

Chelan-Douglas Transportation Council (CDTC)

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

MEETING MINUTES | APRIL 13, 2023

GOVERNING BOARD MEMBERS PRESENT:

Randy Agnew, City of Rock Island
Dave Bierschbach, WSDOT-NCR
Richard DeRock, Link Transit
Kevin Overbay, Chelan County
Mike Poirier, City of Wenatchee

JC Baldwin, CDRPA
Jerrilea Crawford, City of East Wenatchee
Jim Fletcher, City of Cashmere
Richard Palmer, Colville Tribes
Kyle Steinburg, Douglas County

STAFF & EX-OFFICIO MEMBERS PRESENT:

Jeff Wilkens, CDTC Executive Director
Riley Shewak, CDTC Transportation Planner
Jill Thompson, Town of Waterville
Doug Brown, City of Entiat *(for Mike Buckingham)*

Chad Daggett, CDTC Board Clerk
Ryan McGrew, CDTC Planning/Data Analyst
Bob Goedde, City of Chelan
Carl Florea, City of Leavenworth

GUESTS PRESENT:

Garren Melton, City of East Wenatchee
Christine Johnson Aging & Adult Care
Christina Barone, Link Transit
Ruby Gaston, Office of US Rep. Kim Schrier

Aaron Simmons, Douglas County
Emma Honeycutt, City of Wenatchee
Marc Straub, Douglas County
Josh Patrick, Chelan County

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, Commissioner Kevin Overbay.

2) Open Public Comment Period

No public comments were received or heard.

3) Approval of Consent Agenda

- April 13, 2023 Draft Meeting Agenda
- February 9, 2023 Draft Meeting Minutes
- Monthly Financial Reports *(through February 2023)*
- February 2023 Payroll: \$34,267.03; March 2023 Payroll: \$41,536.60
- February 2023 Vouchers: 00365110-00365119 in the amount of \$33,411.20 *(payable in March)*

- March 2023 Vouchers: 00365978-00365989 in the amount of \$12,407.33 (*payable in April*)

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

4) FY 2023 Budget & Work Program Amendment #3

Jeff Wilkens presented a staff report (on file) regarding Amendment #3 to the FY 2023 Budget & Work Program. Mr. Wilkens noted that WSDOT notified regional planning agencies that \$90,000 of additional end-of-biennium Regional Transportation Planning Organization funds were available. CDTC prepared a request for funding to purchase two new traffic counters totaling \$21,800. Mr. Wilkens proposed Amendment #3 to section 2.2 of the FY 2023 Unified Planning Work Program to purchase two (2) new portable traffic counters, replacing current aging units. The proposed Amendment adds \$20,800 to the current budget, increasing the total FY 2023 budgeted expenditures from \$861,222 to \$882,022. No questions or concerns were presented.

Upon a motion by Jerrilea Crawford, seconded by JC Baldwin, the Board unanimously approved the FY 2023 Budget & Work Program Amendment #3 as submitted. Motion carried.

5) Transportation Improvement Program (TIP) Amendment #4

Jeff Wilkens explained the CDTC policy requiring Board approval to add, modify or remove projects from the TIP. Mr. Wilkens outlined the amended Link Transit projects to the 2023-26 TIP in a staff report (on file). The Board had no questions or concerns.

Upon a motion by Jim Fletcher, seconded by Jerrilea Crawford, the Board approved Amendment #4 to the 2023-26 Transportation Improvement Program as submitted; Richard DeRock abstained. Motion carried.

6) Retroactive Approval of 2023 Call-For-Projects

Jeff Wilkens presented a detailed staff report (on file) explaining the release of the 2023 call-for-projects in March 2023 even though the board meeting had been cancelled that month. He explained that changes to the call-for-projects can be made retroactively, based on this final review of the policies and terms outlined in the announcement of the funding opportunity.

Chair Overbay recommended revising the second line of the second paragraph of the “Policy for Rescinding Funds” section in the Notice of Funding Availability document to say:

*If such commitment is not demonstrated through timely initiation of project development activities, **CDTC will, with board action, automatically rescind the federal funds and remove the project from the Statewide Transportation Improvement Program.** Rescinded federal funds will return to the balance of funds available for a future cycle of allocations to new projects. The agency will be independently responsible for any reimbursement of previously expended federal funds that may be required by the Federal Highway Administration.*

Upon a motion by Richard DeRock, seconded by JC Baldwin, the Board unanimously approved moving forward with the 2023 Call-For-Projects for federal funds with the revised wording recommended by Chair Overbay. Motion carried.

7) Authorize Contract with Consultant for Columbia River Crossing Study

Jeff Wilkens presented a staff report (on file) explaining that CDTC staff has completed negotiations on a final Scope of Work and Fee with consultant KPFF and is now ready to execute a contract with the firm. The Columbia River Crossing Study will result in a feasibility evaluation of four uniquely different potential bridge locations, including information on costs, benefits for transportation, land use and economic development, and potential challenges. The information received through the study will allow CDTC to determine if and how to proceed with the third bridge option upon developing the Regional Transportation Plan Update.

Upon a motion by Jerrilea Crawford, seconded by JC Baldwin, the Board unanimously approved authorization to the CDTC Executive Director to execute a contract with KPFF for the Columbia River Crossing Study at a cost not to exceed \$256,604. Motion carried.

8) Regional Transportation Plan Update

Riley Shewak gave a presentation regarding population growth and residential development assumptions for the traffic forecasting model. The Board entered discussion at various times; no action was taken.

9) Legislative Updates

Jeff Wilkens stated that SB 5001 passed on April 12, 2023.

10) Director’s Report

Jeff Wilkens updated the Board on the Pathways Leadership Committee meetings. The meetings have been successful; however, they are currently on hold until more information is gathered from the Link Transit Board of Directors meeting later in April.

11) Board Member Closing Remarks / Roundtable

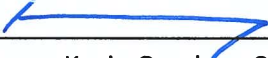
Chair Overbay called upon board member and WSDOT Region Administrator, Dave Bierschbach, to give a road construction update. The following updates are also located on the WSDOT [website](#):

- New US 2/US 97 Easy Street Roundabout, construction begins April 5, 2023, completion June 2023; a large art sculpture will be in the center of the roundabout.
- New White Trail Roundabout, under construction with completion June 2023
- Wenatchee to Cashmere highway repavement project on Westbound side, begins Spring 2023
- Leavenworth Big Y to Blewett Pass repavement project, completion by end of May 2023
- East Wenatchee 9th Street – 23rd Street maintenance overlay, begins June 2023

12) Adjournment

CDTC Chair, Kevin Overbay adjourned the meeting at 10:43 a.m.

MINUTES APPROVED: May 11, 2023



Commissioner Kevin Overbay, Chelan County
2023 Chair of the Board

ATTEST: 

Jeff Wilkens, CDTC Executive Director