

Chelan-Douglas Transportation Council (CDTC)

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

MEETING MINUTES | MARCH 13, 2025

GOVERNING BOARD MEMBERS PRESENT:

Nick Covey, Link Transit
Richard DeRock, CDRPA
Erin McCardle, City of Chelan
Richard Palmer, Colville Tribes
Lloyd Smith, Town of Waterville

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

EX-OFFICIO BOARD MEMBERS & STAFF PRESENT:

Jim Fletcher, City of Cashmere
Chad Daggett, CDTC Board Clerk
Riley Shewak, CDTC Transportation Planner

Jeff Wilkens, CDTC Executive Director
Ryan McGrew, CDTC Planning Analyst

GUESTS PRESENT:

Eric Pierson, Chelan County
Aaron Simmons, Douglas County
Max Foster, Psomas
Kelley Dolan, FHWA
Dan Lewis, WSDOT-NCR
Erik Howe, RH2

Commissioner Randy Agnew, Douglas County
Emma Honeycutt, City of Wenatchee
Garren Melton, City of East Wenatchee
Ed Archer, Link Transit
Tom Wachholder, City of Wenatchee
Mat Lyons, TREAD

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

- March 13, 2025 Draft Meeting Agenda
- February 13, 2025 Draft Meeting Minutes
- Monthly Financial Reports (*through January 2025*)
- February 2025 Payroll/EFT Summary: \$47,415.23
- February 2025 Vouchers/Checks Processed: 00386820-00386830 totaling \$34,475.39

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

4) Amend 2024-25 Indirect Cost (IDC) Rate Report

Jeff Wilkens explained to the Board that for CDTC to accurately assign overhead costs to the new Traffic Safety Coordinator position, it is essential to create a specific indirect cost rate applicable solely to the grant. The suggested amendment to the existing IDC Rate introduces two rates that reflect the proportional allocation of total agency overhead costs. These new rates will only take effect after eligible expenses have been incurred under the Washington Traffic Safety Commission agreement, with reimbursement anticipated by June 2025, following the hiring of the new employee. Once implemented, these rates will remain in effect until the next scheduled annual update of the IDC Rate Report in September 2025.

Upon a motion by Kevin Overbay, seconded by Erin McCardle, the Board unanimously approved to amend the 2024-2025 Indirect Cost (IDC) Rate Report. Motion carried.

5) CDTC Interlocal Agreement Amendment

Jeff Wilkens updated the Board on the upcoming CDTC Interlocal Agreement update that will be to all member jurisdictions by the middle of May 2025 in order for the respective city/town councils to review. CDTC's legal counsel is currently working on an Amendment to update sections 7.04, 11.01 and 13.01. The Board had no questions or concerns.

6) Update on Grant Road / Lyle Avenue Funding Request

Jeff Wilkens summarized discussion from the February meeting regarding a pending decision to allocate federal funds to Douglas County's Grant Road / Lyle Avenue Intersection Improvement project. He explained that during the previous round of fund allocations in 2023, the board had approved a motion indicating their intent that the remaining amount of requested funding would automatically be awarded in the 2025 funding allocation cycle. This was a decision that needed to be ratified or declined by the current board. Commissioner Marc Straub presented an overview of the project scope, funding requirements and schedule, and proposed a lower amount of funding from CDTC at \$750,000. Commissioner Straub also noted that Douglas County is pursuing another source of grant funding, and if successful, the \$750,000 from CDTC would be returned for allocation to other regional priorities. Wilkens explained that this topic was only scheduled on the agenda for discussion, but if the board was to reach an informal consensus of intent, it could be scheduled for a vote at the next meeting. Following discussion, board members indicated unanimous support for proceeding with the allocation of funds at the May 8, 2025 meeting.

7) Fiscal Year 2026 Preliminary Work Program and Budget Priorities

Jeff Wilkens summarized the purpose of the Unified Planning Work Program (UPWP) and its connection to the annual budget. He then reviewed preliminary staff priorities and recommendations for the upcoming Fiscal Year 2026 UPWP, which takes effect July 1, 2025. The Board provided feedback and direction for staff and the Executive Committee to carry forward into the April budget meeting.

8) Regional Transportation Plan Update

Riley Shewak gave a status report on the update process as well as an overview of key policy updates. During the presentation there was also a preliminary revenue forecast and a transportation needs outline. Presentation on file.

9) Legislative Updates

Jeff Wilkens gave a brief legislative funding status update.

10) Director's Report

- The CDTC Small City Mayors' Luncheon will be March 31, 2025 from 12-1:30 p.m. at the CTC.
- CDTC office lease renewal meeting is on March 19, 2025.
- Transpo Group agreement expires 6/30/25, CDTC expects to announce a Request For Qualifications as the expiration time gets closer.

- There will be no April CDTC board meeting as the CDTC Executive Committee is meeting to review and discuss the CDTC Fiscal Year 2026 Budget and other executive items in preparation of the fiscal year-end.

11) Board Member Closing Remarks / Roundtable

Board members gave brief closing remarks.

12) Adjournment

Chair Chris Keifenheim adjourned the meeting at 10:33 a.m. and reminded the board there will be no April board meeting.

MINUTES APPROVED: May 8, 2025


Chris Keifenheim, WSDOT Region Administrator
2025 Chair of the Board

Nick Covey, Link Transit CEO
2025 Vice-Chair of the Board

ATTEST:


Jeff Wilkens, Executive Director