planning Work Program

Jeff Wilkens presented to the Board CDTC Resolution 1-2022: Approving the FY 2023 Budget and Unified Planning Work Program (UPWP). The Board had no questions or comments.

Upon a motion by Kevin Overbay, seconded by Randy Agnew, the Board unanimously approved and adopted the Fiscal Year 2023 Budget and Unified Planning Work Program as presented. Motion carried.

5) Approval to Enter into Agreement with Washington State University Social and Economic Sciences Research Center

Jeff Wilkens presented a staff report (on file) regarding the referenced item in addition to a handout (also on file) titled, "Draft Public Outreach Opinion Survey." Mr. Wilkens explained that during the May 12, 2022 board meeting, staff presented a draft questionnaire for the survey that was proposed as the cornerstone for community engagement for the Regional Transportation Plan update. Based on board member feedback during the previous meeting and subsequent recommendations from a subcommittee that included JC Baldwin and Kyle Steinburg, the survey questionnaire was revised. The board had no further recommendations for the draft survey.

Upon a motion by Kyle Steinburg, seconded by Mike Poirier, the Board unanimously approved authorization for the CDTC Executive Director to enter into an agreement with Washington State University Social and Economic Sciences Research Center pending successful negotiation of terms, as long as the total project cost does not exceed \$56,000. Motion carried.

6) Authorize CDTC Executive Director to Execute Agreement for On-Call Travel Demand Modeling & Planning Services

Jeff Wilkens presented a staff report (on file) stating that staff conducted a competitive solicitation process and scored two qualified submittals in the following rank order:

1. RSG (98 points)
2. Transpo Group (96 points)

Mr. Wilkens explained that staff does not have delegated authority to execute consultant contracts and the standard process is to present a ranked list of qualified firms for board approval to negotiate a contract with the top-ranked firm. Should that negotiation be unsuccessful, staff then attempts to negotiate contract with the second-ranked firm, and so on until a qualified firm is successfully engaged.

Upon a motion by Jim Fletcher, seconded by Kevin Overbay, the Board unanimously approved the CDTC Executive Director to enter into a contract for services with RSG, or substitute highest-ranked firm, to provide On-Call Travel Demand Modeling and Transportation Planning Services. Motion carried.

7) Presentation on CDTC Regional Bicycle Plan 2022 Update

Riley Shewak presented the draft CDTC Regional Bicycle Plan Update. The Board had no questions and by consensus, approved a 20-day public comment period commencing Monday, June 13, 2022. The Board requested the Plan be emailed to each of them for review.

8) Presentation on SR 28 Corridor Study

Staff from Perteet gave a presentation on cost estimates for the SR 28 Corridor Study and are scheduled to return on July 14, 2022 to give the Board a full study presentation. The board entered a brief discussion; no action was taken.

9) Legislative Updates

Jeff Wilkens gave the Board an update on current legislative updates including the Move Ahead Washington project listing.

10) Director's Report

Jeff Wilkens updated the Board on the status of project delivery schedules for federal funds awarded by CDTC, and progress securing supplemental federal funding from the state for projects with inflationary cost escalation.

11) Board Member Closing Remarks

Dave Bierschbach updated the Board on rock work being performed East of Leavenworth; the work should be completed by July 4, 2022. Mr. Bierschbach also introduced Kathy Murray as the [WSDOT] North Central Region Acting Planning Manager.

12) Executive Session Regarding the Performance of a Public Employee

At 10:10 a.m., [Chair] Mayor Jerrilea Crawford noted Item 12 on the board meeting agenda, "Executive Session Regarding the Performance of a Public Employee." Chair Crawford accepted a consensus by the board to move into an Executive Session pursuant to RCW 42.30.110 (g) to discuss the performance of a public employee; she stated to the Clerk that the session would not exceed 20 minutes and adjourned to the closed session.


At 10:30 a.m., Chair Crawford announced a move back into regular session.

Upon a motion by Kevin Overbay, seconded by Kyle Steinburg, the Board unanimously approved a 6% COLA increase for the CDTC Executive Director including a 5% merit increase with flexibility to be taken as any equivalent combination of increased salary and/or increased paid leave.

13) Adjournment

CDTC Board Chair, Mayor Jerrilea Crawford adjourned the meeting at 10:39 a.m.

MINUTES APPROVED: July 14, 2022



Mayor Jerrilea Crawford, City of East Wenatchee
2022 Chair of the Board

ATTEST: 

Jeff Wilkens, CDTC Executive Director

TITLE VI NOTICE TO THE PUBLIC: The Chelan-Douglas Transportation Council (CDTC) hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which CDTC receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with CDTC. Any such complaint must be in writing and filed with CDTC's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discrimination Complaint Form, please call (509) 663-9059.