

Chelan-Douglas Transportation Council (CDTC)

MEETING CONVENED AT THE:
Confluence Technology Center
285 Technology Center Way, Wenatchee, WA 98801

JANUARY 9, 2020 MEETING MINUTES

GOVERNING BOARD MEMBERS PRESENT:

Board Chair: Kyle Steinburg, Douglas County
Randy Agnew, City of Rock Island
Dave Bierschbach, WSDOT-NCR
Jim Fletcher, City of Cashmere
Kevin Overbay, Chelan County

JC Baldwin, Regional Port Authority
Jerrilea Crawford, City of East Wenatchee
Richard DeRock, Link Transit
Frank Kuntz, City of Wenatchee

STAFF PRESENT:

Jeff Wilkens, Executive Director

Chad Daggett, Clerk of the Board
Riley Shewak, Transportation Planner

GUESTS PRESENT:

Christine Johnson, Aging & Adult Care
Aaron Simmons, Douglas County
Mark Botello, City of Entiat
Kelli Scott, U.S. Rep. Kim Schrier's Office
Tyler Mackay, Waste Management
Rob Jammerman, City of Wenatchee
Josh Fedora, KPG Interdisciplinary Design
Jill Thompson, Town of Waterville

Tom Wachholder, City of East Wenatchee
Michael Buckingham, City of Entiat
Nick Manzano, WSDOT-NCR
Steve King, City of Wenatchee
Marc Straub, Douglas County
Eric Pierson, Chelan County
Bob Goedde, City of Chelan
Travis Hornby, City of Wenatchee

1) Call to Order / Introductions / Review Agenda

The meeting was called to order at 8:59 a.m. by CDTC Board Chair, Kyle Steinburg; quorum was met. Introductions from board members, staff, and guests were made around the room.

2) Approval of Consent Agenda

- January 9, 2020 Draft Meeting Agenda
- November 14, 2019 Draft Meeting Minutes
- Monthly Financial Reports (*through November 2019*)
- November 2019 Payroll: \$36,758.36 and December 2019 Payroll: \$36,839.59
- Checks numbered 00332991 – 00333000 in the amount of \$10,339.45 for Nov. 2019 invoices; and Checks numbered 00333729 – 00333740 in the amount of \$26,262.15 for Dec. 2019 invoices

Upon a motion by Frank Kuntz, seconded by Kevin Overbay, 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 1-2020: Establishing a Recognition Policy

Resolution 1-2020: *Establishing a Recognition Policy* was presented to the board. Jeff Wilkens explained that following a previous recognition of outgoing board members, CDTC's Chad Daggett undertook a review of existing CDTC budgetary policies and, in consultation with peers within the Washington Municipal Clerk's Association, determined that CDTC should have a policy authorizing and clearly defining the limitation of a dollar value for future CDTC board and/or CDTC ad hoc committee recognition(s).

Upon a motion by Frank Kuntz, seconded by JC Baldwin, the Board unanimously approved and adopted Resolution 1-2020: Establishing a Recognition Policy for the Chelan-Douglas Transportation Council. Motion carried.

5) Funding Increase for Consultant Agreement: "US 2 Upper Wenatchee Valley Transportation Study"

Jeff Wilkens updated the board on the US 2 Upper Wenatchee Valley Transportation Study project. He explained that the project is nearing completion with a forthcoming community engagement in February, 2020. Mr. Wilkens said that due to the engineering complexity of recommended highway corridor improvements that have limited the range of options and recommendations, the project team identified the need for this final/additional round of public engagement. The said work expands the original Scope of Work and requires a cost increase of \$10,163. Mr. Wilkens further explained that the City of Leavenworth agreed to provide additional funds for the supplement and arrangements were in place for CDTC to be reimbursed by the City of Leavenworth for the extra work. He said the supplement has no budgetary impact to CDTC but amending the project Consultant Agreement required board authorization.

Upon a motion by Frank Kuntz, seconded by Kevin Overbay, the Board unanimously approved the Supplement to Agreement CDTC 2018-01, providing an increase of \$10,163 to the total US 2 Upper Wenatchee Valley Transportation Study project budget. Motion carried.

6) SR 28 Corridor Study: Update on Scope, Schedule & Funding

Jeff Wilkens explained to the Board that there is a change from the prior board meeting discussion in November 2019 regarding the assumption that WSDOT could contribute funding and partner with CDTC to begin an SR 28 Corridor Study. Mr. Wilkens stated that because of WSDOT's current spending freeze, CDTC would need to consider proceeding within the limitations of its own resources. He recommended going forward with the SR 28 Corridor Study as soon as the US 2 Upper Wenatchee Valley Transportation Study is complete in March or April 2020. With Mr. Wilkens' recommendation, CDTC's \$100k budget would require a more targeted reliance on Consultants with heavier use of agency staff.

7) Preview Annual Roadway Safety Report & Crash Reduction Targets

Jeff Wilkens stated that the United States Department of Transportation requires that CDTC track data on several different performance measures, set attainment targets, and then report the results. A major annual performance measure is "safety." Mr. Wilkens explained that from the beginning, CDTC has aligned with the State's methodology and targets for safety, built around the "Target Zero" policy of eliminating fatalities. Mr. Wilkens said the information presented was for discussion and the Board would be asked to approve and adopt the annual safety targets at the February 13, 2020 board meeting.

8) Legislative Updates

Jeff Wilkens updated the Board on the following legislative items:

- Session begins January 13, 2020; Mr. Wilkens will keep abreast of the session in order to understand how CDTC can protect its interests and better understand where the I-976 cuts will fall.
- All three of the 12th District Legislators fully understand CDTC's position for the 2020 Session; no budget requests, and CDTC's focus on a potential revenue package in 2021.
- The City of Sultan is spearheading an effort to build a cross-cascades coalition to improve US 2; Mr. Wilkens stated to the City that it was in CDTC's best interest to not make a budget request during this session but would consider participating if the Coalition moves forward.

9) Director's Report

- Jeff Wilkens met with the newly elected mayors from Chelan, Entiat, Waterville, Leavenworth, Cashmere, and East Wenatchee to give an orientation of CDTC.
- Mr. Wilkens informed the Board that the CDTC office lease will expire Oct. 31, 2020 and will soon be seeking direction from the Board on whether to explore a new office location or to negotiate a new lease in the current office location.

10) Member Roundtable

Each board member gave a brief update of their ongoing transportation project(s).

11) New Business / Adjournment

With no new business to conduct, and upon a motion by Kevin Overbay, seconded by Richard DeRock, Chair Kyle Steinburg adjourned the meeting at 10:18 a.m.

MINUTES APPROVED: February 13, 2020



KYLE STEINBURG
2020 Board Chair

ATTEST: 

JEFF WILKENS
Executive Director

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