

Chelan-Douglas Transportation Council (CDTC)

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

MEETING MINUTES | OCTOBER 9, 2025

GOVERNING BOARD MEMBERS PRESENT:

Nick Covey, Link Transit
Chris Keifenheim, WSDOT-NCR
Richard Palmer, Colville Tribes
Loyd Smith, Town of Waterville

Jerrilea Crawford, City of East Wenatchee
Jim Fletcher, City of Cashmere (*for Erin McCardle*)
Mike Poirier, City of Wenatchee
Marc Straub, Douglas County

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
Garren Melton, City of East Wenatchee
Kyle Burtis, Psomas
Ginny Fuerst, City of Entiat
Aaron Simmons, Douglas County

Eric Pierson, Chelan County
Dan Lewis, WSDOT-NCR
Tom Wachholder, City of Wenatchee
Riley Shewak, WSDOT-NCR

1) Call to Order & Roll Call

The meeting was called to order at 9:04 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

- October 9, 2025 Proposed Meeting Agenda
- September 11, 2025 Draft Meeting Minutes
- Monthly Financial Reports (*through August 2025*)
- September 2025 Payroll/EFT Summary: \$36,763.89
- September 2025 Vouchers/Checks Processed: 00392055-00392066 totaling \$47,747.01
- Title VI Annual Report (*Oct. 1, 2024-Sep. 30, 2025 Reporting Period*)
- Midtown Building Lease Addendum (*Commencing Nov. 1, 2025*)

Upon a motion by Nick Covey, seconded by Jerrilea Crawford, the Board unanimously approved the consent agenda as presented. Motion carried.

4) Resolution 5-2025: Adopting the 2026-2031 Transportation Improvement Program

Jeff Wilkens presented and explained the draft 2026-2031 Transportation Improvement Program (TIP) with review of the document. The board had no questions or concerns.

Upon a motion by Nick Covey, seconded by Marc Straub, the Board unanimously approved and adopted the 2026-2031 Transportation Improvement Program as amended by Resolution 5-2025. Motion carried.

5) Review Proposed Bylaws Amendment

In early 2025, Jeff Wilkens informed the Board regarding a review of the Bylaws that addressed the increase in voting members from 9 to 10 following the Colville Tribes' inclusion in the CDTC governing Board. He noted that this adjustment necessitated changes to various Bylaw provisions, including the quorum requirements and the criteria for establishing a supermajority for specific votes. After receiving feedback on additional modifications, the CDTC Executive Committee reconvened in September 2025 to finalize the proposed Bylaws changes, which were subsequently presented to the Board. The Board expressed no questions or concerns and plans to adopt the CDTC Bylaws Amendment during the meeting scheduled for November 13, 2025.

6) Federal Fiscal Year 2025 Funding Obligation Target Outcomes

Jeff Wilkens explained to the Board that CDTC oversees the allocation of approximately \$2.5 million annually in federal transportation funding for significant local projects. In addition to this, CDTC is tasked with ensuring that projects are delivered on time and that federal funds are properly obligated. Each year, the statewide policy framework designates a target obligation amount for each metropolitan planning organization, aimed at maximizing the utilization of federal funding allocations. As the federal fiscal year 2025 concluded on September 30, 2025, CDTC successfully met its minimum target, exceeding it by \$126,993. This achievement reflects the dedicated efforts of city, county, and WSDOT staff, along with consulting firms that have supported various agencies in delivering projects promptly.

7) Legislative Updates

Jeff Wilkens gave a brief update regarding the government shutdown and potential impacts on funding.

8) Director's Report

Jeff Wilkens reported on the following:

- The Washington State Transportation Commission had a successful meeting in Wenatchee Sept. 16 & 17, 2025.
- CDTC will be undergoing a Federal Single Audit starting the first part of November 2025.
- The CDTC board meeting on November 13, 2025, will take place at a new venue: Aging & Adult Care of Central Washington, located in the lower level Conference Room at 270 9th St., NE, East Wenatchee, WA 98802. Attendees can access parking and the conference room entrance from 9th Street and Colby Court.

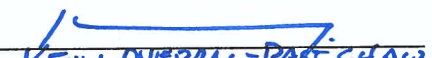
9) Board Member Closing Remarks / Roundtable

Board members gave brief closing remarks.

10) Adjournment

Chair Chris Keifenheim adjourned the meeting at 9:51 a.m.

MINUTES APPROVED: November 13, 2025


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

ATTEST:


Jeff Wilkens, Executive Director