

# Chelan-Douglas Transportation Council (CDTC)

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

## MEETING MINUTES | MAY 11, 2023

### GOVERNING BOARD MEMBERS PRESENT:

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

JC Baldwin, CDRPA  
Jerrilea Crawford, City of East Wenatchee  
Jim Fletcher, City of Cashmere  
Richard Palmer, Colville Tribes

### STAFF & EX-OFFICIO MEMBERS PRESENT:

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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

### GUESTS PRESENT:

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Aaron Simmons, Douglas County  
Rob Jammerman, City of Wenatchee  
Ruby Gaston, Office of US Rep. Kim Schrier  
Eric Pierson, Chelan County  
Nick Covey, Link Transit  
Kate Tollefson, WSDOT  
Steve Wilkinson, Chamber of Commerce

Christine Johnson Aging & Adult Care  
Christina Barone, Link Transit  
Dan Ireland, SCJ Alliance  
Jake Youngren, City of Chelan  
Shaun Darveshi, WSDOT-NCR  
Mark Rattner, KPQ News  
Matthew Selby, City of Leavenworth

*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 9:00 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

- May 11, 2023 Draft Meeting Agenda
- April 13, 2023 Draft Meeting Minutes

- Monthly Financial Reports (*through March 2023*)
- April 2023 Payroll: \$42,360.39
- April 2023 Vouchers: 00366883-00366894

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

#### **4) Approval of 2023-25 Unified Planning Work Program (UPWP)**

Jeff Wilkens presented a staff report (on file) along with the draft 2023-25 UPWP. Mr. Wilkens explained that the document is required by the state and federal grant funding agencies as an outline of anticipated work tasks, emphasis areas, and expenditures over the coming two-year biennium.

Mr. Wilkens also explained that it was the first time CDTC was slated to adopt and submit a two-year UPWP; WSDOT requested the state regional transportation planning agencies to consider shifting from one to two-year documents timed with the new state fiscal biennium beginning July 1, 2023. If needed, the UPWP can be amended at any time to reflect emerging board priorities.

Upon a motion by JC Baldwin, seconded by Jim Fletcher, the Board unanimously approved the 2023-25 Unified Planning Work Program as submitted. Motion carried.

#### **5) Preliminary Fiscal Year 2024 Budget Review**

Jeff Wilkens presented the preliminary FY 2024 Budget for review along with a detailed staff report (on file). The Board entered discussion; there were no concerns presented. The board is expected to adopt the budget at the regularly scheduled monthly board meeting on June 8, 2023.

#### **6) Carbon Reduction Funding Program Overview**

Jeff Wilkens distributed a handout (on file) listing the Carbon Reduction Program Allocations for 2023. The board entered discussion; no action was taken. The subject will be discussed more at future meetings.

#### **7) Pathways Planning and Large Grant Initiative Update**

Jeff Wilkens provided an update on the activities of the community leaders group working with staff to evaluate a potential large federal grant opportunity for construction of a new pathway corridor; he explained the reasons why staff have concluded that a grant is not viable at this time, due to the Federal Highway Administration's requirement in the grant application that pathway projects meet the same highway-oriented criteria necessary for calculating a mathematical benefit/cost ratio demonstrating societal benefits that exceed project costs. The board discussed a different direction for this initiative and focused on conducting more in-depth planning for multiple pathway corridors in the region. A subset of board members were scheduled to discuss this topic after the May 11, 2023 board meeting adjournment, and will report back at the regularly scheduled June 8, 2023 CDTC board meeting with any recommendations.

#### **8) Regional Transportation Plan Update (Work Session)**

Riley Shewak gave a presentation regarding the job growth assumptions necessary for updating the regional traffic forecasting model. At the conclusion of the presentation Mr. Shewak asked if there were any concerns that could be adjusted in the growth assumptions for review at the June 8, 2023 board meeting. The board requested change in the job allocations to the Sunnyslope and Olds Station area, and indicated an interest in seeing how the growth assumptions work in an updated traffic forecast.

Jeff Wilkens asked if the board was sufficiently comfortable with both the housing and employment growth assumptions to formally accept the new model assumptions. Jim Fletcher made a motion to accept the figures as presented but with the understanding that minor adjustments would be made based on board feedback; the motion was seconded by Randy Agnew. During discussion on the motion, the board asked for clarification and assurance that the model would be adjusted to reflect changing conditions in the future, when appropriate; question was confirmed by Mr. Shewak.

Chair Kevin Overbay asked the Clerk to give a roll call for vote. The motion passed 7/2; Mike Poirier and Kevin Overbay opposed.

**9) Legislative Updates**

No updates were available.

**10) Director's Report**

Jeff Wilkens updated the Board that a Department of Revenue audit is underway at CDTC. The audit should be completed by the end of May 2023.

**11) Discussion on CDTC Executive Director Annual Performance Review Expectations and Deadline for Board Members**

Chair Kevin Overbay gave a brief overview of the upcoming CDTC Executive Director annual performance assessment. He asked the Board to complete the evaluation forms given to them and return to the Board Clerk by May 31, 2023. Chair Overbay will then meet with the Board on June 8, 2023 in an Executive Session pursuant to RCW 42.30.110 (g).

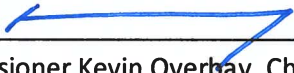
**12) Board Member Closing Remarks / Roundtable**

Board members gave closing remarks and agency transportation updates.

**13) Adjournment**

Chair Kevin Overbay adjourned the meeting at 10:46 a.m.

**MINUTES APPROVED: June 8, 2023**

  
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Commissioner Kevin Overbay, Chelan County  
2023 Chair of the Board

ATTEST:

  
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Jeff Wilkens, CDTC Executive Director