

# Chelan-Douglas Transportation Council (CDTC)

## MEETING MINUTES | MARCH 10, 2022

### GOVERNING BOARD MEMBERS PRESENT:

---

Randy Agnew, City of Rock Island  
Jerrilea Crawford, City of East Wenatchee  
Jim Fletcher, City of Cashmere  
Richard Palmer, Colville Tribes  
Mark Spurgeon, CDRPA *(for JC Baldwin)*

Dave Bierschbach, WSDOT-NCR  
Richard DeRock, Link Transit  
Kevin Overbay, Chelan County  
Mike Poirier, City of Wenatchee  
Kyle Steinburg, Douglas County

### STAFF & EX-OFFICIO MEMBERS PRESENT:

---

Jeff Wilkens, Executive Director  
Riley Shewak, Transportation Planner  
Carl Florea, City of Leavenworth  
Janet Conklin, City of Bridgeport

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

### GUESTS PRESENT:

---

Rob Jammerman, City of Wenatchee  
Christine Johnson, Aging & Adult Care  
Christina Barone, Link Transit  
Eric Pierson, Chelan County  
Nick Covey, Link Transit  
Mark Botello, City of Entiat

Garren Melton, City of East Wenatchee  
Max Nelson, WSDOT-NCR  
Aaron Simmons, Douglas County  
Gary Owen, City of Wenatchee  
Eric Howe, RH2 Engineering  
Chris Keifenheim, WSDOT-NCR

*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 live stream.*

#### 1) Call to Order & Introductions

Upon a quorum, the meeting was called to order at 9:00 a.m. by CDTC Board Chair, Mayor Jerrilea Crawford; board member introductions were made around the room and virtually.

#### 2) Approval of Consent Agenda

- March 10, 2022 Draft Meeting Agenda
- February 10, 2022 Draft Meeting Minutes
- Monthly Financial Reports *(through January 2022)*
- February 2022 Payroll: \$31,257.90
- February 2022 Vouchers 355013-355022: \$16,622.11
- TIP Amendment #3

Jeff Wilkens requested the addition of Agenda Item 4.1: “Regional Bicycle Advisory Committee Discussion.”

Upon a motion by Richard DeRock, seconded by Kyle Steinburg, the Board unanimously approved the consent agenda as presented with the addition of Item 4.1. Motion carried.

### **3) Open Public Comment Period**

No public comments were received or heard.

### **4) CDTC Small Town/City Membership Proposal Discussion**

Jeff Wilkens opened the floor for further discussion regarding the Small Town/City Membership Proposal that was tabled for further consideration at the January 13, 2022 CDTC board meeting. A detailed staff report is on file from the January 13 meeting. The board entered discussion and, by consensus, the current rotating position that is self-determined by each county’s cohort of small city and town mayors shall remain in place with no changes. As always, the non-voting Ex-Officio CDTC Board Members are welcome to sit at the table during the board meetings.

#### **4.1) Regional Bicycle Advisory Committee (RBAC) Discussion**

Riley Shewak explained the evolution of the bike advisory committee over the last few years and proposed dissolving the current RBAC Charter and shift to an informal quarterly forum. The Board had no questions or concerns. Mr. Shewak shall compose a detailed staff report for the May 12, 2022 meeting with a requested motion.

### **5) FY 2023 Unified Planning Work Program (UPWP) Emphasis Areas**

Jeff Wilkens presented to the Board draft emphasis areas for the upcoming fiscal year budget and work program. Emphasis areas include:

- Regional Transportation Plan update
- Intercity Trails Plan
- Human Services Transportation Plan update

### **6) Discuss Public Engagement Plan for Regional Transportation Plan Update**

Riley Shewak gave the Board a brief presentation on the upcoming public engagement requirements for the Regional Transportation Plan update. In addition, a three-step handout (on file) titled, “Public Engagement for Regional Transportation Plan” was distributed. The Board entered discussion, no concerns.

### **7) Approval to Solicit Proposals for Contracted Services**

Jeff Wilkens explained to the Board that two items included in the fiscal year 2023 UPWP and Budget will require consultant assistance. Mr. Wilkens stated that the “on-call” consultant agreement will require Request for Proposals solicitation (further explanation is noted in the staff report). The second item shall be different in that CDTC staff desires to enter agreement with another public agency (Washington State University) in order to conduct a public opinion survey that shall be the cornerstone for the Regional Transportation Plan update. The Board had no concerns.

Upon a motion by Kyle Steinburg, seconded by Randy Agnew, the Board unanimously approved the CDTC Executive Director to initiate a consultant Request for Proposals solicitation for the FY 2023-24 “On-Call Traffic Modeling and Transportation Planning Services,” and to enter negotiations with Washington State University for an Interlocal Agreement to conduct a public opinion survey. Motion carried.

**8) Legislative Updates**

Jeff Wilkens gave the Board an update on current legislative updates which highlighted the Move Ahead Washington Capital Projects. The Board entered discussion.

**9) Director’s Report**

1. No board meeting in April; the CDTC Executive Committee will meet to review the FY 2023 budget.
2. Staff worked with member agencies to submit regional freight priorities that will compete for \$50 million in federal National Highway Freight Program funding the state will distribute. Projects:
  - \$813,000 for Enterprise/Nelpar Drive Rehabilitation – Douglas County
  - \$950,000 for Grant Road Preservation – East Wenatchee
  - \$1.2 million for 9<sup>th</sup> Street Improvements – Wenatchee
  - \$3.4 million for South Wenatchee Avenue Improvements: Kittitas to Ferry – Wenatchee

**10) Board Member Closing Remarks**

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

**11) Adjournment**

CDTC Board Chair, Mayor Jerrilea Crawford adjourned the meeting at 10:47 a.m.

**MINUTES APPROVED: May 12, 2022**

  
 \_\_\_\_\_  
 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.