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AGENDA

QUADCO COUNCIL MEETING

January 21, 2016

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

Grant County Public Works, Large Conference Room

124 Enterprise St. SE, Ephrata, WA 98823

1. Welcome/Introductions/Roll Call

10:00: Chairman Mark Stedman called the meeting to order and welcomed 24 attendees (see attached attendance list). Introductions were made and roll was collected, a quorum of 10 members present.

2. Meeting Minutes

Mark Stedman, Chair

Action Requested: Move to approve the September 17th, 2015 QUADCO meeting minutes. Scott Yeager moved to approve the September 17th, meeting minutes; Bill Sangster second; Motion was approved unanimously.

3. 2015 Unified Planning Work Program (UPWP) Call for Planning Projects

Lead Agency had WSDOT review all proposed project applications for eligibility. WSDOT determined all proposals were eligible projects. Rick Becker, the selection committee representative, presented an update on the UPWP project call. Project applications were due by December 31, 2015 at 3:00 p.m. Eight project applications were submitted. The project applications were sent to the selection committee to be ranked and scored. The results of the ranking and recommendations of the committee are outlined on a handout sheet (see copy attached). The Committee's recommendation is to fully fund six (6) projects, with the seventh project partially funded, and the eighth project unfunded. Projects 7 and 8 were both submitted by Moses Lake. Shawn O'Brien (Moses Lake) proposed the rankings of projects 7 and 8 be reversed, as Moses Lake would prefer to complete project number 8 (Moses Lake ADA Transition Plan – Curb Ramps) rather than project 8 (Moses Lake Roundabout & 4 Lane Roadway Analysis). Group discussion followed. It was determined that if the two projects were reversed in order that 7 projects could be fully funded. Moses Lake was in favor of the switch. A motion was made by Rick Becker to approve all projects in order except reverse projects 7 & 8 as requested by Moses Lake. Terry Goetz seconded the motion; Motion approved unanimously.

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The UPWP Project list as funded

Project	Funds Awarded by SFY		
	SFY16	SFY17	Total
A. Othello - ICA Studies	\$12,500	\$12,500	\$25,000
B. Davenport - Truck Bypass Feasibility Study	\$16,400	\$16,400	\$32,800
C. Lincoln County - Comp Plan Trans Element Update	\$10,000	\$10,000	\$20,000
D. Odessa - Transportation Improvement Plan	\$13,965	\$13,965	\$27,930
E. Ellensburg - Citywide Traffic Count	\$10,000	\$10,000	\$20,000
F. Harrington - Citywide Traffic Count & Sign Inventory	\$3,850	\$3,850	\$7,700
G. Moses Lake - ADA Transition Plan - Curb Ramps	\$10,000	\$10,000	\$20,000
H. Moses Lake - Roundabout & 4-Lane Roadway Analysis - <u>Unfunded</u>	\$0	\$0	\$0

4. 2015 Unified Planning Work Program (UPWP) Budget Update

Lead Agency had a conference call with WSDOT to go over the UPWP Budget and anticipated SFY 2017 funding. Lead Agency went over the current budget. The budget line item for Regional Transportation Planning Projects allocated \$76,000 (2016) and \$76,300 (2017) respectively. The actual 2017 budget will not be known until March 7, 2016, but funding is not expected to be less than what is budgeted. QUADCO was reminded that we will not be reimbursed for anything over the 2016 budget until June 30, 2016. As lead agency we must limit the funded projects to spending only 50% of the total amount awarded until June 30th, 2016. Also as lead agency we are proposing to free up an additional \$10,000 by reducing the Lincoln County Transportation Element Update from \$25,000 to \$20,000 and reducing the RTIP and Amendment line from \$5000 to \$2500 per year which is outlined in the RTPO budget. This will fully fund the top seven (7) projects as just awarded by the Council. Lead Agency will stay on top of the budget and make the Council aware of any necessary changes as we move forward. We want to spend all the money that has been allocated to us and not have to send any back. Motion was made to fund the projects as approved and allow Lead Agency to move \$2500 from the RTIP and amendment line item and any unused monies to planning projects. Motion was seconded and approved.

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5. Federal Program Target Delivery & Transportation Alternative Program (TAP)

Lead Agency asked for an update on the two remaining TAP projects. City of Ellensburg reported that the John Wayne Pioneer Trail Project is 95% design complete. Rick Becker reported that a bid opening for the Town of Almira, Main St. Sidewalk Improvement project was on schedule for February 4th, 2016.

<i>Lead Agency & Project</i>	<i>Type of TAP funds</i>	<i>TAP Funding Allocation By Federal Fiscal Year</i>					<i>Status</i>
		<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>Total</i>	
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	
Town of Almira – Main St. Sidewalk Improvement	Rural		\$48,920	\$61,071	\$61,071	\$171,062	Under Design
City of Moses Lake – Heron Bluff Trail							Constructed
City of Soap Lake – SR 17/Soap Lk Lane Reconfigure. & Safety							Constructed

6. Corridor Sketch Initiative Update

Charlene Kay, WSDOT Eastern Region was to call in at 11:00 a.m. with an update on the Sketch Initiative workshops. She never called in.

7. MPO/RTPO Coordinators Meeting & RTPO Funding Allocation Group

Rick Becker, Lead Agency gave an update on the RTPO funding committee meeting he attended by teleconference. The formula for distributing RTPO funding is under review. The group intends to keep working to see if any changes in that distribution formula are warranted.

Phil Nollmeyer reported on the MPO/RTPO coordinators meeting lead agency attended by teleconference. Many planning studies at the state level are on-going. QUADCO will continue to respond with comments as WSDOT requests participation. QUADCO did submit responses to the rail/road conflicts and problem crossings study recently. MPO's continue to be very concerned about the collection of crash data and the increase in liability once a safety issue is identified. They are even concerned with having the information on their servers. It is confusing as we must identify safety issues in order to be eligible for Safety Grant funding. Not all agencies share this concern. It was noted that the State Transportation Plan is available on the Website and available if someone wants to review it. The comment period for the plan has ended. WSDOT sent out planning requirements for RTPO/MPO's. No significant changes for RTPO's. MPO's will know their funding limits of SFY 2017 funding before the RTPO's will. Rick Becker reported on the RTPO Funding Allocation formula. WSDOT will continue to provide funding for RTPO counties and non RTPO counties according to RCW 47.80.

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8. Regional Transportation Plan (RTP) Update

Jan Ollivier provided an update on the progress and status of the RTP update. Jan reported that they have entered into a contract with People to People so that Jan can be retained under contract and continue working on the update. She is finishing up comments and starting the SEPA review. Lead Agency will get the latest version of the draft RTP up on the QUADCO website. Jan would like to complete the RTP update by end of January 2017. QUADCO has \$4,000 budgeted to finish the update in this biennium.

9. HSTP Grant Funding Obtained by People for People (informational only)

Jan Ollivier reported that in 2014 there were FTA grants available. QUADCO found out there was extra money available through the Federal Transit Administration to be used for small updates to the HSTP. QUADCO was fortunate in having People for People be eligible to apply for the funding. There is approximately \$10,000 available. People for People is in the process of getting everything in place so they can start spending the funding. The HSTP is to be updated every four years. There is a call for Public Transportation projects to be let this fall. Part of the update is Emergency Management (how to deal with special needs people) in the event of an emergency. People for People intends to work with the 4-County planning group to use these funds in part for the Emergency Management portion of the HSTP update.

10. Regional Transportation Improvement Program (RTIP) Update Phil Nollmeyer provided information on how Lead Agency updates and compiles the Regional Transportation Improvement Plan (RTIP). All local agencies are encouraged to submit their local TIP directly to WSDOT and send QUADCO a pdf copy of their TIP. The Local Agency TIPs are uploaded to the QUADCO web site. The site also has a link to the State TIP (STIP). The QUADCO Regional TIP is a compilation of all the local TIPS, WSDOT Region TIPS, as well as those required to be listed on the STIP. The RTIP can be printed off the QUADCO Website for anyone that needs a copy. All agencies developing their TIP through the STIP site on Secure Access Washington (SAW) are reminded to submit it directly to WSDOT. Do not submit to the RTPO or it will get hung up at the QUADCO level. QUADCO does not get involved in the development or project selections of its member agencies. Just send a pdf of your TIP to Lead Agency. Those collected are uploaded to the QUADCO web site. As of this date, there are currently 285 projects listed in SAW for the QUADCO region.

11. QUADCO Bylaws – Review of “Approved” Changes

Phil Nollmeyer stated that the latest changes made in the Bylaws January 9th, 2014 had not been dated and signed by the QUADCO Chair. There were a lot of changes made. Jan Ollivier (previous lead agency) suggested that we needed to make sure we had the “final” document. Phil researched council meeting minutes, redlined drafts and is

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certain the copy of the Bylaws provided for approval on January 9th was the approved copy. The Council was asked if there were any comments for suggestions. There were no other questions or comments. Mark Steadman said that he would sign and date the newest bylaw version and get it into a PDF file.

12. JTC/AWC Road-Rail Conflict Study & Request to RTPO

The JTC/AWC asked for comments to identify road/rail conflicts. They provided a spreadsheet of all at grade crossings. Lead Agency had forwarded that request to the membership. The JTC/AWC had also submitted their request to each local agency. Comments are due back to the JTC/AWC in March. Lead Agency asked whether the group wanted to compile and submit member agencies comments as a group, or have each agency submit their comments individually. Lead Agency preferred that each member submit their comments directly. Discussion followed. No action taken, but the group indicated their desire to submit comments individually. QUADCO would be there to write support letters for member agencies if requested.

13. Regional WSDOT Planning Offices and Headquarters Updates

Char Kay from WSDOT Eastern Region has held a Corridor Sketch meeting. She was to call in to today's meeting to give an update on the Corridor Sketch meeting held in Spokane. Cynthia McGlothern from North Central region provided information on how they are handling their Corridor Sketch data collection and the data base that is being developed to identify the regional corridors. They want to identify what works and what does not work and build collaboration with the local agencies. The data base is still in the development stage. Phil Nollmeyer suggested the cities and towns get involved as they can be affected by the state routes going through their towns. NC Region would like to set up a workshop in the near future. They are still developing the process to proceed with this. There was discussion on the best way to encourage attendance by local agencies to attend the workshop. It was suggested that Grant County would be a central location for a meeting for NC region. It was also suggested that it may be beneficial to hold the meetings at the County levels. Paul Gonseth gave a talk on the Freight and Highway Project Grant Program. There will be 4.5 billion dollars to spend nationwide over the next five years. Local governments, tribes, ports, and others are eligible to apply for these funds. There will be a grant program for road/rail projects. Minimum projects must be 5 million dollars. Projects must start within 18 months of being obligated. Projects already in the pipeline would have a leg up on new. Lead agency will forward any information they receive on this program to member agencies. Paul Mahre introduced Nick Manzaro who is now with WSDOT NC Region.

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14. Elections

Mark Stedman, Chairman

A. Nominations for 2016 Chair and Chair Pro-Tem

Nominations were opened for Chair and Co-Chair. Rick Becker nominated Mark Steadman to continue as Chair, and John Marshall for Co-Chair. No more nominations were submitted. Motion to close nominations. Motion approved unanimously.

B. Nominations for Transportation Policy Board vacancies

Lead Agency stated it was their understanding that the TPB members elected at the start of the Transportation Plan Update were elected for the duration of that process unless someone could no longer serve.

There is a vacancy on the Transportation Policy Board to fill Greg Wright's position. It is the 4-County Human Services Group who is to nominate a representative to the Council for approval. Jan Ollivier stated she had been nominated by the group to serve on the TPB. Motion was made to approve Jan to the TPB; motion seconded; Motion approved unanimously.

Dale Pomeroy representing the Port of Warden was nominated to fill the Port TPB vacancy. Shawn Obrien moved to approve Dale Pomeroy to serve on the TPB; motion seconded; Motion approved unanimously.

It was noted that Patrick Boss will now only represent the Columbia Basin Railroad on the TPB.

C. QUADCO Representative for 4-County HSTP Planning Group
Volunteers or Nominations of QUADCO Representative on the Group

A new representative for the 4-County HSTP planning group is needed as Bruce Johnson has retired. Todd Obrien nominated Brandi Colyar of Adams County. Motion to approve the nomination; motion seconded; Motion approved unanimously.

15. Other "New" Business

Mark Stedman, Chair. Steve Gommel, City of Davenport requested a Letter of Support from QUADCO for the reclassification of approximately one mile of SR25. The section to be reclassified is from SR2 north one mile. The land adjacent to this stretch of highway has been significantly developed in the past year. This classification would allow approaches to be closer together. WSDOT is favorable to the request. Todd Obrien moved to submit letter of support; seconded; motion approved unanimously.

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16. Next QUADCO Meeting

Mark Stedman, Chair

It was determined that June 9, 2016 will be the next QUADCO meeting. Phil Nollmeyer asked that the agencies that were awarded their projects today have an update prepared for that meeting.

17. Adjourn

Mark Stedman, Chair

Motion to adjourn; seconded; Meeting adjourned at 11:35 a.m.