

Chelan-Douglas Transportation Council (CDTC)

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

MEETING MINUTES | SEPTEMBER 11, 2025

GOVERNING BOARD MEMBERS PRESENT:

Nick Covey, Link Transit
Richard DeRock, CDRPA
Erin McCardle, City of Chelan
Mike Poirier, City of Wenatchee
Marc Straub, Douglas County

Jerrilea Crawford, City of East Wenatchee
Chris Keifenheim, WSDOT-NCR
Kevin Overbay, Chelan County
Loyd Smith, Town of Waterville

EX-OFFICIO BOARD MEMBERS & STAFF PRESENT:

Renee Swearingen, City of Entiat
Chad Daggett, CDTC Board Clerk

Jeff Wilkens, CDTC Executive Director
Rachael Stiver, CDTC Target Zero Manager

GUESTS PRESENT:

Christine Johnson, AACCW
Dan Ireland, SCJ Alliance
Emma Honeycutt, City of Wenatchee
Tom Wachholder, City of Wenatchee

Eric Pierson, Chelan County
Riley Shewak, WSDOT-NCR
Kyle Burtis, Psomas

1) Call to Order & Roll Call

The meeting was called to order at 9:01 a.m. by CDTC board chair Chris Keifenheim, and 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

- September 11, 2025 Draft Meeting Agenda
- July 10, 2025 Draft Meeting Minutes
- Monthly Financial Reports (*through July 2025*)
- July Payroll/EFT Summary: \$45,695.49
- July 2025 Vouchers/Checks Processed: 389798-389810 totaling \$69,246.32
- August Payroll/EFT Summary: \$51,173.15
- August 2025 Vouchers/Checks Processed: 390352-390682 totaling \$33,987.85

CDTC executive director Jeff Wilkens requested to remove Item 6 from the proposed agenda as he was not prepared for that item on the agenda as planned; by consensus, the board struck Agenda Item 6 from the September 11, 2025 Draft Meeting Agenda.

Upon a motion by Kevin Overbay, seconded by Marc Straub, the Board unanimously approved the consent agenda with Item 6 stricken. Motion carried.

4) Approve CDTC Fiscal Year 2026 Cost Allocation Rate Plan

Jeff Wilkens presented to the Board a Cost Allocation Rate Plan for the 2026 Fiscal Year. He noted the report is used to capture overhead (indirect) costs from federal and state grant programs. Wilkens explained that CDTC will now utilize two different rates that capture indirect costs proportionately between its two programs:

- 55.6% indirect cost rate for existing regional transportation planning grants, and
- 16.3% indirect cost rate for Washington Traffic Safety Commission (WTSC) coordination grant

The rates were based on actual overhead expenses from the prior fiscal year, combined with estimated overhead expenses for the WTSC coordination grant program since this is the first year with no prior costs established. Both rates shall be effective for the period of September 1, 2025 through August 31, 2026.

The Board had no questions; Nick Covey made a motion, seconded by Erin McCardle to approve the Fiscal Year 2026 Cost Allocation Rate Plan as submitted. The Board unanimously approved; motion carried.

5) Resolution 4-2025: Adopting “Transportation 2050,” The CDTC Regional Transportation Plan

Upon a motion by Erin McCardle, seconded by Loyd Smith, the Board unanimously approved and adopted Resolution 4-2025: “Transportation 2050,” The CDTC Regional Transportation Plan. Motion carried.

6) Transportation Improvement Program September 2025 Amendment

Jeff Wilkens presented to the Board a proposed amendment to increase federal funding by \$272,500 from the Carbon Reduction Program for the Entiat Way/Entiat River Road Pedestrian Park & Ride project, and to add two newly funded Chelan County projects that secured federal Highway Safety Improvement Program funding from the state: the School Street Pedestrian Improvements project and Binder/Tigner Improvements project.

Upon a motion by Richard DeRock, seconded by Erin McCardle, the Board approved the September 2025 amendment to the Transportation Improvement Program as submitted (8/9); Kevin Overbay abstained. Motion carried.

7) Preliminary 2026-2029 Transportation Improvement Program (TIP)

Jeff Wilkens explained to the Board that the annual TIP is a 4-year process that authorizes the use of federal funds for local transportation improvement projects and services; the preliminary list of projects was distributed and is on file. The draft 2026-2029 TIP will be open for public comment on the CDTC website beginning September 15, 2025 and shall conclude on September 24, 2025 at 5:00 p.m.

8) Legislative Updates

Jeff Wilkens gave a brief update on legislative activities.

9) Director’s Report

Jeff Wilkens updated the Board on the following topics:

- Introduction of Rachael Stiver, CDTC’s new full-time Target Zero Manager
- CDTC Lease Addendum (5-year renewal) will be brought before the Board in October for approval
- Washington State Transportation Commission will be in Wenatchee on Sept. 16 & 17, 2025 for its September meeting. The Commissioners will learn about local projects underway and hear from local government, business and tribal leaders about the transportation needs and priorities of the region.
- Wilkens applied for the Tribal & Rural Grant to supplement the 2nd Phase of the Columbia River Crossing Study.

- The Pathways Master Plan study is slated to be completed by December 2025.

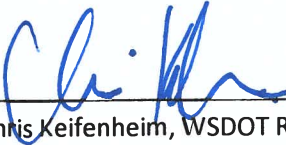
10) Board Member Closing Remarks / Roundtable

Board members gave brief closing remarks.

11) Adjournment

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

MINUTES APPROVED: October 9, 2025



Chris Keifenheim, WSDOT Region Administrator
2025 Chair of the Board

ATTEST:



Jeff Wilkens, Executive Director