

Chelan-Douglas Transportation Council (CDTC)

MEETING CONVENED AT THE:
Confluence Technology Center
285 Technology Center Way, Wenatchee, WA 98801

SEPTEMBER 12, 2019 MEETING MINUTES

GOVERNING BOARD MEMBERS PRESENT:

Board Chair: JC Baldwin, Port of Chelan County	Cheryl Farivar, City of Leavenworth
Kevin Overbay, Chelan County	Frank Kuntz, City of Wenatchee
Steve Lacy, City of East Wenatchee	Paul Mahre, WSDOT-NC (<i>for Dave Bierschbach</i>)
Jim Huffman, Port of Douglas County (<i>for Mark Spurgeon</i>)	Randy Agnew, City of Rock Island
Richard DeRock, LINK Transit	

STAFF PRESENT:

Jeff Wilkens, Executive Director	Chad Daggett, Clerk of the Board
Riley Shewak, Transportation Planner	

GUESTS PRESENT:

Raquel Crowley, Sen. Patty Murray's Office	Christine Johnson, Aging & Adult Care
Aaron Simmons, Douglas County	Rob Jammerman, City of Wenatchee
George Mazur, WSDOT-NC	Eric Pierson, Chelan County
Bob Bugert, Chelan County	Joe Howard, KPG Interdisciplinary Design
Chris Keifenheim, WSDOT-NC	Maxwell Nelson, WSDOT-NC
Nick Covey, LINK Transit	Greg Wright, WSDOT-NC
Jim Fletcher, City of Cashmere	Jerrilea Crawford, City of East Wenatchee

1) Call to Order / Introductions / Review Agenda

The meeting was called to order at 9:00 a.m. by CDTC Board Chair, JC Baldwin; quorum was met. Introductions from board members, staff, and guests were made around the room.

2) Approval of Consent Agenda

- September 12, 2019 Draft Meeting Agenda
- August 8, 2019 Draft Meeting Minutes
- Monthly Financial Reports (*through July 2019*)
- August 2019 Payroll in the amount of: \$36,499.13
- Checks numbered 00330039 – 00330050 in the amount of \$4,654.12 for August 2019 invoices
- Approval of New Bicycle Advisory Committee Member

Upon a motion by Cheryl Farivar, seconded by Steve Lacy, the Board unanimously approved the consent agenda as presented. Motion carried.

3) Open Public Comment Period

No public comments were received or heard.

4) Amendment of Regional Transportation Improvement Program (RTIP) Policies

Riley Shewak presented to the Board proposed revisions to the CDTC RTIP Policies document (on file). Two sections of the RTIP Policies document are revised to clarify the circumstances for administrative approval of amendments by CDTC staff. Additionally, a new section was added that identified the process for supplementing existing RTIP projects with unprogrammed STBG and TA funds when available due to project savings and increased federal allocations.

Upon a motion by Steve Lacy, seconded by Kevin Overbay, the Board unanimously approved and amended the RTIP Policies document as referenced above.

5) CDTC Staff Presentations

- Draft 2020-23 Regional Transportation Improvement Program (RTIP)
Riley Shewak presented to the Board the draft 2020-23 RTIP and stated the “Douglas County Guardrail” project was inadvertently omitted from the draft copy. Mr. Shewak explained that Wednesday, September 18, 2019 will mark the beginning of a 10-day public comment period and will conclude on Friday, September 27, 2019 with a public open house from 4:00 – 6:00 p.m. at the CDTC office located at 11 Spokane Street, Suite 301 in Wenatchee. Advertising for the comment period/open house is scheduled for Sunday, September 15, 2019.
- Status report on 2019 Obligation Authority (OA) Delivery Target
Jeff Wilkens distributed a handout titled, “Federal Funds Project Delivery & Risk Management Plan.” Mr. Wilkens mentioned the goal is to maintain a state-of-advance-spending so CDTC remains ahead of annual targets and avoids loss of funds to other regions in the state.

6) Legislative Updates

Jeff Wilkens updated the Board on the following items:

- House Bill 1584
- INFRA Grant debrief with USDOT: confirmed that the City of Wenatchee was one of 40 applicants that was promoted to the final selection process; the team also received several insights of improvement for next year’s application.
- 2020 Legislative Platform: Mr. Wilkens will be preparing a platform for the Board to adopt at the November 2019 board meeting. He plans to work with Rep. Keith Goehner to make certain that priority projects are considered for the new revenue package being developed by the House Transportation Committee; in addition, he plans to meet with Rep. Mike Steele the first week in October to seek advice. Mr. Wilkens plans to have a draft 2020 Legislative Platform for the Board to review at the October 2019 board meeting.

7) Director's Report

Jeff Wilkens updated the Board on the following items:

- The quarterly CDTC Douglas County Mayor's Forum was held on August 20, 2019 at the Waterville Town Hall. Mayors Janet Conklin (Bridgeport), Royal DeVaney (Waterville), Randy Agnew (Rock Island), Commissioner Kyle Steinburg and Jeff Wilkens were in attendance.
- The CDTC Regional Transportation Plan update is progressing well.
- The US 2 Upper Wenatchee Valley Corridor Study will be having an important Advisory Committee meeting in two weeks. The project is currently at a key place where the Board should see results of the Consultant's analysis by year-end.
- Mr. Wilkens is leading a "Fed-Aid Agreements" sub-committee of MPO directors to work with WSDOT to simplify procedures for use of federal funds for planning studies.

8) Member Roundtable

Each board member gave a brief update of their ongoing transportation projects.

9) New Business / Adjournment

With no new business to conduct and upon a motion by Cheryl Farivar, seconded by Randy Agnew, Madam Chair adjourned the meeting at 10:28 a.m.

MINUTES APPROVED: October 10, 2019



JC BALDWIN
2019 Chair of the Board

ATTEST: 

JEFF WILKENS
Executive Director

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