

Chelan-Douglas Transportation Council (CDTC)

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

MEETING MINUTES | JUNE 8, 2023

GOVERNING BOARD MEMBERS PRESENT:

Randy Agnew, City of Rock Island
Dave Bierschbach, WSDOT-NCR
Richard DeRock, Link Transit (*Zoom*)
Kevin Overbay, Chelan County

JC Baldwin, CDRPA
Jerrilea Crawford, City of East Wenatchee
Jim Fletcher, City of Cashmere
Mike Poirier, City of Wenatchee

STAFF & EX-OFFICIO MEMBERS PRESENT:

Jeff Wilkens, CDTC Executive Director
Riley Shewak, CDTC Transportation Planner
Jill Thompson, Town of Waterville
Carl Florea, City of Leavenworth

Chad Daggett, CDTC Board Clerk
Ryan McGrew, CDTC Planning/Data Analyst
Bob Goedde, City of Chelan
Janet Conklin, City of Bridgeport (*Zoom*)

GUESTS PRESENT:

Aaron Simmons, Douglas County
Eric Pierson, Chelan County
Kate Tollefson, WSDOT
Steve Wilkinson, Chamber of Commerce
Karissa Witthuhn, KPG Psomas

Christine Johnson, Aging & Adult Care of CW
Shaun Darveshi, WSDOT-NCR
Mark Rattner, KPQ News
Emma Honeycutt, City of Wenatchee

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 9:02 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

- June 8, 2023 Draft Meeting Agenda
- May 11, 2023 Draft Meeting Minutes
- Monthly Financial Reports (*through April 2023*)
- April 2023 Payroll: \$42,353.57
- April 2023 Vouchers: 00367642-00367655

Chair Kevin Overbay amended the meeting agenda by moving Item 5 after the Executive Session (now Item 10.5), then added "Item 6.5 Carbon Reduction Program Discussion."

Upon a motion by Randy Agnew, seconded by JC Baldwin, the Board unanimously approved the amended consent agenda as presented. Motion carried.

4) Approval of Year-End Budget Amendment (FY 2023)

Jeff Wilkens presented a staff report (on file) that included the amended FY 2023 Budget. Mr. Wilkens explained that the majority of the expenses relate to adding a full-time staff position, and \$2,100 that covers the increase in medical benefits that was slightly higher than anticipated. The Board had no questions.

Upon a motion by JC Baldwin, seconded by Jerrilea Crawford, the Board unanimously approved to amend the FY 2023 budget by \$40,129 to cover additional expenditures as presented. Motion carried.

5) Proposed Fiscal Year 2024 Budget (now Item 10.5)

6) Regional Transportation Plan Update

Jeff Wilkens and Riley Shewak gave a presentation on the traffic forecast based on the Updated 2050 Growth Assumptions as well as the results of the recent Public Opinion Survey conducted by the Washington State University Social and Economic Sciences Research Center. Mr. Shewak presented a staff report along with updated maps (on file) stating that although the Board approved the regional growth assumptions in May, minor adjustments related to agricultural job growth assumptions were requested. The final revised job/household growth and allocation assumptions were illustrated in the maps within the staff report. Jeff Wilkens then gave the Board an overview of the Public Opinion Survey results. The Board entered discussion; no action was taken.

6.5) Carbon Reduction Program Discussion

Jeff Wilkens reminded the Board that a decision will be needed with regard to allocating a new category of federal funds called the "Carbon Reduction Program." Mr. Wilkens reviewed examples of how these funds could be programmed and requested that the Board be ready to consider a decision at the regularly scheduled [board] meeting on July 13, 2023.

7) Legislative Updates

Jeff Wilkens has a meeting scheduled for the week of June 12 to learn of any impacts on STBG funding in coming years. No other updates were available.

8) Director's Report

Jeff Wilkens updated the Board on the following items:

- The Columbia River Crossing study is underway; a project page has been created on the CDTC website.
- There has been ongoing work with City of Wenatchee, WSDOT, and Link Transit to finalize a design for the North Wenatchee Avenue Connecting Washington project. Mr. Wilkens will ask the City of Wenatchee to provide an informational presentation once it is finalized.
- Mr. Wilkens is meeting with Rep. Kim Schrier's office staff during the week of June 12, 2023 to review grant program requirements.
- CDTC has completed a Department of Retirement Systems audit; the exit conference is June 15, 2023 via Teams.
- CDTC has completed a WSDOT Public Transit Division Title VI audit; information was submitted on June 6, 2023.

9) Board Member Closing Remarks / Roundtable

Chair Kevin Overbay congratulated CDTC board member and WSDOT’s North Central Region Administrator, Dave Bierschbach, on his retirement effective June 30, 2023. Mr. Bierschbach was recognized for his excellence in public service and commended for his contributions to the CDTC board.

10) Executive Session

At 10:22 a.m., Chair Kevin Overbay called for a motion to move into an executive session pursuant to RCW 42.30.100 (g) to discuss the performance of a public employee; Chair Overbay stated the closed meeting was not expected to exceed 20 minutes.

Upon a motion by JC Baldwin, seconded by Dave Bierschbach, the Board unanimously agreed to enter an executive session. Motion carried.

Executive Session: 10:27 - 10:47 a.m. Chair Overbay extended the session an additional 20 minutes; the board clerk informed the public.

At 10:56 a.m., Chair Overbay announced the move back to regular session; he stated no action was taken during the executive session.

10.5) Approval of FY 2024 Budget

Jeff Wilkens presented a staff report (on file) regarding the proposed Fiscal Year (FY) 2024 Budget. Mr. Wilkens explained that the budget was prepared with direction from the CDTC Executive Committee and additional feedback from the Board in May 2023. The Board entered a brief discussion.

Upon calling for a motion to approve the FY 2024 Budget, Chair Overbay amended the proposed budget to include a one percent (1%) merit salary increase for the CDTC Executive Director effective July 1, 2023.

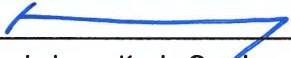
Randy Agnew made a motion, seconded by JC Baldwin, to approve the *amended* Fiscal Year 2024 Budget as presented. The board unanimously approved; motion carried.

11) Adjournment

Town of Waterville mayor and CDTC ex-officio board member, Jill Thompson, was saddened to announce that long-time (retired) Waterville mayor and CDTC ex-officio board member, Royal DeVaney, passed away on June 6, 2023 in Hayden, Idaho surrounded by his family. He was 93 years old.

Chair Kevin Overbay adjourned the meeting at 11:02 a.m.

MINUTES APPROVED: July 13, 2023



Commissioner Kevin Overbay, Chelan County
2023 Chair of the Board

ATTEST: 

Jeff Wilkens, CDTC Executive Director