

# Chelan-Douglas Transportation Council (CDTC)

## MEETING MINUTES | MAY 12, 2022

### GOVERNING BOARD MEMBERS PRESENT:

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

JC Baldwin, Regional Port Authority  
Jerrilea Crawford, City of East Wenatchee  
Jim Fletcher, City of Cashmere  
Richard Palmer, Colville Tribes (*Zoom*)  
Kyle Steinburg, Douglas County

### STAFF & EX-OFFICIO MEMBERS PRESENT:

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

Chad Daggett, Board Clerk  
Jill Thompson, Town of Waterville  
Bob Goedde, City of Chelan

### GUESTS PRESENT:

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Rob Jammerman, City of Wenatchee  
Christine Johnson, Aging & Adult Care  
Aaron Simmons, Douglas County  
Eric Pierson, Chelan County  
Nick Covey, Link Transit  
Paul Armentor, Local Resident

Garren Melton, City of East Wenatchee  
Max Nelson, WSDOT-NCR  
Emma Honeycutt, City of Wenatchee  
Gary Owen, City of Wenatchee  
Mark Botello, City of Entiat

*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

- May 12, 2022 Draft Meeting Agenda
- March 10, 2022 Draft Meeting Minutes
- Monthly Financial Reports (*through March 2022*)
- March 2022 Payroll: \$31,257.85 / April 2022 Payroll: \$31,184.31
- March Vouchers 00355656-00355665: \$14,085.61
- April Vouchers 00356824-80007459: \$34,162.80
- TIP Amendment #4

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

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

No public comments were received or heard.

### **4) Approval to Dissolve Regional Bicycle Advisory Committee Charter**

Riley Shewak presented the Board a staff report (on file) regarding the CDTC Regional Bicycle Advisory Committee (RBAC). Mr. Shewak stated that CDTC staff proposes dissolving the RBAC Charter, and in its place, create a quarterly informal forum that would allow local agency staff to solicit feedback and advice from the public related to bicycle transportation within the region.

Upon a motion by Richard DeRock, seconded by JC Baldwin, the Board unanimously approved dissolving the CDTC Regional Bicycle Advisory Committee Charter and begin new quarterly meetings as presented. Motion carried.

### **5) Presentation on Annual Regionwide Crash/Fatality Tracking**

Riley Shewak presented to the Board a tracking portal on the CDTC website. The portal shows annual regionwide crashes and fatalities on roadways. Brief discussion, no action taken.

### **6) Approval to Enter into Agreement with Washington State University (WSU) Social and Economic Sciences Research Center**

Jeff Wilkens presented a staff report (on file) regarding the referenced item in addition to a handout (on file) titled, "Draft Public Outreach Opinion Survey." Mr. Wilkens explained that during the March 2022 CDTC board meeting, staff presented a summary of the proposed public opinion survey that would be the cornerstone for community engagement for the Regional Transportation Plan update. Mr. Wilkens also presented a cost estimate from the WSU Social and Economic Sciences Research Center.

Staff requested a motion to authorize the CDTC Executive Director to enter into an agreement with the WSU Social and Economic Sciences Research Center to conduct the survey; however, after discussion, the Board paused authorization until a few survey questions were refined. The Board directed Mr. Wilkens to work with CDTC board members, Kyle Steinburg and JC Baldwin, to refine the survey questions and then present revisions at the June 2022 board meeting. No action was taken.

### **7) Preliminary FY 2023 Budget Review**

Jeff Wilkens presented the Board a preliminary budget for the upcoming fiscal year 2023. Mr. Wilkens stated that the CDTC Executive Committee reviewed the budget in April 2022. In addition, the state and federal agency personnel met virtually with CDTC staff on April 12, 2022 to review and discuss the draft work program.

The Board had no changes to the preliminary budget information presented; however, the Board appreciated the recommendation by the Executive Committee regarding a new CDTC Reserve Fund Policy. Mr. Wilkens shall draft a policy and have it ready for review at the June 2022 board meeting. The draft budget and work program will be finalized and presented to the Board for approval at the June meeting.

**8) Legislative Updates**

Jeff Wilkens gave the Board an update on current legislative updates which highlighted the following:

- The legislature is preparing to update the agreement used to determine how much of the Washington allocation of federal money is committed to local government vs. WSDOT
- The Complete Streets Bill passed during the last session; applies to WSDOT projects on urban highways.

**9) Director’s Report**

Mr. Wilkens updated the Board on the following:

- CDTC may need a year-end budget amendment due to the unexpected office copier replacement.
  - The SR 28 Corridor Study is nearing completion; a presentation is scheduled for the June 2022 board meeting regarding the 4-lane cost estimate. In addition, a final presentation is scheduled for the July 2022 board meeting regarding the study findings.
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- Richard DeRock gave a brief presentation on the Regional Mobility Grant Application.


**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 11:09 a.m.

**MINUTES APPROVED: June 9, 2022**

  
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 Mayor Jerrilea Crawford, City of East Wenatchee  
 2022 Chair of the Board

ATTEST:   
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 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.