

Chelan-Douglas Transportation Council (CDTC)

Meeting convened remotely via Zoom

MEETING MINUTES | MARCH 11, 2021

GOVERNING BOARD MEMBERS PRESENT:

Randy Agnew, City of Rock Island
Jerrilea Crawford, City of East Wenatchee
Jim Fletcher, City of Cashmere
Kevin Overbay, Chelan County

JC Baldwin, Regional Port Authority
Richard DeRock, Link Transit
Frank Kuntz, City of Wenatchee
Dave Bierschbach, WSDOT - NCR

STAFF & EX-OFFICIO MEMBERS PRESENT:

Jeff Wilkens, Executive Director
Chad Daggett, Clerk of the Board
Carl Florea, City of Leavenworth

Riley Shewak, Transportation Planner
Janet Conklin, City of Bridgeport
Bob Goedde, City of Chelan

GUESTS PRESENT:

Cindy Gilbreth, WA State Auditor's Office

Julie Norton, Ogden Murphy Wallace

In order to comply with the [Governor's Proclamation 20-28.4](#) and all respective Amendments, meeting participation was through remote access. Board members, Ex-Officio Members and Guests were given a link for Zoom video conferencing and Zoom generated telephone numbers were distributed to the public with the draft agenda/board meeting public notice; the public was able to listen to the meeting telephonically. No public comments were received.

1) Call to Order & Introductions

Upon a quorum, the meeting was called to order via video conference at 9:01 a.m. by CDTC Chair, Randy Agnew. Jeff Wilkens introduced Cindy Gilbreth from the Washington State Auditor's Office.

2) Approval of Consent Agenda

- March 11, 2021 Draft Meeting Agenda
- February 11, 2021 Draft Meeting Minutes
- Monthly Financial Reports (*through January 2021*)
- February 2021 Payroll: \$30,912.44
- Checks numbered 00345070 – 00345079 in the amount of \$8,525.84 for Feb. 2021 vouchers

Upon a motion by Frank Kuntz, seconded by Kevin Overbay, the Board unanimously approved the consent agenda as presented. Motion carried.

3) Washington State Auditor – CDTC Audit Results

Assistant Washington State Auditor, Cindy Gilbreth, presented an Exit Conference Report (on file) to the Board for the triennial accountability audit performed during the months of December 2020 and January/February 2021. The Auditor examined areas representing the highest risk of fraud, loss, abuse, or non-compliance. Ms. Gilbreth stated CDTC had a very clean audit, and all documents were provided in a timely manner. Audit results are released within two weeks of audit completion and can be found at: www.sao.wa.gov. The next scheduled audit will be conducted in 2023.

4) Discussion on Unified Planning Work Program (UPWP) Emphasis Areas

Jeff Wilkens provided the Board with draft emphasis areas for the upcoming fiscal year's budget and work program. The Board discussed and provided direction on the following topics: SR 28 Study, South Wenatchee Bicycle Connectivity Study, Formal Bikeways Master Plan, and a regionwide study regarding electric vehicle charging location opportunities.

5) Status Report on CDTC Interlocal Agreement Addendum

CDTC attorney, Julie Norton, updated the Board on the proposed First Amendment to the Chelan-Douglas Transportation Council Governance Agreement; the Colville Confederated Tribes' legal counsel reviewed and approved the First Amendment draft. Ms. Norton recommended adoption of the First Amendment.

Upon a motion by Frank Kuntz, seconded by Jim Fletcher, the Board unanimously adopted the First Amendment to the Chelan-Douglas Transportation Council Governance Agreement. Motion carried.

Ms. Norton was asked to compose a memo regarding the First Amendment; the memo along with a signature sheet shall be sent to all members for approval by their respective Councils, Commissions or Boards.

6) Update to 2021 Legislative Priorities

Jeff Wilkens reviewed recommended updates to CDTC's state budget transportation priorities as well as Federal Infrastructure Priorities. The Board entered discussion. Upon a motion by Frank Kuntz, seconded by Kevin Overbay, the board agreed with the updates as presented.

7) Legislative Update

Jeff Wilkens included the update in Agenda Item 6.

8) Director's Report

Jeff Wilkens updated the Board on the following:

- No Board meeting in April – the CDTC Executive Committee will meet to review the FY 2022 budget.
- Office of Management and Budget (OMB)/Census Bureau changes to urban definitions. By consensus, the Board approved a letter submission to the OMB.
- SR 28 Transportation Study commenced with a stakeholder kickoff meeting scheduled for March 24, 2021 via Microsoft Teams.

9) Member Roundtable – Transportation Updates

Board members gave a brief update on their ongoing transportation project(s).

10) Adjournment

With no new business to conduct, Chair Randy Agnew adjourned the meeting at 10:59 a.m.

MINUTES APPROVED: May 13, 2021


RANDY AGNEW | 2021 Board Chair

ATTEST: 
JEFF WILKENS | Executive Director

TITLE VI AND AMERICANS WITH DISABILITIES ACT (ADA) NOTICE TO PUBLIC: Chelan-Douglas Transportation Council (CDTC) assures that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any federally funded programs and activities. All meeting sites are accessible to persons with disabilities. Accommodations for people with disabilities can be arranged with advance notice. Any person, who believes his/her Title VI protection has been violated, may file a complaint with the CDTC Title VI Coordinator at: (509) 663-9059.