

Chelan-Douglas Transportation Council (CDTC)

37 S. Wenatchee Avenue, Suite C · Wenatchee, WA 98801

MEETING MINUTES | NOVEMBER 10, 2022

GOVERNING BOARD MEMBERS PRESENT:

Randy Agnew, City of Rock Island
Jerrilea Crawford, City of East Wenatchee
Kevin Overbay, Chelan County
Mike Poirier, City of Wenatchee
Kyle Steinburg, Douglas County (*Absent*)

JC Baldwin, CDRPA
Jim Fletcher, City of Cashmere
Richard Palmer, Colville Tribes
Dave Bierschbach, WSDOT-NCR
Nick Covey, Link Transit (*for Richard DeRock*)

STAFF & EX-OFFICIO MEMBERS PRESENT:

Jeff Wilkens, CDTC Executive Director
Riley Shewak, CDTC Transportation Planner
Bob Goedde, City of Chelan

Chad Daggett, CDTC Board Clerk
Jill Thompson, Town of Waterville
Doug Brown, City of Entiat (*for Mike Buckingham*)

GUESTS PRESENT:

Ruby Gaston, Office of US Rep. Kim Schrier
Gary Owen, City of Wenatchee
Aaron Simmons, Douglas County
Josh Patrick, Chelan County
Jenn Saugen, Perteet
Terra Sokol, KPQ News Radio
Mat Lyons, TREAD
Shiloh Burgess, Douglas PUD
Aren Murcar, SCJ Alliance

Christine Johnson, Aging & Adult Care
Kate Tollefson, WSDOT-NCR
Rob Jammerman, City of Wenatchee
Cassidy Cue, East Wenatchee Resident
Steve Wilkinson, Wenatchee Chamber
Chris Keifenheim, WSDOT-NCR
Emma Honeycutt, City of Wenatchee
Mark Spurgeon, CDRPA
Dan Ireland, SCJ Alliance

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 9:01 a.m. by CDTC Board Chair, Mayor Jerrilea Crawford; a board member roll call was given by the Clerk.

2) Open Public Comment Period

One comment from East Wenatchee resident, Cassidy Cue, was received by the Board Clerk via email on November 8, 2022. The comment was forwarded by the Clerk to all CDTC board members. The public comment was also printed and given to each board member prior to the board meeting. Chair Jerrilea Crawford announced the comment, but the Board had no response.

3) Approval of Consent Agenda

- November 10, 2022 Draft Meeting Agenda
- October 13, 2022 Draft Meeting Minutes
- Monthly Financial Reports (*through September 2022*)
- October Payroll: \$33,741.30
- October Vouchers: 00362202-00362213 in the amount of \$6,220.86 (*payable in November*)
- Bicycle Wayfinding Plan Update

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

4) Annual CDTC Board Officer Elections

Jeff Wilkens explained [from CDTC Bylaws] that the “officers” of CDTC are Chair and Vice-Chair. The office of Vice-Chair automatically rotates to the office of Chair annually upon the next calendar year. The Chair/Vice-Chair designations are a one-year term; ex-officio members cannot serve as officers.

2022 Vice-Chair Kevin Overbay accepted chairmanship for 2023.

Chair Jerrilea Crawford then opened the floor for 2023 Vice-Chair nominations. Jim Fletcher was nominated. There were no other nominations.

Upon a motion by JC Baldwin, seconded by Mike Poirier, the Board unanimously voted Kevin Overbay as the 2023 Chair and Jim Fletcher as Vice-Chair. Motion Carried.

5) Adoption of the 2023-26 Coordinated Mobility Plan Update (Resolution 4-2022)

Chad Daggett presented the final draft of the 2023-26 Coordinated Mobility Plan update to the Board. He explained that the Plan documents unmet human services transportation needs and serves as the basis of eligibility for biennial consolidated grant applications through the Washington State Department of Transportation (WSDOT). In addition, he noted there was a 20-day public comment period after the Board’s review of the draft Plan in September; zero comments were submitted. The Board had no questions or concerns and moved to adopt the Resolution.

Upon a motion by JC Baldwin, seconded by Randy Agnew, the Board unanimously adopted Resolution 4-2022: Resolution to Adopt the 2023-26 Coordinated Mobility Plan Update. Motion carried.

6) Approve Priority Ranking of Local Projects for WSDOT Consolidated Grants

Chad Daggett provided the Board a staff report (on file) explaining how WSDOT’s Consolidated Grant application process works and how the funding awards are partially based on rankings by the respective Regional Transportation Planning Organization. In the staff report, Mr. Daggett provided the background of the Consolidated Grants, how the ranking process works, and the applications that were received during this biennium.

Mr. Daggett explained that during the current grant cycle, four applications in the Chelan-Douglas region were received – all from Link Transit. The projects are as follows:

Link Transit Project Title (Consolidated Grant Application)	Amount
Continuation of Mobility Management Program	\$452,000
Continuation of Commuter Routes	\$2,850,000
Transportation Reimbursement Intercommunity Program (TRIP-Link)	\$142,500
Continuation of Upper Valley Demand Response	\$218,500

As explained in the staff report, because there were only four projects to prioritize, the CDTC Board could assign an “A” ranking to all four projects. The Board had no questions or concerns.

Upon a motion by Mike Poirier, seconded by JC Baldwin, the Board unanimously approved an “A” ranking to all four of Link Transit’s projects as referenced above. Motion carried.

Chair Jerrilea Crawford dismissed herself because of a prescheduled appointment and turned the meeting over to Vice-Chair Kevin Overbay.

7) Updates & Discussion Items

- a) Reserve Fund Policy: Jeff Wilkens presented a recommendation that a reserve fund policy be set at fifty percent of a typical annual budget for salaries and operations, not including costs for external contracts to conduct special studies. The proposed basis for this as a minimum cash fund balance is to have adequate operating cash during potential interruptions to state or federal operating grants, or to have sufficient cash to manage an orderly shutdown in the event CDTC ceases to continue as a public entity. Following discussion, the board informally indicated support for establishing a policy based on these principles. Staff will return at a future meeting with a draft policy for approval.
- b) Potential Restructure of CDTC Employee Job Classifications: Mr. Wilkens passed around a sheet to board members with suggested CDTC staff job title updates and opened the floor for discussion. Mike Poirier asked Mr. Wilkens to bring back to the board salary information along with complete job descriptions.
- c) Intercity Trails Planning: Mr. Wilkens distributed a sheet (on file) titled “Regional Trails/Large Grant Funding Initiative.” Mr. Wilkens discussed with the Board a Trails Leadership Committee Charter and a proposed leadership committee. The Board was in favor of the outline and by consensus, gave staff approval to move forward with the formation of the committee.
- d) Electric Vehicle Coordination: Continued from the October meeting, the Board discussed the matter further with an outline (on file) created by staff. The concept to be considered was an “EV Coordinating Committee” which would be a standing committee with informal structure and open participation.

8) Legislative Updates

There were no issues to discuss.

9) Director’s Report

Jeff Wilkens reported that the biennial STP/TAP call-for-projects will most likely be in February (or March at the latest).


10) Board Member Closing Remarks

Board members were given the opportunity to give closing remarks. Dave Bierschbach stated that he signed an emergency declaration for immediate repair of ongoing settlement problems below the roadway on the SR 28 Bypass in East Wenatchee. Mr. Bierschbach said the stormwater pipe needed immediate attention because the pipe had failed for some reason and had been infiltrating the roadbed and creating large voids. He said there would be no access to the southbound SR 28 bypass in front of Fred Meyer during construction and detours would be created appropriately. The emergency construction is expected to last no more than 10 days.

11) Adjournment

CDTC Vice-Chair Commissioner Kevin Overbay adjourned the meeting at 10:08 a.m.

MINUTES APPROVED: December 8, 2022

 (FOR MAYA CRAWFORD)

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.