

CHAIRMAN:
Mark Stedman
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LEAD AGENCY:
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QUADCO COUNCIL MEETING MINUTES

Date: September 17, 2015
Location: Grant County Public Works, Large Conference Room
124 Enterprise St. SE, Ephrata, WA 98823

Welcome/Introductions/Roll Call

10:05: Chairman Mark Stedman called the meeting to order and welcomed 29 attendees (see attached attendance list)

Introductions & Roll Call

Introductions were made and roll call was collected, a quorum of 12 members were present (see attached Quorum Call).

Review Meeting Minutes

Review of May 14th, 2015 meeting minutes. Motion by Scott Yaeger to approve May 14th, 2015 minutes; seconded by Rick Becker and approved unanimously.

Transportation Alternative Program (TAP)

Updates by Project Sponsors:

Lead Agency & Project	Type of TAP funds	TAP Funding Allocation By Federal Fiscal Year					Status
		2013	2014	2015	2016	Total	
City of Moses Lake – Heron Bluff Trail	Urban	\$60,230					Constructed
	Flexible	\$65,572					
	Total	\$125,802				\$125,802	
City of Ellensburg – John Wayne Pioneer Trail Reconnection Route	Urban		\$60,230	\$60,230	\$60,230		Obligated for Design
	Flexible		\$65,572	\$65,572	\$65,572		
	Total		\$125,802	\$125,802	\$125,802	\$377,406	
City of Soap Lake – SR 17/Soap Lk Lane Reconfig. & Safety	Rural	\$61,071	\$12,151			\$73,222	Constructed
Town of Almira – Main St. Sidewalk Improvement	Rural		\$48,920	\$61,071	\$61,071	\$171,062	Under Design
TOTAL		\$186,873	\$186,873	\$186,873	\$186,873	\$747,492	

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City of Moses Lake - Heron Bluff Trail: Project Constructed and all moneys spent.

City of Ellensburg – John Wayne Pioneer Trail Reconnection Route: Project is on schedule. Should be ready to go out to bid next spring. Has been waiting for another project to finish and for funds to become available.

City of Soap Lake – SR 17/Soap Lake Land Reconfig & Safety: Project is completed. All funds spent.

Town of Almira – Main St Sidewalk Improvement: Engineering Firm decided to postpone going out to bid at this time as they felt bids would come in higher than engineers estimate. Will wait until later to go out to bid.

Regional Transportation Plan (RTP) Update

Jan Ollivier provided an update on the status and progress to date. The Transportation Policy Board has meet to provide direction. Jan gave a brief summary of the process to date. Public Outreach is complete. Web site created. Maps and Photo's complete. Goals, objectives, and strategies complete. There is a draft RTP update posted on the QUADCO website for people to view. The update process is still under the direction of the TPB. They will continue their work as much as possible by email and will meet formally if necessary before bringing their final draft and recommendation to the Council. There is no deadline for completing the RTP.

Jan Ollivier has changed employment. She has gone from Kittitas County to People for People. The current UPWP budget has money set aside for her continued work on the RTP Update. Lead Agency recommends that QUADCO is best served to have Jan finish the RTP update regardless of the job change. She is willing and WSDOT is in agreement.

Motion to have Jan continue her work as budgeted in the UPWP and People for People will bill QUADCO for her services, motion by John Marshall and seconded by Cindy Carter, motion approved unanimously.

Regional Transportation Improvement Program (RTIP) Update

Phil Nollmeyer explained the process set up to develop the Regional TIP. Local agencies can use SAW or any other method they chose to develop their TIP's. Follow what you need to do if a project needs to be in the STIP. Lead Agency simply asks for a pdf copy of each local agency TIP and any subsequent amendments as approved by their governing body. Emailing electronic copies to Lead Agency preferred but you can send hard copies in any format by mail. All TIPs received will be added to the QUADCO Web Site. Those compiled on the QUADCO site and those projects found on the State TIP (link to the STIP web site is posted on the QUADCO Site) are considered the approved QUADCO Regional TIP. Scott Yeager asked if we will let other agencies know about other member TIPS. Phil will try and get the word out. Lead Agency will also be sending out the QUADCO data base to receive annual e-mail updates. Motion to approve the process and agency projects listed on the two web sites as the approved QUADCO Regional TIP. Motion by Rick Becker, Scott Yeager seconded. Motion passed unanimously.

2015 Unified Planning Work Program (UPWP)

The Traffic Counters purchased by QUADCO are ready for member agencies to use. Local agencies can complete traffic counts and be reimbursed for the cost to do so with UPWP

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planning funds. Agencies completing counts will be required to submit a simple summary report of the purpose and results of the counts taken to Lead Agency so the work can be recorded as accomplishments for the QUADCO UPWP year-end report. Traffic counters are available on a first come first served basis. Scott Yaeger stated they have tested all the counters and they are ready to go. Adams Co. will house counters and manage the rental program. Adams Co. will help program and instruct agencies on how to use them. They have developed a checkout sheet and rental agreement to use. Suggestion that QUADCO should make sure that the traffic counters are insured. Lead Agency will develop and keep a depreciation schedule on the counters. Adams County has a list of counters identified by each unit's last three digits of the serial number. Rick Becker made a motion to approve the traffic counter rental process, Cindy Carter seconded, motion approved unanimously.

Phil Nollmeyer stated the line UPWP budget has set aside \$76,000 per year over the next two years for local agency projects. We will not use up that much money completing traffic counts. This money has to be spent in the next two years. Funds need to be spent on projects that adhere to the criteria outlined in the UPWP. Todd O'Brien suggested that we should have a call for local agency planning projects as soon as possible so that we can have a list of projects to present to the Council at January's meeting. Decision was made to select the ranking committee. Volunteers requested. Ranking Committee to be made up of a member from each of the 4 counties, Moses Lake, Ephrata, and Ritzville. Lead Agency was instructed to clearly list the criteria for project proposals. Lead Agency will develop the call and process so the ranking committee can have the recommended list for the Council at the January 21st meeting. Motion to have Lead Agency let a call for local agency planning projects made by Cindy Carter, motion seconded and approved unanimously. Motion to have applications due December 31, 2015 was seconded and approved.

Available FTA Grant Funding: Tom Hanson had informed Lead Agency that approximately \$10,350 of the 2014 FTA Grant that People for People had remains available. WSDOT had asked People for People to submit a draft work plan for approval to obtain the funds. Jan Ollivier provided the draft plan. They are requesting the extra money to help facilitate meetings, promote participation, and beef up emergency plans for special needs people in case of fire or some other type of event. These monies are also used to evaluate how the HSTP strategies are working. Jan Ollivier says monies are a huge benefit for this work.

Lead Agency recommended that if the funds can be obtained that they come through QUADCO and on to People for People. Motion to Amend the UPWP and have the funds come through QUADCO and on to People for People, motion seconded and passed unanimously.

QUADCO Record Archive

Mark Stedman noted the huge amount of hard copy archives that were transferred at the Lead Agency change. It's time to consider cleaning house. Lead Agency asked for input on what records the group feels are important to save. Scott Yaeger suggested we keep original RTP and also suggested we keep interlocal agreements. Something that still affects today should be kept otherwise destroyed. Mark asked for a motion to authorize Lead Agency to destroy old hard copy file records in adherence to public records retention act requirements but keep those that seem

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logical to save. Motion to authorize lead agency to select appropriate documents to keep and destroy remaining old records as per public records retention act by Shawn O'Brien and seconded by Rick Becker. Motion passed unanimously.

Regional WSDOT Planning Offices and Headquarters Updates

Brian White is the acting regional administrator at SC Region as Don Whitehouse has retired. Brian gave a summary of SC Region activities.

Dan Sarles, administrator NC Region gave a summary of their activities. Note that North Central region has completed chip seal.

Paul Mahre provided information on TAP and STP allocations. It is important that agencies plan ahead. TAP allocations for QUADCO amount to about \$190 thousand per year. TAP funds can be used for planning. Todd says that TAP funds have been allocated thru 2016. Uncertainty remains on whether funds will actually be available.

Char Kay, WSDOT Eastern Region provided information on the Corridor Sketch Initiative. The Brochure provided summarized the initiative. There will be workshops scheduled for December and January in Spokane. Dates and times will be sent out soon.

Representative Tom Dent was here to introduce himself to QUADCO group.

Other Business

Mark Stedman, Chair

- 1) Rockford Planning Short Course on Planning – information sent out by email
- 2) ADA Transition Plans – State is trying to express to local agencies how important Transition plans are. Agencies need to get something in place. Mark asked the question “are we responsible for all deficiencies once we actually have a plan. Time and money cannot be an excuse for not having a plan in place. Kathy Bohnet said the rules are always changing so it is hard to keep up to date with laws. Just a reminder: Something is better than nothing. Even if it is simply a “plan” on how you will develop your plan.
- 3) Tiffany Quilter from Grant County Health District introduced herself to the group. She is working with CDC grant, active transportation, with their goal to increase physical activity. Hosting a complete street workshop next Tuesday Sept. 22nd. Everyone is welcome to attend.
- 4) John Marshall said that there is a meeting on Thursday, September 24th about reviving rural downtown. It is sponsored by Adams County and the City of Ritzville. Everyone is welcome to attend.
- 5) Lead Agency asked if the Council knew whether there was a signed copy of the last Bylaw changes. Records indicate the changes were approved at the January 9th, 2014 meeting. Jan Ollivier recommended that Lead Agency circulate what appears to be the approved changes to the membership prior to the next meeting to make sure all changes have been made. Lead Agency will do so.

Next QUADCO Meeting\Adjourn

The Council agreed to hold their next meeting on January 21, 2016 at Grant County Public Works. The meeting adjourned at 11:50 a.m.

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ATTENDEES

Name	Organization	Phone	Email
Aaron Blum	Hopesource Transportation	509-925-1448	ablum@hopesource.us
Bill Sangster	City of Ephrata	509-750-4196	bsangster@ephrata.org
Brandy Heston	Grant Transit Authority	509-765-0898	brandy@gta-ride.com
Brian White	WSDOT SCR	509-577-1700	whiteb@wsdot.wa.gov
Bruce Johnson	Town of Reardan	509-796-3923	townofreardan@gmail.com
Charlene Kay (Telconf)	WSDOT ER	509-324-6195	kayc@wsdot.wa.gov
Cindy Carter	Grant Co BOCC	509-754-6082	ccarter@grantcounty.wa.gov
Dale Pomeroy	Port of Warden	509-750-8876	dl-ag-ed@scml.us
Dan Sarles	WSDOT NCR	509-667-3001	
Debbie Orvis	Lincoln County	509-725-7041	dorvis@co.lincoln.wa.us
Frank White	Town of Odessa	509-988-0836	fw193668@yahoo.com
Gary Crowder	City of Mattawa	509-932-4037	gcrowder@cityofmattawa.com
Jan Ollivier	People For People	509-360-0568	jollivier@pfp.org
Jeff Tincher	Grant County	509-754-6082	
John Marshall	Adams County	509-659-3236	
Josh Fedora	Gray & Osborne Inc.	509-860-2426	jfedora@g-o.com
Josh Mattson	City of Ellensburg	509-962-7230	mattsonj@ci.ellensburg.wa.us
Kathy Bohnet	Town of Wilson Creek	509-345-2498	kathybohnet@hotmail.com
Mark Hollandsworth	Hopesource Transportation	509-925-1448	mhollandsworth@hopesource.us
Mark Stedman	Lincoln County Commissioner	509-660-3208	mstedman@co.lincoln.wa.us
Mike Meskimen	Gray & Osborne Inc.	509-453-4833	mmeskimen@g-o.com
Paul Gonseth	WSDOT- Yakima SCR	509-577-1630	gonsetp@wsdot.wa.gov
Paul Mahre	WSDOT NCR	509-667-3090	
Phil Nollmeyer	Lincoln County	509-725-7041	pnollmeyer@co.lincoln.wa.us
Rick Becker	Lincoln County	509-725-7041	rtbecker@co.lincoln.wa.us
Scott Yaeger	City of Ritzville	509-659-3289	scotty@co.adams.wa.us
Shawn O'Brien	City of Moses Lake	509-764-3786	sobrien@cityofml.com
Tiffany Quilter	Grant County Health District	509-766-7960	tquilter@granthealth.org
Todd O'Brien	Adams County	509-659-3276	Toddo@co.adams.wa.us

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QUADCO COUNCIL QUORUM CALL

Date: September 17th, 2015

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

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

Quorum Present? YES NO