

Chelan-Douglas Transportation Council (CDTC)

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

MEETING MINUTES | JUNE 13, 2024

GOVERNING BOARD MEMBERS PRESENT:

Randy Agnew, City of Rock Island
Jerrilea Crawford, City of East Wenatchee
Chris Keifenheim, WSDOT-NCR
Richard Palmer, Colville Tribes
Kyle Steinburg, Douglas County

Cristina Barone, Link Transit *(for Nick Covey)*
Richard DeRock, CDRPA
Erin McCardle, City of Chelan *(for Jim Fletcher)*
Mike Poirier, City of Wenatchee

STAFF & EX-OFFICIO MEMBERS PRESENT:

Jeff Wilkens, CDTC Executive Director
Ryan McGrew, CDTC Planning Analyst
JC Baldwin, WA State Transportation Commission

Chad Daggett, CDTC Board Clerk
Riley Shewak, CDTC Transportation Planner
Lloyd Smith, Town of Waterville

GUESTS PRESENT:

James Zumini, Cashmere Resident
Aaron Simmons, Douglas County
Emma Honeycutt, City of Wenatchee
Russell Craven, Perteet

Eric Pierson, Chelan County
Christine Johnson, Aging & Adult Care
Steve Wilkinson, Wenatchee Chamber

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 & Roll Call

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

2) Open Public Comment Period

James Zumini, Cashmere resident and City Clerk for Rock Island, expressed concerns regarding traffic circles and opposed the roundabouts in the draft SR 28 East Wenatchee to Rock Island Corridor Plan.

3) Approval of Consent Agenda

- June 13, 2024 Draft Meeting Agenda
- May 9, 2024 Draft Meeting Minutes
- Monthly Financial Reports *(through April 2024)*
- May 2024 Payroll/EFT Summary: \$44,691.72
- May 2024 Vouchers/Checks Processed: 00378771-00378787 totaling \$91,721.13

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

4) Approval of FY 2024 Year-End Budget Amendment

Jeff Wilkens explained to the Board that the current fiscal year ends June 30, 2024, and authorized expenditures for the Pathways Master Plan must be approved in a year-end budget amendment that increases the total budget to cover anticipated expenditures (detailed staff report on file); the Board had no questions or concerns.

Upon a motion by Jerrilea Crawford, seconded by Erin McCardle, the Board unanimously approved to amend the Fiscal Year 2024 Budget with an increase of \$200,000 to cover additional authorized expenditures as submitted. Motion carried.

5) Adopt Fiscal Year (FY) 2025 Budget

Jeff Wilkens presented to the Board the final proposed FY 2025 Budget; upon a motion by Richard DeRock, seconded by Randy Agnew, the Board unanimously approved the FY 2025 Budget as presented. Motion carried.

6) Amend 2023-2025 Work Program (Adjusting to Second Year Budget)

Jeff Wilkens explained to the Board that the requested UPWP Amendment is covering a two-year period. The Board had already approved an Amendment incorporating a task in July 2023, along with a funding estimate for the CDTC Pathways Master Plan.

The presented second Amendment did not identify any new planning activities; however, it did include updated expenditure estimates aligned with the FY 2025 budget reflecting actual costs for the Pathways Master Plan and updated estimates for federal operating grants. The Board had no questions or comments.

Upon a motion by Randy Agnew, seconded by Richard DeRock, the Board unanimously approved the second Amendment to the 2023-2025 Unified Planning Work Program as submitted. Motion carried.

7) Transportation Improvement Program Amendment #6

Jeff Wilkens presented to the Board a request to approve Amendment #6 to the Transportation Improvement Program to authorize modifications to the Apple Capital Loop and Confluence Parkway projects necessary to reflect the most current budget and construction cost estimates for the projects.

Upon a motion by Richard DeRock, seconded by Mike Poirier, the Board unanimously approved Amendment #6 to the 2024-2027 Transportation Improvement Program as submitted. Motion carried.

8) Adopt Pathways Plan Guiding Principles

Jeff Wilkens mentioned the early stage of public engagement for the CDTC Pathways Master Plan. He collaborated with a project team to create "guiding principles" for the Board's review and approval as a planning framework. Wilkens clarified that these principles define parameters and commitments for CDTC's work and stakeholder communication to set clear expectations; the Board then entered discussion.

Upon a motion by Jerrilea Crawford, seconded by Erin McCardle, the Board unanimously approved the CDTC Regional Pathways Master Plan Guiding Principles as submitted. Motion carried.

9) Legislative Updates

The Board discussed future projects for the next legislative session; no action was taken.

10) Director's Report

On June 25, 2024, CDTC will host its quarterly Small Town/City Mayors' Luncheon; it will be held in Entiat at the Columbia Breaks Fire Interpretive Center.

11) Board Member Closing Remarks / Roundtable

Board members gave closing remarks and updates.

12) Adjournment

Vice-Chair Chris Keifenheim adjourned the meeting at 10:40 a.m.

MINUTES APPROVED: JULY 11, 2024



Mayor James Fletcher, City of Cashmere
2024 Chair of the Board

ATTEST:



Jeff Wilkens, CDTC Executive Director