

Chelan-Douglas Transportation Council (CDTC)

Meeting convened remotely via Zoom

MEETING MINUTES | JANUARY 14, 2021

GOVERNING BOARD MEMBERS PRESENT:

Board Chair: Randy Agnew, City of Rock Island
Jerrilea Crawford, City of East Wenatchee
Jim Fletcher, City of Cashmere
Kevin Overbay, Chelan County
Marc Straub, Douglas County (*for Kyle Steinburg*)

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

STAFF PRESENT:

Jeff Wilkens, Executive Director

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

In order to comply with the [Governor's Proclamation 20-28.4](#) and all respective Amendments, meeting participation was through remote access. Board members 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

The meeting was called to order via video conference at 9:00 a.m. by CDTC Chair, Randy Agnew; quorum was met.

2) Approval of Consent Agenda

- January 14, 2021 Draft Meeting Agenda
- December 10, 2020 Draft Meeting Minutes
- Monthly Financial Reports (*through November 2020*)
- December 2020 Payroll: \$30,912.47
- Checks numbered 00343602 – 00343613 in the amount of \$8,307.16 for Dec. 2020 vouchers

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

3) Authorize Agreement 2021-2 with Transpo Group (Travel Demand Modeling Services)

Jeff Wilkens briefly explained proposed on-call consultant agreement 2021-2 with Transpo Group for Travel Demand Modeling Services (staff report on file).

Upon a motion by Frank Kuntz, seconded by Jim Fletcher, the Board unanimously approved authorization to the CDTC Executive Director to enter into a contract for services with Transpo Group, or substitute highest-ranking firm, to provide travel demand modeling on-call services through June 2022.

4) Presentation of FY 2021 Mid-Year Financial Report

Jeff Wilkens updated the Board on the FY 2021 mid-year financial status. The Board had no concerns.

5) Presentation of Annual Transportation System Performance Report

Jeff Wilkens and Riley Shewak presented the Annual Transportation System Performance Report to the Board (report on file and on CDTC website).

6) Director's Report

Jeff Wilkens updated the Board on the following:

- Legislative budget briefing
- Senator Hawkins' SB 5000, Mr. Wilkens testified at hearing on Jan. 13, 2021
- The State Auditor is conducting CDTC's triennial audit; audit is halfway complete
- Mr. Wilkens is meeting with the Colville Confederated Tribes via Zoom on Jan. 20, 2021 regarding CDTC board membership
- The CDTC Bicycle Advisory Committee provided a letter of recommendation regarding East Wenatchee's 9th Street (letter on file).
- Update on the SR 28 Transportation Study; contract is expected to be fully executed by the end of January 2021.


7) Member Roundtable – Transportation Updates

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

8) New Business / Adjournment

With no new business to conduct Mr. Agnew adjourned the meeting at 9:55 a.m.

MINUTES APPROVED: February 11, 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.