

**CHAIRMAN:**  
**Obie O'Brien**, County Commissioner  
Kittitas County  
205 W. 5<sup>th</sup> Avenue, Suite 108  
Ellensburg, WA 98926-2887  
(509) 962-7508

**LEAD AGENCY:**  
Kittitas County  
Public Works Department  
411 N. Ruby, Suite 1  
Ellensburg, WA 98926  
(509) 962-7523

**QUADCO RTPO**  
Quad County  
Regional Transportation Planning Organization

## **QUADCO Council Meeting Minutes**

**Date:** January 9, 2014  
**Location:** Grant County Public Works Conference Room  
124 Enterprise Street SE, Ephrata, WA 98823

### **Welcome**

Chair Obie O'Brien called the meeting to order at 10:00 a.m. and welcomed attendees. The attendee list is shown in Attachment A.

### **Roll Call**

The roll call was collected, a quorum of 19 members were present. The Quorum Call is shown in Attachment B.

### **Meeting Minutes**

Ryan Lyyski made a motion to approve the September 26, 2013 minutes as presented. The motion was seconded and approved unanimously.

Chair Obie O'Brien explained that Judy Lorenzo, WSDOT Transportation Planning Office Manager, requested an amendment to the June 27, 2013 minutes. Scott Yaeger made a motion to approve the amendment to the June 27, 2013 minutes as presented. Douglas D'Hondt seconded the motion and it was approved unanimously.

### **Transportation Alternative Program (TAP)**

Douglas D'Hondt asked for members that received TAP funding to report on their progress to the QUADCO Council.

Shawn O'Brien reported on Moses Lake's Heron Bluff Trail project. Moses Lake is preparing the prospectus submittal for funding and working out the design and layout for the project. The City plans to build it this year.

Ryan Lyyski reported on Ellensburg's John Wayne Pioneer Trail Reconnection Route project. Ellensburg is currently coordinating utilities in the project area and will survey the project in the next couple of months.

Paul Mahre said WSDOT is providing the match for Soap Lake's SR 17/City of Soap Lake Lane Reconfiguration and Safety Improvements project and will be working with them on completing this project.

Paul Mahre also reported that the Town of Almira is working with WSDOT on an agreement for their Main Street Sidewalk Improvement project. They will be using Transportation Improvement Board (TIB) funds for their local match. Lincoln County is performing the Certified Acceptance Services (CA) for the Town.

Rick Becker asked if the Town of Almira can use TAP funding prior to the federal fiscal years 2015-2016 and 2016-2017, the years QUADCO allocated their TAP funds. Paul Mahre said they should request to have their funding obligated as soon as they are ready. Todd O'Brien said the bill that funds federal projects in the next federal year (starting October 1, 2014) has not been approved yet. The Town can get approval on funding their project but they take a risk of not receiving TAP fund reimbursements for their expenditures if the TAP program is not funded in the next federal funding amendment. However it is a low risk since this type of program has received funding for many years.

### **By-Laws, Interlocal Agreements, Membership, and Equipment Update**

Chair Obie O'Brien asked the QUADCO Council to consider the proposed amendments to the QUADCO by-laws and interlocal agreement.

Paul Mahre suggested the by-laws be clarified on how QUADCO Council members are appointed and who are the members are on the Council. Jan Ollivier stated that all of the members of the RTPD are considered the Council and that she will clarify this in the by-laws. Todd O'Brien confirmed that this is how QUADCO had historically functioned.

Todd O'Brien asked that the lead agency designation in the interlocal agreement be clarified to state that WSDOT approves any unscheduled change of lead agency, but the regular schedule listed in the by-laws does not require WSDOT approval.

Charlene Kay asked for clarification on the spreadsheet of Policy Board members, that the Regional Administrator represents all three WSDOT regions, not only North Central Region.

Chair Obie O'Brien asked to allow persons other than a CEO or president be appointed as a Major Employers/Business Associations Policy Board member since CEO's or presidents are very busy.

Rick Becker moved to approve the amendments to the QUADCO by-laws and interlocal agreements as proposed with the suggested changes above. Todd O'Brien seconded the motion and it was approved unanimously. The approved by-laws and interlocal agreement is included in Attachment C.

### **Transportation Policy Board**

Jan Ollivier asked the QUADCO Council to consider the proposed membership for the Transportation Policy Board. It was suggested that John Anderson, representing a warehouse in Ritzville, may be interested in being a Major Employers/Business Associations Policy Board member.

Don Whitehouse asked for clarification on who has the decision-making authority, the Transportation Policy Board or the QUADCO Council. Jan Ollivier said, according to the QUADCO by-laws, the Transportation Policy Board makes policy advice for the QUADCO Council to decide on and the QUADCO Council has the final authority on decision-making.

A WSDOT representative asked if WSDOT has a voting member on the QUADCO Council. Jan Ollivier indicated that the members on the QUADCO Council are from one of the four counties or the cities and towns in the four counties and who enter into the Interlocal Agreement with QUADCO. WSDOT is not a voting member on the Council. Todd O'Brien confirmed that this is how QUADCO had historically functioned.

Douglas D'Hondt moved to establish the Transportation Policy Board as proposed. Cindy Carter seconded the motion and it was approved unanimously. The approved membership is shown in Attachment D.

#### **Human Services Transportation Plan**

Douglas D'Hondt reported that QUADCO's human services transportation plan committee, formed at the September 26, 2013 QUADCO meeting to oversee the selection of a consulting firm for updating QUADCO's Human Services Transportation Plan, has been working on the consultant selection process. A scope of work and advertisement requesting statements of qualifications from consultants have been prepared and advertised in the local newspapers of record and Seattle's Daily Journal of Commerce. Consultant qualifications are due on January 24<sup>th</sup>. The committee will review these qualifications by the end of January. The committee includes Brandi Colyar, Jeff Tincher, Douglas D'Hondt, Rick Becker, and Tom Hanson.

Scott Yaeger moved to authorize the QUADCO Chair to enter into an agreement with the committee's selected firm. It was seconded and the motion was approved unanimously.

#### **Metropolitan Planning Organization (MPO) / Regional Transportation Planning Organization (RTPO) / Washington State Department of Transportation (WSDOT) Coordinating Committee**

Jan Ollivier summarized the November 19, 2013 Coordinating Committee meeting. She said of particular interest to QUADCO agencies were the following topics:

- **Obligation Targets:** Page Scott is our RTPO representative on the Local Agency Delivery Task Force, and they are working on "lessons learned" from 2013. Jan Ollivier said the difficulties that Kittitas County had with the 2013 obligation targets were the limited time WSDOT gave us to obligate the funds and the increased difficulty small agencies now have in developing regionally significant projects with small allocations because they cannot bank funds.

Todd O'Brien told the QUADCO Council that he is also on the Local Agency Delivery Task Force representing 22 lead agencies. He said that local agencies are being encouraged to build larger projects by borrowing ahead. The state will be over obligating the state's portion. He said there is a redistribution of obligation targets; the targets will be lower for some agencies depending on how well they performed in 2013. He said that Washington State received an additional \$18 million in federal funds because we over obligated funding. WSDOT worked hard on getting local agencies to deliver projects because there was a high risk of us losing our funding.

- **Freight Plan:** Jan said that WSDOT received 188 freight project proposals and is summarizing these projects for the Freight Mobility Strategic Investment Board (FMSIB) to review. Mark Kushner is our RTPO representative on WSDOT's Freight Plan committee.
- **Federal and State Funding:** The federal shutdown didn't affect the Federal Highway Administration but did affect the Federal Transit Administration. The federal legislators are working on the reauthorization bill, called MAP-21, which expires 9/30/2014. Persons reviewing Washington State bill summaries should check the full bill for the most current information.
- **Washington Transportation Plan (WTP):** Lon Wyrick is our RTPO representative on WSDOT's WTP committee. The committee selected Cambridge Systemantics with Burke

Consulting as a subconsultant to do this update. Their work will include new revenue and financial forecasts, existing conditions assessment, and public outreach.

- Least Cost Planning: WSDOT is preparing guidance to implement this. WSDOT's Secretary Peterson is very interested in this concept. The concept is that you define the problem and fix just the problem without fixing a lot of other things with it. WSDOT will be working with RTPOs to establish it also.
- Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Performance Measures: The first rule will come out in January and it will be on planning regulation and safety.

### **Regional WSDOT Planning Offices and Headquarters Updates**

South Central Region had nothing to report.

North Central Region said they are developing a roundabout in Mattawa on SR 243. This intersection rates in the highest of ten locations throughout the state for high speed accidents. Michael D. Pherigo expressed his concern about pot facilities being located on SR 26. Chair Obie O'Brien explained the limits for when someone is able to comment or object to an application for locating such a facility.

Eastern Region had nothing to report.

### **Elections**

Rick Becker moved to elect Obie O'Brien as Chair and Shawn O'Brien as Chair pro-term for 2014. Todd O'Brien seconded the motion and it passed unanimously.

### **Other Business**

The transportation funding package died at Washington State's House of Representatives, including the proposed 10 ½ cents gas tax. It is likely the gas tax proposal will be reduced to 6 cents. Chair Obie Obrien encouraged persons to contact their local legislators with their input.

Scott Yaeger asked about the Highways and Local Programs requirement for a consultant cost audit. Douglas D'Hondt encouraged local agencies to work with their WSDOT Regions to perform services such as quality control. Keith Martin said that Certified Acceptance Services (CA) agencies can have a provisional rate to do federal aid contracts and then the procedural matter can be worked through later while the contract work proceeds.

Don Whitehouse said WSDOT has changed its policy on working with the local agencies. Previously there was a reluctance to assist local agencies in order to avoid any competition with the private sector. But now if an agency needs help, WSDOT will consider providing it.

### **Next QUADCO Meeting**

The Council agreed to hold their next meeting on April 10, 2014 at 10:00 a.m.

### **Adjourn**

The meeting adjourned at 11:30 a.m.

## ATTACHMENT A

### Attendees

<i>Name</i>	<i>Organization</i>	<i>Phone</i>
Ryan Lyyski	City of Ellensburg	509-962-7238
Rick Becker	Lincoln County & City of Harrington	509-725-7041
Brandy Heston	Grant Transit Authority	509-765-0898
Terry Clements	City of Othello	509-488-6997
Jim Laird	City of Othello	509-488-6997
Ryan Berg	Belsby Engineering	509-747-6790
Frank White	Town of Odessa	509-982-2761
Ariel Belino	City of Quincy	509-787-3523
Paul Gonseth	WSDOT- Yakima SCR	509-577-1630
Paul Mahre	WSDOT NCR	509-667-3090
Pat Jones	Port of Moses Lake	509-762-5363
Shawn O'Brien	City of Moses Lake	509-764-3786
Todd O'Brien	Adams County	509-659-3276
Steve Goemmel	City of Davenport	509-725-4352
Keith Martin	WSDOT Eastern Region	509-324-6080
Bryan Nash	City of Kittitas	509-968-0224
Kennet Bertelsen	USKH, Inc.	509-328-5139
Ron Curren	City of Warden	509-349-2326
Michael D. Pherigo	Town of Hatton	509-488-3976
Jan Ollivier	Kittitas County	509-962-7610
Douglas D'Hondt	Kittitas County	509-962-7690
Obie O'Brien	BOCC Kittitas County	509-962-7570
Cindy Carter	Grant Co. BOCC	509-754-2011
Jeff Tincher	Grant County	509-754-6082
Scott Yaeger	City of Ritzville	509-659-3289
Jim Holcomb	Town of Coulee City	509-681-0058
Robert Dove	Town of Coulee City	509-681-0080
Terry Mattson	WSDOT NCR	509-667-2899
Mike Meskimen	Gray & Osborne	509-453-4833
Renee Biles	People for People	509-248-6726
Ken Selzler	City of Cle Elum	509-260-1236
Don Whitehouse	WSDOT SCR	509-577-1620
Todd Mittge	Grant County	509-754-6082
Patrick Boss	Columbia Basin Railroad/Cold Train	360-878-7073
Dale Pomeroy	Port of Warden	509-750-8876
Bruce Johnson	Town of Reardan	509-796-3921
Charlene Kay	WSDOT Eastern Region (via phone)	509-324-6195

## ATTACHMENT B

### QuadCo Quorum Call

January 9, 2014

<b><i>Member</i></b>	<b><i>Present</i></b>	<b><i>Proxy/Held By</i></b>
<b><u>Adams County</u></b>	<u>  X  </u>	<u>          </u>
Hatton	<u>  X  </u>	<u>          </u>
Lind	<u>          </u>	<u>          </u>
Othello	<u>  X  </u>	<u>          </u>
Ritzville	<u>  X  </u>	<u>          </u>
Washtucna	<u>          </u>	<u>          </u>
<b><u>Grant County</u></b>	<u>  X  </u>	<u>          </u>
Coulee City	<u>  X  </u>	<u>          </u>
Coulee Dam	<u>          </u>	<u>          </u>
Electric City	<u>          </u>	<u>          </u>
Ephrata	<u>          </u>	<u>          </u>
George	<u>          </u>	<u>          </u>
Grand Coulee	<u>          </u>	<u>          </u>
Hartline	<u>          </u>	<u>          </u>
Krupp	<u>          </u>	<u>          </u>
Mattawa	<u>          </u>	<u>          </u>
Moses Lake	<u>  X  </u>	<u>          </u>
Quincy	<u>  X  </u>	<u>          </u>
Royal City	<u>          </u>	<u>          </u>
Soap Lake	<u>          </u>	<u>          </u>
Warden	<u>  X  </u>	<u>          </u>
Wilson Creek	<u>          </u>	<u>          </u>
<b><u>Kittitas County</u></b>	<u>  X  </u>	<u>          </u>
Cle Elum	<u>  X  </u>	<u>          </u>
Ellensburg	<u>  X  </u>	<u>          </u>
Kittitas	<u>  X  </u>	<u>          </u>
Roslyn	<u>          </u>	<u>          </u>
South Cle Elum	<u>          </u>	<u>          </u>
<b><u>Lincoln County</u></b>	<u>  X  </u>	<u>          </u>
Almira	<u>  X  </u>	<u>          </u>
Creston	<u>          </u>	<u>          </u>
Davenport	<u>  X  </u>	<u>          </u>
Harrington	<u>  X  </u>	<u>          </u>
Odessa	<u>  X  </u>	<u>          </u>
Reardan	<u>  X  </u>	<u>          </u>
Sprague	<u>          </u>	<u>          </u>
Wilbur	<u>          </u>	<u>          </u>

**Quorum Present?**

-- YES--

--NO--

*Quorum = Seven members present (excluding proxies) provided that there is at least one representative from each county or a city within each county.*

# ATTACHMENT C

## QUAD COUNTY REGIONAL TRANSPORTATION PLANNING ORGANIZATION

### BYLAWS

#### 1. ORGANIZATION - COMPOSITION AND NATURE

The Quad County Regional Transportation Planning Organization (Quadco RTPO) shall consist of the counties, cities and towns within the four-county region that includes Adams, Grant, Kittitas, and Lincoln counties, that are signatories to the Inter-Local Agreement, with management vested in the Quadco Council, structured as hereinafter provided. These counties shall include: **Adams County, Grant County, Kittitas County, and Lincoln County.** The cities and towns may include: City of **Almira**, City of **Cle Elum**, Town of **Coulee City**, Town of **Coulee Dam**, Town of **Creston**, City of **Davenport**, Town of **Electric City**, City of **Ellensburg**, City of **Ephrata**, Town of **George**, City of **Grand Coulee**, City of **Harrington**, Town of Hartline, Town of Hatton, City of **Kittitas**, Town of **Krupp**, Town of **Lind**, City of **Mattawa**, City of **Moses Lake**, Town of **Odessa**, City of **Othello**, City of **Quincy**, Town of **Reardan**, Town of **Ritzville**, City of **Roslyn**, City of **Royal City**, City of **Soap Lake**, Town of South Cle Elum, City of **Sprague**, City of **Warden**, City of **Washtucna**, Town of **Wilbur**, and Town of **Wilson Creek**.

#### 2. INCORPORATION OF INTER-LOCAL AGREEMENT

The Quad County Regional Transportation Planning Organization shall incorporate in its entirety the Inter-Local Agreement signed by all participating members and attached hereto.

#### 3. QUADCO COUNCIL

The Quadco Council is the body of members who have been appointed to represent member agencies to carry out all delegated powers and managerial and administrative responsibilities of the Quad County Regional Transportation Planning Organization. Each signatory City or County shall designate a member and alternate member who will have voting and office holding privileges. Other special units of government or public bodies, which have opted to attend and participate at Quadco

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Council meetings, may be associate members and have the right to a seat and limited voice, but do not have voting or office holding privileges.

### 4. **TRANSPORTATION POLICY BOARD - COMPOSITION AND NATURE**

The Transportation Policy Board shall be composed of 14 members with designated alternates:

**Major Employers/Business Associations** (2) - Two major employers and/or business associations in the region selected by the Council, represented by their CEO, President, or designee of the CEO or President.

**WSDOT** (1) - One Region Administrator from either WSDOT's North Central Region, South Central Region, or Eastern Region and representing all three of these regions.

**Cities** (4) - One city official to be decided by a majority vote taken by the designated member city representatives to the Quadco Council from each of the four member counties.

**Ports** (1) - One official representing the Port Commissioners designated by consensus among the ports within the four counties.

**Counties** (4) - One county official designated from each of the four member counties.

**Railroads** (1) - One official from any railroad operating within the region.

**Quadco Chairperson** (1) - One member of the RTPO elected as Chairperson by the Quadco Council.

The members of the Washington State House of Representatives and the Washington State Senate, whose districts are wholly or partly within the boundaries of the Quad County Regional Transportation Planning Organization, are considered ex officio, nonvoting policy board members of the Quad County Regional Transportation Planning Organization (RCW 47.80.040).

### 5. **TERM OF MEMBERSHIP**

The members of the Transportation Policy Board shall serve for a three-year term except that with the initial membership one Major Employer/Business Associations' representative shall serve a one-year term and one Major Employer/Business



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Associations' representative shall serve a two-year term; one Cities' representative shall serve a two-year term and two Cities' representatives shall serve a one-year term; the Ports' representative shall serve a two-year term; the Railroads' representative shall serve a one year term; two Counties' representatives shall serve a two-year term and one Counties' representative shall serve a one-year term. The groups, bodies, or organizations providing more than one representative to the Transportation Policy Board shall decide among themselves which member shall serve for one-year, two-year, or three-year terms.

### **6. MEETING SCHEDULE**

The Quadco Council will meet at least once each year. In addition to the yearly meeting, the Chairperson is authorized to call additional meetings as necessary and in lieu of a formal meeting may convene teleconferences of the Quadco Council. One meeting shall be designated specifically for budget review at least 90 days prior to the end of the fiscal year, with a minimum of 30 days' notice of the date, time, and location to all member jurisdictions.

The Quadco Council shall elect annually by majority vote a chairperson and chair pro-tem. In the absence of the chairperson, the chair pro-tem shall preside over the meetings of the Council. In his or her absence, an alternate chair pro-tem shall be elected from the Council members present. Said Chairperson shall also serve as a member of the Transportation Policy Board.

The Transportation Policy Board shall meet as often as necessary to accomplish the assigned tasks of the Council.

### **7. QUORUM DEFINITION AND VOTING PROCEDURES**

A quorum for a meeting of the Quadco Council shall consist of seven members present, excluding proxies, provided that there is at least one representative from each county or a city located within each county.

One vote is allocated for each member jurisdiction. Vote by proxy will be permitted with written assignment for only one meeting at a time. A tie vote of the Council will be treated as a 'no' vote.

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### **8. AMENDMENT OF BYLAWS**

Upon advance notification to each member of the intention to amend the Bylaws, the Bylaws may be amended by simple majority of the quorum.

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**INTER-LOCAL AGREEMENT**  
**QUAD COUNTY REGIONAL**  
**TRANSPORTATION PLANNING ORGANIZATION**

THIS AGREEMENT is made and entered into by and between the member agencies of the State of Washington, as defined below, to establish the Quad County Regional Transportation Planning Organization, pursuant of the Inter-Local Cooperation Act of 1967, Chapter 39.34 R.C.W. and the Growth Management Act of 1990.

**Definitions**

For the purpose of this inter-local agreement and all other agreements, contracts and documents executed, adopted or approved pursuant to this agreement, the following terms shall have meaning prescribed to them with this section unless the context of their use dictates otherwise:

- (1) Member agency shall mean any local government which is a signatory or becomes a signatory to this inter-local agreement and is a County or City within the region;
- (2) State shall mean the State of Washington;
- (3) Quad County Region shall mean the territory physically lying within the boundaries of Grant, Adams, Lincoln, and Kittitas counties;
- (4) Population shall mean the population as last determined by the State Office of Financial Management;
- (5) Quad County regional population shall be determined by adding together the population of all local governments within the planning area;
- (6) Council shall mean the body of members who have been appointed to represent member agencies to carry out all delegated powers and managerial and administrative responsibilities of the Quad County Regional Transportation Planning Organization;
- (7) Department shall mean the Washington State Department of Transportation (WSDOT);
- (8) WSDOT Region Office shall be the Eastern Region Office, the North Central Region Office, or the South Central Region Office of the Washington State Department of Transportation as designated by WSDOT;

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- (9) Transportation Policy Board shall mean a board appointed by the Council which will participate in policy making of the Organization;
- (10) Member shall be the designated representative of a signatory City or County;
- (11) Associate Member shall be a special unit of government or other public body, which has opted to attend and participate at Council meetings with seat and limited voice, but with neither voting nor office holding privileges.

### Recital

WHEREAS, the member agencies recognize the need and desirability to participate in a forum for cooperative decision making by designated representatives of said agencies in order to bring about a continuous and comprehensive regional transportation planning process; and

WHEREAS, the member agencies are required or encouraged to adopt transportation plans consistent with comprehensive land use plans pursuant to the Growth Management Act of 1990; and

WHEREAS, the Growth Management Act of 1990 authorizes establishment of Regional Transportation Planning Organizations through the voluntary association of local governments within a county, or geographically contiguous counties; and

WHEREAS, it is the belief of the member agencies that state and regional transportation planning receive policy direction from all local governments and affected special purpose districts and major employers; and

WHEREAS, the member agencies are authorized and empowered to enter into this agreement pursuant to Chapter 39.34 R.C.W.

THEREFORE, in consideration of mutual promises and covenants herein it is hereby agreed:

**1. Organization - Composition and Nature:** The member agencies agree to create an organization called the Quad County Regional Transportation Planning Organization. The Quad County Regional Transportation Planning Organization shall consist of Grant County, Adams County, Lincoln County, Kittitas County and cities/towns within the four (4) County region that are signatory to this agreement with management vested in a Council, structured as hereinafter provided and by bylaws which shall be adopted by the organization and incorporated herein by this reference. Bylaws of the organization shall initially be adopted by a majority vote of the total members of the organization and shall

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be amended as provided for in the bylaws. The Council shall meet at least once each year for the purposes set forth below.

**2. Delegated Authority and Purposes:** The Quad County Regional Transportation Planning Organization shall have the following delegated authorities and purposes:

- A. To provide a forum for cooperative decision making by the region's elected officials in order to bring about a continuous and comprehensive transportation planning process.
- B. To foster cooperation and mediate differences among local governments and the State Department of Transportation throughout the region.
- C. To maintain an ongoing transportation planning system and coordinate actions of local and state government so that we may make the best use of our land, air, water and energy resources and overcome the problems of waste and pollution.
- D. Develop and adopt a regional transportation plan that is consistent with county and city transportation plans and state transportation plans.
- E. Certify that transportation elements of comprehensive plans adopted by counties and cities within the region are consistent with the Growth Management Act of 1990 and/or with the regional transportation plan.
- F. Direct the lead planning agency to coordinate preparation of the regional transportation plan.
- G. Ensure that transportation projects within the region are consistent with the regional transportation plan for transportation facilities and services.
- H. Establish minimum level of service standards for regional transportation facilities and services.
- I. Foster and facilitate cooperation and coordination between regional transportation planning organizations.
- J. Foster transportation facilities which encourage economic growth and stability for the region.
- K. To provide assistance and information to local governments in preparation of local transportation plan elements of the comprehensive plan.

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**3. Transportation Policy Board - Composition and Nature:** The Quad County Regional Transportation Planning Organization shall appoint a transportation policy board to provide policy advice to the Council on regional transportation issues. The policy board shall include representatives of the following: major employers; port districts; WSDOT Region Office; cities; counties and others as deemed necessary by the Council. Composition of the policy board shall be determined by the Council. The transportation policy board may elect its own chairman and officers and adopt bylaws for conduct of meetings.

**4. Transportation Policy Board - Duties:** The transportation policy board shall provide policy advice to the Quad County Regional Transportation Planning Organization. The transportation policy board shall work with the lead planning agency or such other personnel as assigned by the Council to carry out the duties and purposes of the organization. The transportation policy board shall work at the direction of the Council and may provide policy advice including, but not limited to the following area: defining which facilities and services should be included in a regional transportation system plan; developing goals and policies of a regional transportation plan; developing standard procedures and coordination between the jurisdictions of the region; setting level of service standards for regional transportation facilities and services; identification of regional transportation needs; analysis of funding capability and resources to meet transportation needs; and monitoring and implementation of the regional transportation plan.

**5. Regional Transportation Plan:** The Regional Transportation Plan for Grant, Adams, Lincoln, and Kittitas region shall address existing and planned transportation facilities and services that exhibit one or more of the following characteristics:

- A. Physically crosses member county lines;
- B. Is or will be used by a significant number of people who live or work outside the county in which the facility, service, or project is located;
- C. Significant impacts are expected to be felt in more than one county;
- D. Potentially adverse impacts of the facility, service, or project can be better avoided or mitigated through adherence to regional policies;
- E. Transportation needs addressed by a project have been identified by the regional transportation planning process and the remedy is deemed to have regional significance.

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**6. Lead Planning Agency - Designation:** The lead planning agency shall rotate between each of the four County Public Works Departments in the following order:

Kittitas County (from 7/13 to 6/15)  
Lincoln County (from 7/15 to 6/17)  
Grant County (from 7/17 to 6/19)  
Adams County (from 7/19 to 6/21)

In 7/21, the rotation for lead planning agency designation shall recommence in the order described herein. The Council's intent is for the designation and rotation of the four county public works departments to continue rotating in the same order. The lead agency rotation shall occur by July 15<sup>th</sup> of that year. Lead agency rotation change shall include the transfer of all Quad County assets and records, as well as sufficient training and/or instruction to enable the new lead agency to perform its duties.

The outgoing lead agency shall not process any bill for the new state fiscal year, including any interim lead agency costs. All reimbursement requests for the new state fiscal year, including any interim lead agency costs incurred by the outgoing lead agency, shall be processed by the new lead agency. This will ensure a complete state fiscal year accounting under one lead agency.

**7. Lead Planning Agency – Redesignation of Change in Rotation**

Any unscheduled change in rotation of the lead agency shall be approved by a majority vote of the Quad County Regional Planning Organization at a regularly scheduled meeting to which all member jurisdictions have been given advance notification and by WSDOT. The new lead agency shall be given advance notice of a scheduled change of designation and/or rotation, as practicable, to allow for orderly transition.

**8. Lead Planning Agency - Duties:** The lead planning agency shall perform such duties as assigned by the Council, provided that funds to carry out such duties are appropriated. The duties of the lead planning agency shall include, but not be limited to the following: provide staff support and coordination for the Council; provide staff support and coordination for the policy board; to be the recipient of planning grants from the Department of Transportation and other funds as collected for the purposes of the organization; to hire, supervise and administer such personnel, contractors and consultants as directed by the Council; and to provide such information, data, inventories and services as may be necessary to carry out the purposes of the organization.

**9. Financing:** Unless otherwise agreed to by the member Counties, the Quad County Regional Transportation Planning Organization shall be financed entirely by State and/or Federal grants. The Quad County Regional Transportation Planning Organization, or the lead planning agency on behalf of the organization, is authorized to apply for such State or Federal grants as may become available to assist the organization in carrying out its purpose and functions.

## ATTACHMENT C

**10. Budget:** Annually the lead planning agency shall develop and present a proposed budget which will meet the anticipated expenses for the coming calendar year. Said budget shall be submitted to the Council for review and comment no less than ninety (90) days prior to the end of the calendar year. The Council shall approve a final budget and forward such budget to the lead planning agency. No increase to the total final budget shall occur without the approval of the Council. The transfer of funds between approved budget items is allowed provided that no budget item changes by more than ten (10%) percent. The lead planning agency is authorized up to fifteen (15%) percent of the total funds available for administration.

**11. Disbursements:** The lead planning agency shall disburse funds on behalf of the Quad County Regional Transportation Planning Organization and reimburse member agencies for their direct costs incurred in preparing a Regional Transportation Plan. The amount of reimbursement to any single member agency may be limited by the Council based upon a percentage of the total grant funds anticipated. If any costs reimbursed to a member agency are found upon audit to be ineligible, the member agency shall immediately repay the lead agency or grantor the amount of ineligible costs.

**12. Withdrawal from Agreement:** Any member agency shall have the right to withdraw from the organization and this inter-local agreement by giving six months written notice to the organization. However, the member agencies agree and understand that withdrawal will not absolve them of responsibility for meeting financial and other obligations of annual contracts or agreements which exist between the State of Washington or the federal government and the Quad County Regional Transportation Planning Organization at the time of withdrawal.

**13. Dissolution of Organization:** The Quad County Regional Transportation Planning Organization and this Inter-local Agreement may be dissolved at any meeting of the Council by a majority of the total members of the organization provided that all members were provided one month written notice of the proposed dissolution, or as otherwise provided for in the bylaws, and all members provided an opportunity for comment on the motion.

**14. Disposal of Assets:** Upon termination of this agreement, any unobligated money or assets in possession of the Quad County Regional Transportation Planning Organization shall be returned to all contributing governments in proportion to their contribution if any, as determined by the Council at the time of termination. The debts, liabilities, and obligations of the Quad County Regional Transportation Planning Organization shall not constitute a debt, liability or obligation of any member agency. In the event of dissolution of the organization, the debts, liabilities and obligations of member agencies shall be as determined in the bylaws.

**15. Effective Date:** This agreement shall have full force and effect, from and after the date the four (4) counties and at least sixty (60) percent of the cities/towns, which



## ATTACHMENT C

represent seventy-five (75) percent of the city/town population within the region, become signatories.

**16. Listing of Potential Member Agencies:** Adams County and the following cities/towns lying within Adams County: Hatton, Lind, Othello, Ritzville, and Washtucna; Grant County and the following cities/towns lying partially or wholly within Grant County: Coulee City, Coulee Dam, Electric City, Ephrata, George, Grand Coulee, Hartline, Krupp (Marlin), Mattawa, Moses Lake, Quincy, Royal City, Soap Lake, Warden, and Wilson Creek; Kittitas County and the following cities/towns lying within Kittitas County: Cle Elum, Ellensburg, Kittitas, Roslyn, and South Cle Elum Lincoln County and the following cities/towns lying within Lincoln County: Almira, Creston, Davenport, Harrington, Odessa, Reardan, Sprague, and Wilbur.

## ATTACHMENT D

### QUADCO Transportation Policy Board

<i>Representing</i>	<i>Name</i>	<i>Title</i>	<i>Alt. Voting Member</i>	<i>Title</i>
Major employer/ business assoc. (CEO or President)	Rod Van Orman	Operations Manager	Mark T. Anderson	CEO/President
Major employer/ business assoc. (CEO or President)	To Be Determined			
WSDOT Regional Administrator (representing all three WSDOT regions)	Dan Sarles	Regional Administrator	Paul Mahre	Local Programs Engineer
City Official (Moses Lake)	Shawn O'Brien	City Engineer		
City Official (Ritzville)	Scott Yaeger	Council Member		
City Official (Ellensburg)	Ryan Lyyski	City Engineer	Derek Mayo	Assist. City Engineer
City Official (Harrington)	Rick Becker	PW Director		
Port Official	Patrick Jones	Executive Director, Port of Moses Lake		
Adams County Official	Todd O'Brien	PW Director	Brandi Coylar	Assist. PW Director
Grant County Official	Jeff Tincher	PW Director	Todd Mittge	Assist. County Road Engineer
Kittitas County Official	Doug D'Hondt	County Engineer	Jan Ollivier	Transp. Mngr.
Lincoln County Official	Phil Nollmeyer	Operations & Permit Coordinator		
Railroad Official	Patrick Boss	Columbia Basin Railroad & Cold Train Intermodal		
QUADCO Chair	Obie O'Brien	Commissioner	Shawn O'Brien	Moses Lake Engineer