

Chelan-Douglas Transportation Council (CDTC)

MEETING CONVENED AT THE:
Port of Chelan County
238 Olds Station Road #A, Wenatchee, WA 98801

MAY 9, 2019 MEETING MINUTES

GOVERNING BOARD MEMBERS PRESENT:

JC Baldwin, Port of Chelan County (Chair)
Kyle Steinburg, Douglas County
Frank Kuntz, City of Wenatchee
Richard DeRock, LINK Transit
Mark Spurgeon, Port of Douglas County

Cheryl Farivar, City of Leavenworth
Kevin Overbay, Chelan County
Randy Agnew, City of Rock Island
Steve Lacy, City of East Wenatchee
Dave Bierschbach, WSDOT-NC

STAFF PRESENT:

Jeff Wilkens, Executive Director

Chad Daggett, Clerk of the Board

GUESTS PRESENT:

Keith Goehner, State Representative
Mark Botello, City of Entiat
Christine Johnson, Aging & Adult Care
Paul Mahre, WSDOT-NC
Eric Pierson, Chelan County
Jerrilea Crawford, Chamber of Commerce
Steve King, City of Wenatchee
Allison Zimmerman, Perteet
Gary Owen, City of Wenatchee

Brandt Cappell, Office of Rep. Keith Goehner
Jim Fletcher, City of Cashmere
Tom Wachholder, City of East Wenatchee
John Davies, KPG Interdisciplinary Design
Nick Manzano, WSDOT-NC
Rob Jammerman, City of Wenatchee
Allison Williams, City of Wenatchee
Jennifer Lange, Douglas County
Josh Fedora, KPG Interdisciplinary Design

1) Call to Order / Introductions / Review Agenda

The meeting was called to order at 9:01 a.m. by CDTC Board Chair, JC Baldwin; quorum was met. Introductions from board members, staff, and guests were made around the room.

2) Approval of Consent Agenda

- May 9, 2019 Draft Meeting Agenda

- March 14, 2019 Draft Meeting Minutes
- Monthly Financial Reports (*through March 2019*)
- March 2019 Payroll in the amount of: \$36,895.03
- April 2019 Payroll in the amount of: \$28,291.29
- Checks numbered 00325480 – 00325490 in the amount of \$19,399.23 for March 2019 invoices; and checks numbered 00326363 – 00326373 in the amount of \$34,584.96 for April 2019 invoices

Upon a motion by Mark Spurgeon, seconded by Cheryl Farivar, the Board unanimously approved the consent agenda as presented. Motion carried.

3) Open Public Comment Period

No public comments were presented/received.

4) Surface Transportation Block Grant (STBG) Supplemental Funding

Jeff Wilkens provided a staff report (on file) to the Board explaining the City of Entiat's request for a STBG funding supplement not to exceed \$35,000 for the Cammack/Olin Sidewalk Project.

Upon a motion by Frank Kuntz, seconded by Cheryl Farivar, the Board unanimously approved awarding supplemental STBG federal funds in an amount not to exceed \$35,000. Motion carried.

An award letter from CDTC shall be sent to the City of Entiat following the board meeting.

5) North Wenatchee Avenue Presentation

City of Wenatchee's Gary Owen and consultants Josh Fedora and John Davies of KPG Interdisciplinary Design presented the Board an update on the North Wenatchee Avenue Pre-Design project.

6) Legislative Updates

- State Representative Keith Goehner gave the Board an update on the 2019 Legislative Session.
- Jeff Wilkens explained HB 1584 which takes effect August 1, 2019 and requires RTPOs to provide a reasonable opportunity for voting membership to federally recognized tribes that hold reservation or trust lands within the planning area of the regional transportation planning organization. By consensus, the Board is interested in sending a letter of invitation of RTPO voting membership to the Colville Tribe at an appropriate time, pending further discussion.

7) Preliminary FY 2020 Budget & Work Program Review

Jeff Wilkens presented the board with a preliminary budget and work program report (UPWP) for the upcoming fiscal year 2020. Mr. Wilkens stated that the UPWP is developed in a format required by state and federal granting agencies. He explained that input from the board during the March meeting was used to prepare the draft UPWP which will take effect July 1, 2019. Final versions of the work program and budget are scheduled for board approval in June 2019. Mr. Wilkens mentioned that state and federal agency personnel met with CDTC staff on Tuesday, May 7, 2019 to review and discuss the draft work

program. The board had no changes to the preliminary fiscal year 2020 budget and work program that was presented.

8) CDTC Legal Counsel Request For Proposals (RFP)

Jeff Wilkens presented to the Board a draft RFP for Legal Counsel to replace CDTC's long-time attorney, Brian Huber, who was appointed in March 2019 to judgeship in Douglas County Superior Court.

Upon a motion by Frank Kuntz, seconded by Steve Lacy, the Board unanimously authorized CDTC Chair JC Baldwin, in coordination with the CDTC Executive Committee, to solicit proposals, negotiate terms and select an attorney to represent CDTC. Motion carried.

9) Director's Report

Jeff Wilkens updated the Board on the following:

- Riley Shewak from Salt Lake City, Utah has been hired as the new CDTC Associate Transportation Planner; his first day will be July 1, 2019.
- An open house for the Lake Chelan Valley Bike Plan was held on May 8, 2019 in Manson, WA.
- A second Advisory Committee meeting for the US 2 Upper Wenatchee Valley Corridor Study was recently held in Leavenworth, WA.

10) Member Roundtable

Madam Chair invited Douglas County Port Director Lisa Parks and Chelan County Port Director Jim Kuntz to the table. Ms. Parks and Mr. Kuntz presented to the Board a current discussion regarding a merger of the two Ports potentially named the "Chelan-Douglas Regional Port Authority." The two Port directors are presenting to numerous agencies and organizations in Chelan and Douglas Counties to present the concept and solicit feedback. The merge is expected to take place by the end of 2019.

Afterward, each board member gave a brief update on their ongoing transportation projects.

11) Executive Session Regarding the Performance of a Public Employee & Adjournment


Madam Chair noted Item 11 on the board meeting agenda, "Executive Session Regarding the Performance of a Public Employee."

By consensus, the Board unanimously approved to move into an Executive Session pursuant to RCW 42.30.110 (g) to discuss the performance of a public employee.

Madam Chair stated the Executive Session would last approximately 10 minutes. With no new business, she adjourned the meeting at 10:51 a.m. in addition to adjourning the Board to a separate meeting room.

At 11:02 a.m., the CDTC Executive Committee returned to the board room. Madam Chair stated that the Board is satisfied with Mr. Wilkens' performance over the past year; however, the Board would like to see increased outreach to member agencies and service clubs throughout the year to raise awareness of CDTC's role and activities.

MINUTES APPROVED: June 13, 2019


JC BALDWIN
2019 Chair of the Board

ATTEST 
JEFF WILKENS
Executive Director

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