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Minutes

QUADCO COUNCIL MEETING

December 8, 2016

10:00 a.m. to 12:00 Noon.

Grant County Public Works, Large Conference Room

124 Enterprise St. SE, Ephrata, WA 98823

1. Welcome/Introductions/Roll Call

Mark Stedman, Chair called the meeting to order and welcomed 30 attendees. Introductions were made and roll was collected, a quorum of 12 members present.

2. Meeting Minutes – September 15th, 2016

Mark Stedman, Chair

Cindy Carter moved to approve the September 15th, 2016 meeting minutes. Scott Yaeger second; approved unanimously.

3. Unified Planning Work Program (UPWP) Planning Project Updates

Project Sponsors presented updates on the status of their projects.

For information only.

See Updates below.

<u>Regional Transportation Planning Projects</u>	SFY 2016	SFY 2017	TOTAL
<u>Othello - ICA Studies:</u>			
No Representative in attendance	\$12,500	\$12,500	\$25,000
<u>Davenport - Truck Bypass Feasibility Study</u>			
Project is completed	\$16,400	\$16,400	\$32,800
<u>Lincoln County - Comp Plan Trans Element Update</u>			
Planning continues work on the draft. They are on track to finish this project before June 2017.	\$5,000	\$10,000	\$20,000
<u>Odessa - Transportation Improvement Plan</u>			
Project is complete	\$13,965	\$13,965	\$27,930
<u>Ellensburg - Citywide Traffic Count</u>			
Project complete. They will be submitting their final invoice. The anticipate leaving approximately \$5,000 on the table.	\$10,000	\$10,000	\$20,000
<u>Harrington - Citywide Traffic Count & Sign Inventory</u>			
Traffic counts and sign inventory complete. Starting to compile the info into a report form.	\$3,850	\$3,850	\$7,700
<u>Moses Lake - ADA Transition Plan - Curb Ramps</u>			
Consultant is working on the plan, and hoping to wrap it up early 2017.	\$10,000	\$10,000	\$20,000
<u>Moses Lake – Roundabout & 4-Lane Road Analysis</u>		\$25,000	\$25,000

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A consultant has been hired and they are beginning to work. On pace to be completed in 2017. Question was asked on whether they will spend all their money. Shawn Obrien stated the ADA transition plan may have a small amount of money left over. Basically they will spend everything awarded.

4. Unified Planning Work Program (UPWP) Budget Update

Lead Agency - Present update and status on 2015-2017 UPWP Budget.

Action Requested: Lead Agency requested the Councils action to: Approve and trust Lead Agency to move any unspent UPWP funding to equitably reimburse members for their local agency match spent on current UPWP projects in SFY 2017.

Todd Obrien so moved; Shawn Obrien second; approved unanimously.

Phil provided a handout and went over the current UPWP budget by line item showing charges to date and remaining line item balances.

Final invoices for current UPWP projects have been submitted by Davenport and Odessa. Those two projects have submitted invoices to exhaust their UPWP allocated funding. Both of these projects put forward local agency match in addition to their UPWP funds.

The QUADCO Council had previously discussed the option of using any unspent UPWP funds to reimburse members for local match spend on current UPWP projects. The Council had directed Lead Agency to contact WSDOT to see if remaining UPWP funds could be used to reimburse members for match spent on UPWP projects.

Phil read an email received from Doug Cox (WSDOT RTPO representative) confirming that unspent funds can be used for this purpose. The following is the text from Doug's email: *QUADCO can absolutely use unspent RTPO funds that have already been allocated to help offset local contributions to the planning studies listed in the UPWP. All the same rules will apply, e.g. the funds must be spent during the fiscal year they are allocated for.*

It was further explained the match must be spent in the current fiscal year, i.e. spent during the period of July 1, 2016 to June 15, 2017.

Phil gave Davenport as the example. Davenport spent and invoiced their UPWP funding first, and have now submitted an invoice for the local match spent on the project. That invoice will be held by Lead Agency until the end of the biennium and all projects are complete. At that time it can be determined if there are unspent funds that can be allocated to reimburse local match.

It was pointed out that there was still \$4000 left in the HSTP Update budget line item. Brandi Colyar, QUADCO's representative to the 4-County Planning Group was being paid from the Special Assignments budget line item. Renee' Biles stated she was not aware that these funds were available.

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She stated they did have expenses they could and would submit and invoice for. The HSTP group had been paying for the HSTP Plan Update work from a WSDOT Grant of \$10,000. They have exhausted the grant and can invoice for QUADCO for HSTP work as budgeted.

At this point it appears there will be several thousand dollars available at the end of the biennium. The Council will be meeting in May-June and better info will be available at that time.

5. Federal Program Target Delivery & Transportation Alternative Program (TAP) and Carryforward STPE Funds from 2010

Project Sponsors for City of Ellensburg and City of Ephrata to provide update on the status of their projects.

Lead Agency & Project	Type of TAP funds	TAP Funding Allocation By Federal Fiscal Year					Status
		2013	2014	2015	2016	Total	
City of Ellensburg – John Wayne Pioneer Trail Reconnection Route	Urban		\$60,230	\$60,230	\$60,230		Obligated
	Flexible		\$65,572	\$65,572	\$65,572		
	Total		\$125,802	\$125,802	\$125,802	\$377,406	

Ellensburg Project Update: Derek Mayo stated funds were obligated a couple months ago. They went to ad and awarded the contract. Work will start next spring. Question on whether there may be any funds left over? It was indicated the award was a little over their estimate.

City of Ephrata - Beezley Hill Trail Phase 1 (Awarded July 15, 2010)	Carry forward STPE					128,500	STATUS?
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Ephrata Project Update: Bill Sangster provided an update and summary of the unexpected delays in working with the irrigation district and Bureau. They are worried about the time frame of this project and wonder if these funds need to be given to someone else to use. They feel they are close to getting an agreement. Paul Mahre had confirmed that the funding for this project will carry forward. Others at WSDOT had stated the Council may want to think hard on whether this project can even proceed within funding limits being 6 years out from the date it was programmed. Bill Sangster is going to continue with the project. It's just been hard to get a consent for a use agreement. Everyone is on board. The City has given this project its blessing. A question was asked how much of the bureau land is involved. Bill stated it is 1.7 miles along a canal. 10 wide trail with 50 foot wide easement. Scott Yaeger stated he has experience with working with the Bureau and understands how long things take and how frustrating it can be. Todd O'Brien stated that this project is working with a federal agency. The funding for this project is coming from a federal agency, and by their own definition you have 10 years to spend this money, therefore that is why you have 10 years because it takes that long to work with them. Soap Lake is only at year 6. Soap Lake will continue on and keep the Council in the loop.

6. Surface Transportation Block Grant Set-aside Program Project Call

Scott Yaeger, selection committee spokesperson provided an update on the STGB Grant process.

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Lead Agency let a call for projects. 7 projects were received. Selection Committee members received copies of the project applications and ranked and scored them.

Initial review of the projects determined all were eligible. A closer look at the projects determined that some projects were not eligible due to proposed path widths being too narrow and not meeting AASHTO standards.

Scott Yaeger shared his personal experiences with shared pathway width requirements. He noted that upon review Davenport and Moses Lake proposed paths that did not meet width requirements and therefore determined not eligible. In addition the Ellensburg Path would require approval for a “deviation” from the standard to be able to extend an existing pathway.

Scott stated the committee shared emails to decide what to do as all projects were considered to be good projects. The group decided on recommending that the Council allow all proponents to review and revise their project applications to insure they meet shared path and sidewalk width requirements and also allow them to revise their estimated project costs due to any necessary changes in path widths.

As a side note Scott explained that some applicants proposed sidewalks but also mentioned bicycles. He cautioned that sidewalks are not multimodal and language including bikes is confusing. It is better not to mention bikes when proposing sidewalks unless you are going to put bikes on the roadway.

Paul Mahre suggested that for liability purposes you should post “no bicycle” signs on the sidewalk if it is not designed for shared use.

Scott encouraged proponents to review path and sidewalk standards in both AASHTO and WSDOT Design Manuals. Paul Mahre stated that you don’t have to use WSDOT design and that AASHTO is a lesser standard.

Scott also cautioned proponents that the \$1,500 they were proposing to construct ADA ramps is much less than what it cost him to remove and reconstruct them in the past. In his experience the cost can be as high as \$4,500 per ramp.

The committee also wanted to make sure proponents of projects needing right of way contact the landowner or agency to make them aware of their project. Right of way issues can postpone projects. The committee needs to know what projects may proceed quickly or risk delay due to ROW issues. The committee will be programming 4 years of anticipated funding. We want to make sure projects that can proceed quickly may be funded first.

Action Requested: Scott Yaeger stated the Committees recommendation is to allow project proponents to revise their applications with a due date back to Lead Agency by December 30th, 2016. Lead Agency will submit the revised applications to the Selection Committee. The Committee will score and rank the projects by January 26th, 2017; the Committee will bring their rank and funding recommendation to the

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Council at the next QUADCO Meeting to be held February 9th, 2017. **Cindy Carter so moved as per the Selection Committee's recommendation; Steve Goemmel second; motion carried unanimously.**

7. Regional Transportation Plan (RTP) Update

Jan Ollivier and TPB

Jan Ollivier gave the background on the process and status of the RTP update.

The Transportation Policy Board was reformed to complete the RTP update work. Jan was working for Kittitas County who was the Lead Agency at that time. It was decided to hire a consultant to assist in completing the public outreach and to hold public meetings to collect public comments. Jan had volunteered to work with the consultant and take their information and complete the work to revise and update the RTP under the direction of the TPB.

The contactor completed their work with Jan taking internal QUADCO lead working closely with the TPB. During the process Jan took a job at People for People but offered her assistance to continue with her work through conclusion of the RTP revision. The QUADCO Council approved and welcomed her offer to continue with the RTP update. The Council allocated a line item budget for her work.

Public meetings were held. Public comments were obtained. SEPA process was completed allowing another opportunity for public comments. The TPB met as necessary, and completed their review holding meetings when necessary and by taking advantage of group emails. The status on the RTP update work was provided at each QUADCO Council meeting.

Jan compiled the information into a final draft RTP update and submitted it to the TPB for their final review and approval.

A question was brought forward by the TPB wondering whether a hearing needed to be held in order to adopt the RTP update. Lead Agency contacted Doug Cox at WSDOT for the answer. Doug stated no, the RTPO does not have to hold a hearing to adopt. The RTPO is to have an open and transparent process to allow for public involvement. QUADCO fulfilled that process by holding public meetings and obtaining public comment. The process used satisfied all requirements and the Council can adopt by simple majority vote.

Chairman Steadman stated that if the Council ready to move forward and approve the RTP we would need a motion to do so.

Scott Yaeger so moved; Todd Obrien second; motion approved unanimously.

8. HSTP Planning and Consolidated Grant Project Ranking Activities

Brandi Colyar.

Brandi gave an update on the Consolidated Grant Projects received through QUADCO and the process completed by the 4-County Planning Group to rank projects.

The Group met to discuss and rank project submissions. Each agency gave an overview of their

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projects. QUADCO was allowed 5 “A” projects (which receive an additional 50 points to their project scores); 5 “B” projects (which receive an additional 25 points) and 5 “C” projects (which receive 12 points). Team reviewed the projects against priority criteria of the Regional HST Plan, and information provided by the proponents.

A handout of the final ranking was provided. The list of projects included 5 A projects; 5 B projects and 1 C project. All project proponents had representatives in attendance to answer questions.

Greg Wright from WSDOT stated statewide they received 169 applications totaling 70 million in requests. Typically they fund approximately 100 projects totaling 40 million.

The Team is requesting approval of the list as submitted.

Question was asked whether there is a lot of requests for new services. Greg stated the requests are, for the most part for preservation of existing services.

Question was asked whether there is a risk of losing existing services. Greg stated yes.

WSDOT is now funding 100% of the project or nothing. Funding will be awarded starting with the A projects, then B, then C projects. Once the money has been awarded all projects below that level will not be funded. Greg Wright stated some don't like the 100% all or nothing funding.

Brandi stated we need two motions.

- 1) Motion to approve the ranking list
- 2) Motion to add the approved list to the QUADCO Human Services Transportation Plan.

Chairman Stedman asked for a Motion to approve Brandi's presentation and list as presented
Terry Goetz so moved; John Marshall second; approved unanimously.

Jan Ollivier gave an update on the HSTP Plan Update. The 4-County Planning team completed the work to develop the necessary updates. There were several small changes throughout with the Emergency Management Section being the largest addition to the document. Jan also stated the list of Consolidated Grant Projects also needed to be added to the HSTP Plan update.

Chairman Steadman asked for a Motion to approve the HSTP Plan Update as presented.
Steve Goemmel so moved; Scott Yaeger second; motion approved unanimously.

9. TIB Complete Streets Grant Program

WSDOT Representative(s) Information Only

Paul Mahre gave an update on the Complete Streets Program. WSDOT was asked to participate and nominate projects for the program. WSDOT nominated 12 agencies statewide. 6 from the west side and 6 from the east side of the state.

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Ellensburg and Moses Lake were the two agencies nominated from the QUADCO Region. These agencies will move on to the next step in the process with hope that they may be selected for funding.

Statewide there were 9 nominating agencies. There were a total of 39 agencies nominated. Only 25 will be funded. The next step for those 39 agencies nominated will be to develop a work plan for submission to TIB. The work plans will be reviewed and 25 of those will be funded. Final selection January 27th.

Brandi Colyar wanted to clarify that Ellensburg and Moses Lake were two agencies nominated by WSDOT. There are more agencies nominated by others that are still active in the nomination process.

10. Regional WSDOT Planning Offices and Headquarters Updates

WSDOT Representatives – Information only.

Paul Gonseth gave an update on the Washington Transportation Plan Update. Phase 1 is complete. Phase 2 will involve partners in order to get input on the plan. WSDOT will have access points for those who want to submit feedback. WSDOT is looking for opportunities to come and give presentations and receive feedback.

Phil stated that during the last MPO/RTPO meeting a presentation was given indicating a move toward “scenario” planning. Instead of planning by projecting how we want the future to look, the move is to now consider changes in climate and technology and plan considering the “what ifs” due to those two items. Some people are excited about the concept, some are not. Paul provided a handout with information and web site info where you can check out more information.

Patrick Boss asked about the status of the critical urban and rural freight corridors and who takes the lead on those corridors? Paul stated WSDOT will play a role, but local agencies can also apply for FAST Lane grants. Paul provided examples of some agencies who are applying for grants. Tough part is getting the matching funds.

Paul also gave an update on the Corridor Sketch work. Phase 1 was information gathering. We are now entering into Phase 2 where we will sit down as a group and look at these corridors and come up with strategies, not necessarily projects. The most important items the groups will consider is capacity and economic vitality. This will not just be a DOT exercise. They will be involving the local agencies and RTPO’s.

Patrick Boss asked if there is a push to reduce carbon emissions will there be emphasis put on rail projects that will reduce carbon emissions by reducing the amount of trucks on the road. Paul stated there is no clear answer to that.

There was a question on the status of the Innovative Safety Grant program and process. It is still on track.

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Question was asked on how DOT can help get school busses off the state highways when they load and unload students. It is a safety issue. Paul stated this is a good example of an issue to bring up in the corridor sketch work. Strategies for signing or state patrol emphasis programs were examples given that might improve safety at school bus stops.

There was question on a congestion on roads near Warden. Delays from traffic congestion is causing 20 minute delays for buses and commuters. Other examples of congestion in the Region were discussed.

Question was raised on who is it that we can approach to present the problems and get the process started to find solutions. Paul Mahre offered his contact info. Other examples were given that indicated problems with SR 17 were realized but never moved forward due to a lack of knowing how to move the concerns forward.

Phil stated the QUADCO answer is that this is the forum where people can bring up their concerns. As a group we can draft letters and make our concerns known to those who may have the answers and know how to proceed. That is our purpose.

11. Elections of 2017 Chair and Chair Pro Tem

Phil stated traditionally QUADCO elects the officers on the last meeting of the year or first meeting of the year. He asked the group if they have ever considered holding elections so they coincide with the state fiscal year. It would also coincide with the change in Lead Agency. Phil suggested that the Council could table and postpone the election of chair and chair pro-tem until a meeting near the end of the biennium.

The group was in favor of doing so.

Cindy Carter moved to postpone the election of chair and chair pro-tem until a later date; motion was seconded; approved unanimously.

Question: Postponed until when? It was agreed that the elections will be postponed until May 2017.

12. Transportation Policy Board Membership

Phil provided a handout with current TPB and selection committee memberships. Phil noted the confusing election cycle of the TPB membership stated in the Bylaws. It is hard to determine when certain terms expire. Phil stated it is nice have the Board in place at the change of Lead Agency. Question on whether elections are necessary or if the current group can remain in place. All of the TPB members were in attendance. No Board member refused to continue service. The TPB membership in place will remain in place until which time a change is necessary. Todd Obrien stated he has been here a long time. In his opinion to die or retire, is the only way to get off a committee or board.

Certain groups represented on the TPB are actually elected or selected by that group. It was asked whether each group should develop a policy on how they elect or select their TPB representative. It was suggested each group can make their own decision on how and who to select.

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Lead Agency wanted clarification and group consensus to recognize both the TPB and Selection Committee memberships currently in place to continue to serve until which time elections are necessary. This is necessary to insure the group is in place and active at the change in Lead Agency next June. There were no objections to having the groups continue as represented. No official action necessary.

13. QUADCO Selection Committee Membership

It was recognized that the current committee members will continue to serve until an election is needed.

14. "New" Business

Phil gave an update on the MPO/RTPO coordinating committee meeting. Provided a handout that was developed that promotes the importance of what RTPO's do and the need for more planning funds. The Coordinating committee is split on whether to ask the legislators for more planning funds. Some feel the legislators may try to take away what little money we have, others feel this is a perfect opportunity to ask for more planning moneys. All agencies are encouraged to let their legislators know that we could use more planning funds. The handout is a good tool to share in that endeavor.

15. Next QUADCO Meeting

Mark Stedman – Chair

John Marshall moved to hold the next meeting February 9th, 2017; Rick Becker second; approved unanimously

16. Mark Stedman – Meeting adjourned