

Chelan-Douglas Transportation Council (CDTC)

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

MEETING MINUTES | JUNE 12, 2025

GOVERNING BOARD MEMBERS PRESENT:

Jerrilea Crawford, City of East Wenatchee
Chris Keifenheim, WSDOT-NCR
Kevin Overbay, Chelan County
Mike Poirier, City of Wenatchee
Marc Straub, Douglas County

Richard DeRock, CDRPA
Erin McCardle, City of Chelan
Richard Palmer, Colville Tribes (*via Zoom*)
Loyd Smith, Town of Waterville

EX-OFFICIO BOARD MEMBERS & STAFF PRESENT:

Jim Fletcher, City of Cashmere
Paul Downs, City of Rock Island
Chad Daggett, CDTC Board Clerk

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

GUESTS PRESENT:

Christine Johnson, AACCW
Justin Roozen, Douglas County
Emma Honeycutt, City of Wenatchee
Kelley Dolan, FHWA

Kate Tollefson, WSDOT-TRIP
Josh Patrick, Chelan County
Garren Melton, City of East Wenatchee
Tom Wachholder, City of Wenatchee

1) Call to Order & Roll Call

The meeting was called to order at 9:00 a.m. by CDTC board chair Chris Keifenheim, and a roll call was given by the board clerk; a quorum was established.

2) Open Public Comment Period

No comments were received or heard from the public.

3) Approval of Consent Agenda

- June 12, 2025 Draft Meeting Agenda
- May 8, 2025 Draft Meeting Minutes
- Monthly Financial Reports (*through April 2025*)
- May 2025 Payroll/EFT Summary: \$38,550.51
- May 2025 Vouchers/Checks Processed: 00389128-00389142 totaling \$46,727.81

Upon a motion by Kevin Overbay, seconded by Marc Straub, the Board unanimously approved the consent agenda as presented. Motion carried.

4) Adopting the CDTC Title VI Plan

The Board reviewed the Title VI Plan update; no changes recommended.

Upon a motion by Richard DeRock, seconded by Jerrilea Crawford, the Board unanimously moved to approve Resolution 1-2025, Adopting the CDTC Title VI Plan. Motion carried.

5) Approve Fiscal Year 2025 Year-End Budget Amendment

Jeff Wilkens informed the Board that the fiscal year for CDTC concludes on June 30. He noted that unexpected expenses arose from a federal single audit in October 2024, which were not accounted for in the original budget. Consequently, those costs need to be incorporated into a year-end final amendment, resulting in an increase of \$22,840 in the overhead and purchased services sections of the budget (staff report on file).

Upon a motion by Marc Straub, seconded by Richard DeRock, the Board unanimously approved to amend the Fiscal Year 2025 Budget with an *increase* of \$22,840 to cover additional mandatory audit expenditures. Motion carried.

6) Adopting the CDTC Fiscal Year 2026 Budget

Jeff Wilkens summarized the draft Fiscal Year 2026 Budget; the Board had no questions or concerns.

Upon a motion by Richard DeRock, seconded by Kevin Overbay, the Board unanimously moved to approve Resolution 2-2025, Adopting the CDTC Fiscal Year 2026 Budget. Motion carried.

7) Adopting the CDTC Fiscal Year 2026 Work Program

Jeff Wilkens summarized the purpose of the Unified Planning Work Program (UPWP) and its connection to the annual budget. The Board had no questions or further discussion upon review.

Upon a motion by Richard DeRock, seconded by Jerrilea Crawford, the Board unanimously moved to approve Resolution 3-2025, Adopting the CDTC Fiscal Year 2026 Work Program. Motion carried.

8) Approve Amendment to Agreement CDTC 2024-01 with Alta Planning + Design, Inc.

Jeff Wilkens presented a comprehensive staff report to the Board, detailing that the budget for the upcoming fiscal year 2026 allocates funds for Alta Planning + Design to continue their work on the Pathways Master Plan. He highlighted that the scope and fee narrative included additional tasks that were not initially planned but became essential to address unforeseen and complex issues encountered during the finalization process. This led to a thorough discussion among Board members regarding public engagement strategies.

Upon a motion by Jerrilea Crawford, seconded by Erin McCardle, the Board approved to supplement Agreement CDTC 2024-01 with Alta Planning + Design, Inc. with an increase of \$105,182 and a revised completion date of March 31, 2026. Motion carried.

9) Approve On-Call Consultant Services Agreement CDTC 2025-01

Jeff Wilkens explained that the proposed budget for FY 2026 allocates \$100,000 for ongoing on-call consultant services, which will support on-demand modeling and other analyses as specified in the Work Program. He noted that in May 2025, the CDTC staff conducted a competitive solicitation through a Request for Qualifications, resulting in two firms being evaluated and ranked: Transpo Group secured the top position; followed by Fehr & Peers. Wilkens The Board had no questions or concerns.

Upon a motion by Richard DeRock, seconded by Loyd Smith, the Board unanimously authorized the CDTC Executive Director to enter into a contract for services with Transpo Group, or substitute highest-rank firm,

to provide on-call travel demand modeling and transportation planning services through June 2027. Motion carried.

10) Transportation Improvement Program Amendment:

- Metropolitan Planning FY 2026
- Sanders Street Pedestrian Improvement Project (City of Chelan)

Upon a motion by Richard DeRock, seconded by Marc Straub, the Board unanimously approved the June 2025 Amendment to the Transportation Improvement Program as submitted. Motion carried.

11) Legislative Updates

Jeff Wilkens gave a brief legislative funding status update.

12) Director's Report

- Interlocal Agreement – awaiting the Colville Tribes' Resolution. All other jurisdictions have Resolutions submitted to CDTC board clerk.

13) Board Member Closing Remarks / Roundtable

Board members gave brief closing remarks.

14) Executive Session

At 10:11 a.m., Chair Chris Keifenheim called an executive session pursuant to RCW 42.30.100 (g) to discuss the performance of a public employee; Chair Keifenheim stated the closed meeting was not expected to exceed 15 minutes.

Executive Session: 10:11 - 10:26 a.m. Chair Keifenheim extended the session an additional 3 minutes; the board clerk informed the public.

At 10:30 a.m., Chair Keifenheim announced the move back to regular session; he stated no action was taken during the executive session.

As the Board reconvened, Erin McCardle made a motion, seconded by Loyd Smith, to entitle a 5% merit increase to the CDTC executive director effective July 1, 2025. The Board unanimously approved; motion carried.

15) Adjournment

Chair Chris Keifenheim adjourned the meeting at 10:39 a.m.

MINUTES APPROVED: July 10, 2025



Chris Keifenheim, WSDOT Region Administrator
2025 Chair of the Board

ATTEST:


Jeff Wilkens, Executive Director

