

Chelan-Douglas Transportation Council (CDTC)

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

MEETING MINUTES | NOVEMBER 14, 2024

GOVERNING BOARD MEMBERS PRESENT:

Randy Agnew, City of Rock Island
Jerrilea Crawford, City of East Wenatchee
James Fletcher, City of Cashmere
Kevin Overbay, Chelan County
Marc Straub, Douglas County *(for Kyle Steinburg)*

Nick Covey, Link Transit
Richard DeRock, CDRPA
Chris Keifenheim, WSDOT-NCR
Mike Poirier, City of Wenatchee

EX-OFFICIO BOARD MEMBERS & STAFF PRESENT:

Senator-elect Keith Goehner, 12th Legislative Dist.
Lloyd Smith, Town of Waterville
Jeff Wilkens, CDTC Executive Director
Ryan McGrew, CDTC Planning Analyst

Erin McCardle, City of Chelan
Renee Swearingen, City of Entiat
Chad Daggett, CDTC Board Clerk
Riley Shewak, CDTC Transportation Planner

GUESTS PRESENT:

Eric Pierson, Chelan County
Tom Wachholder, City of Wenatchee
Aaron Simmons, Douglas County
Garren Melton, City of East Wenatchee
Cassidy Cue, Douglas County Resident

Christine Johnson, Aging & Adult Care
Mark Botello, City of Entiat
Emma Honeycutt, City of Wenatchee
Ruby Gaston, Office of US Rep. Kim Schrier
Joshua Willey, Link Transit

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 via a news release and email distribution 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 Chair James “Jim” Fletcher, 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. However, during this time, CDTC Chair and Chelan County small cities voting representative, Mayor James Fletcher (City of Cashmere), stated that upon consensus and official letters from the Chelan County Small City Mayors, effective January 1, 2025, Mayor Erin McCardle (City of Chelan) shall be the CDTC voting board representative for the Chelan County small cities until further notice.

3) Approval of Consent Agenda

- November 14, 2024 Draft Meeting Agenda
- October 10, 2024 Draft Meeting Minutes
- Monthly Financial Reports *(through September 2024)*
- October 2024 Payroll/EFT Summary: \$46,624.92
- October 2024 Vouchers/Checks Processed: 00382884-00382900 totaling \$75,915.90

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

4) 2025 CDTC Board Officer Elections

Chair Jim Fletcher explained that the “officers” of CDTC are Chair and Vice-Chair and the office of Vice-Chair automatically rotates to the office of Chair the next year upon confirmation of the Board. The Chair/Vice-Chair designations are a one-year term and ex-officio members cannot serve as officers.

Upon a motion by Kevin Overbay, seconded by Jerrilea Crawford, the Board unanimously voted Vice-Chair Chris Keifenheim to Chairmanship for 2025. Keifenheim accepted and the motion carried.

Chair Fletcher then opened the floor for Vice-Chair nominations; Kevin Overbay nominated Nick Covey. No other nominations were presented by the Board.

Upon a motion by Kevin Overbay, seconded by Mike Poirier, the Board confirmed Nick Covey as the 2025 Vice-Chair. Motion passed unanimously.

5) Approve Priority Ranking of Local Projects for WSDOT Consolidated Grants

Chad Daggett provided the Board a staff report (on file) explaining how WSDOT’s Consolidated Grant application process works and how the funding awards are partially based on rankings by the respective Regional Transportation Planning Organization. In the staff report, he provided the background of the Consolidated Grants, how the ranking process works, and the applications that were received during this biennium.

Daggett explained that during the current grant cycle, three applications in the Chelan-Douglas region were received – all from Link Transit. The projects are as follows:

Link Transit Project Title (Consolidated Grant Application)	Grant Funds Requested
Expansion of Greater Chelan Area General Public Dial-a Ride	\$482,500
Continuation of Transportation Reimbursement Intercommunity Program (TRIP-Link)	\$396,000
Ski-Link Seasonal Service	\$52,000

As explained in the staff report, CDTC was allotted three “A” projects and because there were only three projects to prioritize, the CDTC Board could assign an “A” ranking to all three projects and they would be automatically awarded. The Board entered discussion.

Upon a motion by Jerrilea Crawford, seconded by Marc Straub, the Board unanimously approved an “A” ranking to all three of Link Transit’s project applications as referenced above. Motion carried.

6) Authorize CDTC Executive Director to Enter into Agreement with Washington Traffic Safety Commission

Jeff Wilkens updated the Board on the Target Zero Manager (TzM) position funded through the Washington Traffic Safety Commission (WTSC) and hosted at CDTC. Wilkens stated that he expects the draft Agreement will be ready for review by November 22, 2024; Wilkens requests advance authorization to the CDTC Executive Director to finalize negotiations and execute a funding agreement with the WTSC to establish the TzM staff position.

Upon a motion by Richard DeRock, seconded by Mike Poirier, the Board authorized the CDTC Executive Director to finalize negotiations and execute a funding agreement with the WTSC to establish a full-time Target Zero Manager staff position at CDTC. Randy Agnew opposed; motion carried.

7) Regional Transportation Plan Update

Jeff Wilkens and Riley Shewak delivered a presentation to the board as a continuation of previous discussion about the potential need for a third Columbia River bridge in the Chelan-Douglas urbanized area. Discussion about data illustrating time-of-day demand for driving trips across the river led to a board request for additional analysis and details about future traffic patterns and the ability of the US 2/97 Odabashian Bridge to absorb the forecasted excess demand for travel on the SR 285 Sellar Bridge. No action was taken.

8) Legislative Updates

Jeff Wilkens welcomed state senator-elect Keith Goehner who was present at the table. Mr. Goehner explained that the needs within the state are great and encouraged the Board to get the transportation priorities submitted early to the 12 / 7 / 13 Legislative District Representatives so that they can strategically work together.

9) Director's Report

- The SAO Financial/Federal audit is still in progress.
- CDTC has traffic counters that it intends to surplus to make way for new replacements. The CDTC Executive Director shall draft an interlocal agreement for equipment transfer for member cities who are interested in the used traffic counters.

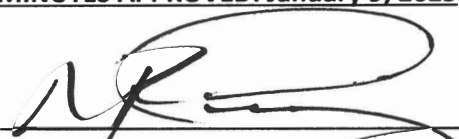
10) Board Member Closing Remarks / Roundtable

Board members gave brief closing remarks.

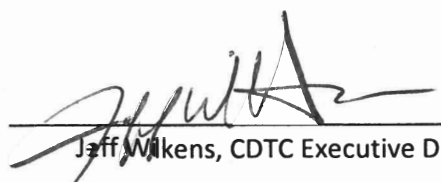
11) Adjournment

Chair Jim Fletcher announced there would be no December board meeting due to the holidays and adjourned the meeting at 11:03 a.m. CDTC chair-elect, Chris Keifenheim shall reconvene the board on January 9, 2025 at 9:00 a.m.

MINUTES APPROVED: January 9, 2025


Chris Keifenheim, WSDOT Region Administrator
2025 Chair of the Board

**SIGNED BY: Nick Covey, Link Transit CEO
2025 Vice-Chair of the Board**


Jeff Wilkens, CDTC Executive Director