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MINUTES

QUADCO COUNCIL MEETING

February 9th, 2017

11:00 a.m. to 1:00 p.m.

Grant County Public Works, Large Conference Room

124 Enterprise St. SE, Ephrata, WA 98823

1. Welcome/Introductions/Roll Call

Mark Stedman called the meeting to order and welcomed 24 attendees. Introductions were made and roll was collected, a quorum of 11 members present.

2. Meeting Minutes

Mark Stedman presented the minutes from the December 8th, 2016 QUADCO meeting.

ACTION: Derek Mayo moved to approve; Gloria Kuchenbuch second; approved unanimously.

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

Project Sponsors provided updates on the status of their projects.

<u>Regional Transportation Planning Projects</u>	SFY 2016	SFY 2017	TOTAL
<u>Othello - ICA Studies:</u>			
<i>Completed first Study. To the Council. Second study was stopped because Adams Co got funding to put in a roundabout. Cost completed are reimbursable.</i>	\$12,500	\$12,500	\$25,000
<u>Davenport - Truck Bypass Feasibility Study</u>			
Project is completed. They have submitted a copy of the completed study. It will be placed on the QUADCO website.	\$16,400	\$16,400	\$32,800
<u>Lincoln County - Comp Plan Trans Element Update</u>			
Planning continues work on the draft. They have a draft document and are in the process of holding more meetings. They will be updating the comprehensive plan that will go to a hearing early June.	\$5,000	\$10,000	\$20,000
<u>Odessa - Transportation Improvement Plan</u>			
Project is complete. They will be submitting invoice for the match they put forward.	\$13,965	\$13,965	\$27,930
<u>Ellensburg - Citywide Traffic Count</u>			
Project complete. They will be submitting their final invoice to show match spent.	\$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

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Moses Lake - ADA Transition Plan - Curb Ramps

Consultant completed outreach. Their portion is complete. Waiting on their final invoice. Have data input and priorities complete. They will spend all funds. \$10,000 \$10,000 \$20,000

Moses Lake – Roundabout & 4-Lane Road Analysis

Consultant holding a workshop tomorrow. This is primarily consultant work. They should be wrapping it up within a month. They will spend all funds. \$25,000 \$25,000

4. Unified Planning Work Program (UPWP) Budget Update

Phil provided an update and status on 2015-2017 UPWP Budget. Handouts of the budget status provided. Status provided on each line item with estimate on whether funds would be spent. Phil noted the HSTP Planning exceeded budget by \$1,245. Phil asked the council if they would agree to make that excess expenditure eligible for partial reimbursement if there is left over funding. Lead Agency states we go intend to spend all funding and have avenues in place to forward any unused funds. Lead Agency has approval to move money's around to ensure all funds are spent.

ACTION: Gloria Kuchenbuch moved to reimburse the \$1,245 with remaining funds should they be available, Bill Sangster second, approved unanimously.

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 provided updates 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	
Update: Have a contractor on board. Waiting for the snow to go away so they can get started.							
City of Ephrata - Beezley Hill Trail Phase 1 (Awarded July 15, 2010)	Carry forward STPE					128,500	STATUS?
Update: Still waiting on the bureau. They feel they are getting closer. Still holding out hope							
Town of Almira – Main St Sidewalk Improvement							Constructed
City of Moses Lake – Heron Bluff Trail							Constructed
City of Soap Lake – SR 17/Soap Lk Lane Reconfig. & Safety							Constructed

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

Phil provided an update on the Committees work to collect project re-submissions and rank projects. First call for STBG projects met with some proposals determined not eligible due some confusion on path width requirements. Selection committee made recommendation to allow all 7 proponents to re-submit. The Council approved to do so at our last meeting.

All 7 project proponents adjusted their applications accordingly. WSDOT again reviewed each and determined they all are eligible.

Selection Committee was faced with the task of the urban, rural, and flexible funding amounts and made the following funding recommendation to the Council:

- 1) Ellensburg's John Wayne Pioneer Trail – Award full funding in the amount of \$375,000 (Urban \$237,404; Flexible \$137,596)
- 2) Moses Lake Pioneer Meadows Trail – Award partial funding in the amount of \$172,384 (Flexible funds) Subject to Moses Lake accepting partial funding and finding other sources to fund and complete the project.
- 3) Davenport Sports Complex Rec Trail Phase 1 – Award full funding in the amount of \$186,675 (Carryforward \$12,188; Rural \$174,487)
- 4) Reardan Ballfields Safe Pathway Phase 2 – Award part funding of \$58,449 (remaining Rural) to be available should they find other funding sources for the project. The STBG Set-aside funds to remain eligible to them for 4 years. If the project is not completed by that time they would have to resubmit a new application during the next call for STBG projects.

Moses Lake agreed to take partial funding and move forward with the project. They intend to complete a lot of the work with their city crews.

Jeff Tincer wanted to note that there are a lot more conditions placed on agency work when dealing with federal funds. Local forces cannot be competing work when a contractor is on the job.

Phil stated that in the past the Council has awarded funding and kept the unfunded projects eligible for future funding rather than going out for a new call. Asking the group if that is fair in consideration of project cost rising due to inflation.

Jeff Tincer felt the partial funding should remain with Reardan but they should have to submit a new application the next time funding needs to be programmed.

ACTION: Gloria Kuchenbuch moved to accept the selection committee's recommendation of option 1, (to fully fund Ellensburg; partially fund Moses Lake; fully fund Davenport, partial funding to Reardan until which time they find additional funds to move forward, or a new call for projects is let). Cindy Carter second, carried unanimously.

7. SFY 2018-2019 Unified Planning Work Program (UPWP) Call for Planning Projects

Discussion regarding proposed call for UPWP Projects. Group was provided a handout with a draft UPWP Budget for SFY's 18-19. QUADCO's estimated UPWP funding is \$118,000 per SFY, \$236,000 for the Biennium. The draft budget is in line with past spending, continuing with the same budget line items of the current budget. There will

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be an estimated \$167,100 available during the next biennium for UPWP planning projects.

The group was provided a proposed UPWP Call for Projects & Development schedule. Call will go out with applications due 3:00 p.m. April 17th, 2017; WSDOT will review applications to determine if the proposals are eligible projects; Selection Committee will review, rank, score and bring their recommendation for funding to the Council at the next QUADCO meeting to be held in June. Phil explained that this schedule fits with the WSDOT UPWP Development Schedule.

John Marshall moved to approve the Call for UPWP Projects, Development Schedule, and estimated budget, Shawn O'Brien second, passed unanimously.

Phil went over the criteria for qualifying UPWP Projects. This criteria is listed on the back of the UPWP application. It is assumed the criteria came from WSDOT guidance. Lead Agency is proposing changes in the criteria that help promote the significance of small local agency planning projects.

Changes proposed were highlighted in red in the handout and consisted of:

- 1) Criteria: First sentence correct to say projects that are consistent with the goals, objectives and strategies outline in the QUADCO RTP.
- 2) Add First Tier Projects fulfill needs of regional significance
- 3) Add Second Tier Projects that fulfill needs of sub-regional and local significance and used to provide examples to assist other member agencies in their planning efforts.
- 4) Completion of combination of Regional and/or local planning studies fulfills significant needs

Age old question on what is regionally significant projects are was raised. Group discussion followed. The perception of region significance may always be a matter of interpretation.

ACTION: John Marshall moved to approve the changes to project criteria descriptions, Shawn Obrien second, approved unanimously.

8. QUADCO Bylaws – Change in Bylaws Language

Lead Agency

Present proposed change in Bylaws Language is Sections 8 and 11 regarding types of funding and fund disbursement.

Action Requested: Approve proposed changes in QUADCO Bylaws to satisfy WSDOT's concerns regarding funding disbursement.

Phil presented the proposed changes to Bylaw sections 8 and 11 to address WSDOT concerns to insure member agencies know that they do not provide UPWP funding directly to the agency. The funds come through QUADCO to the members. The two changes satisfy WSDOT concerns.

ACTION: Steve Goemmel moved to approve the proposed changes, John Marshall second, passed unanimously

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9. Regional Transportation Plan (RTP) Update

Jan Ollivier gave a summary of work completed to finalize and adopt the RTP. Jan provided an overhead presentation on the QUADCO Web Site to show what all was included on the web site. She also gave a summary of what transportation facilities are listed as regionally significant in the RTP. The RTP has a lot of information on the region and a good source info when agencies are applying for grant funding. Jan was provided a huge round of applause for her work to finalize the RTP.

10. HSTP Planning Activities Update

Jan Ollivier gave an update on the HSTP Planning Activities and Consolidated Grant Project Process status. Jan also pulled up the HSTP from the QUADCO Web Site. The Plan is updated fully every 4 years. It must be updated in order to get all HSTP projects in the plan so they can receive funding. A short update is required every 2 years.

She provided the list of HSTP project applications consisting of requests to continue existing services and funding for new equipment. These were submitted to DOT and they are considering them at this time.

One big change DOT is proposing is to change their match rate requirement for services. Rural areas cannot afford the increase in match for existing services. Match starts at 10% and increases each year until it gets to 50%. Existing rural services would have to be cancelled due to the large increase in match requirement.

Mark Stedman asked Jan to draft a letter addressing QUADCO's concerns with the increase in match so it can be sent to our representatives.

Jan reminded the group that the current HSTP will need to be updated in 2018.

Phil asked if we needed to have a line item in the budget or if they intended to ask for UPWP funds for the update. Phil will be working with the 4-County planning group to determine what funds will be needed for the update.

11. Regional WSDOT Planning Offices and Headquarters Updates

No WSDOT Region Representatives were in attendance.

12. "New" Business

- 1) Phil gave a handout on the upcoming NW Tribal Technical Assistance Program and BIA Symposium. Phil had sent out a request that was made for those who may want to participate in the gravel roads maintenance sessions.
- 2) Phil also wanted to let agencies know that WSDOT is emphasizing projects to update their ADA Transition Plans. Shawn Obrien stated public participation is a big part of developing your plan. He gave examples of what all they did to accomplish public outreach. Members can contact Shawn with questions.
- 3) Tiffany Quilter provided a handout on the upcoming March 8th, 2017 Rural Complete Streets Workshop in Grand Coulee area. Location will be changed. They will focus on rural small towns. All day workshop with lunch provided.
- 4) John Marshall made people aware that Adams County put up signage for historic

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Highway 10. Part is in Kittitas County. SR 10 started in Detroit and ended in Seattle. Movement for it to be signed across the nation. He asked agencies to consider signing it where it goes through their jurisdictions. It is I 90 now.

13. Next QUADCO Meeting

Mark Stedman recommended that our next meeting to be held June 1st, 2017

ACTION: Motion to hold next meeting June 1st, second, passed unanimously
Meeting adjourned.