

## MINUTES

### QUADCO COUNCIL MEETING

January 9, 2020

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

John Marshall called the meeting to order at 10 a.m. with 25 attendees. Introductions were made and roll call completed. Quorum was established.

#### 2. MEETING MINUTES

Marshall presented the minutes from the September 19, 2019, QuadCo Council Meeting.

**ACTION:** City of Ritzville representative made a motion to approve the minutes as circulated. City of Ellensburg representative seconded the motion. Motion passed unanimously by voice vote.

#### 3. UNIFIED PLANNING WORK PROGRAM (UPWP)

Lead Agency discussion and updates on UPWP for fiscal year 2019-2021

##### 2019 – 2021 – Project Updates

Project Sponsors for City of Davenport, City of Ellensburg, Town of Lind and City of Othello were asked to present an update on the status of project:

| UPWP Projects SFY 2020-2021  |                |                                |                   |
|--|----------------|--------------------------------|-------------------|
| MEMBER AGENCY & PROJECT  | APPROVED TOTAL | TOTAL EXPENDED THROUGH 8/31/19 | REMAINING BALANCE |
| Lind Transportation Plan<br><i>It was reported that the field work is done. Anticipate completion by this summer.</i>  | \$55,000       | \$0                            | \$55,000          |
| Ellensburg Bridge Load Rating Updates<br><i>Load ratings have been started. Anticipate completion in 2020.</i>   | \$34,000       | \$0                            | \$34,000          |
| Davenport First Street Stream Crossing Feasibility Study<br><i>Contracted with engineer and working on data collection. Anticipate completion in 2020.</i>             | \$35,000       | \$8,156.11                     | \$26,843.89       |
| Othello Stop Sign Installation Evaluation<br><i>Request for Proposals are out, with Statements of Qualifications due next week. Anticipate completion this summer.</i> | \$20,000       | \$0                            | \$20,000          |

#### 2019 – 2021 – New Project Call (Third)

DATE: January 9, 2020

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**CHAIRMAN:**  
**John N. Marshall**, Commissioner  
 Adams County  
 210 West Alder  
 Ritzville, WA 99169  
 (509) 659-3276

**LEAD AGENCY:**  
 Adams County  
 Public Works Department  
 210 West Alder  
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The deadline for the new call for projects was discussed. The call for transportation projects for QuadCo member agencies would be sent by the end of January, with completed applications due around March 20, 2020. The review committee would recommend a ranked list by the next QuadCo meeting. QuadCo would vote on the projects at that meeting. Recipients would have from April 2020 to June 30, 2021, to expend funds.

**ACTION:** Lincoln County representative made a motion to approve a third call for SFY 19-21 UPWP projects. City of Davenport representative seconded the motion. Motion passed unanimously by voice vote.

**4. FEDERAL PROGRAM TARGET DELIVERY & TRANSPORTATION ALTERNATIVE PROGRAM (TAP) AND CARRYFORWARD STPE FUNDS FROM 2010**

Project Sponsors for City of Ephrata to provide update on the status of their project.

| <b>Lead Agency &amp; Project</b>   | <b>Funding Type</b> | <b>TAP Funding Allocation By Federal Fiscal Year</b> |             |             |             |              | <b>Status</b> |
|--|---------------------|--|-------------|-------------|-------------|--------------|---------------|
|  |                     | <b>2013</b>  | <b>2014</b> | <b>2015</b> | <b>2016</b> | <b>Total</b> |               |
| City of Ephrata - Beezley Hill Trail <i>Phase 1</i><br>(Awarded July 15, 2010) | Carry forward STPE  |  |             |             |             | 128,500      | STATUS?       |

It was reported that the project has been turned over to a consultant to move it forward. The project continues to be delayed due to right-of-way. It was discussed that there are new targets for transportation alternative funds and this project can expect a firm 'drop dead' date for performance or risk losing the funds.

## 5. FEDERAL PROGRAM TARGET DELIVERY & SURFACE TRANSPORTATION BLOCK GRANT SET-ASIDE PROGRAM PROJECTS RE-SUBMISSION CALL

Project Sponsors to provide update on the status of their projects:

| STBG Set-aside Projects   |                        | STBG Set-aside Funding Allocation By Federal Fiscal Year |                  |   |                 |                 |                     |
|---|------------------------|--|------------------|---|-----------------|-----------------|---------------------|
| Project Title   | Agency                 | Funding Type   | 2017             | 2018  | 2019            | 2020            | Federal Funds Total |
| John Wayne Trail<br><i>Complete</i>   | Ellensburg,<br>City of | Urban  | \$57,432         | \$57,432  | \$57,432        | \$57,432        | \$229,728           |
|   |                        | Flexible   | \$79,414         | \$65,858  |                 |                 | \$145,272           |
|   |                        | <b>Total</b>   | <b>\$136,846</b> | <b>\$123,290</b>  | <b>\$57,432</b> | <b>\$57,432</b> | <b>\$375,000</b>    |
| Pioneer Meadows Trail<br><i>Continues to be under review by wetlands biologist through Wetland Board.</i>   | Moses Lake,<br>City of | Flexible   |                  | \$13,556  | \$79,414        | \$79,414        | \$172,384           |
|   |                        | <b>Total</b>   |                  | <b>\$13,556</b>   | <b>\$79,414</b> | <b>\$79,414</b> | <b>\$172,384</b>    |
| Sports Complex Rec Trail<br>Phase 1<br><i>Complete</i>  | Davenport,<br>City of  | Carryforward   | \$12,188         |   |                 |                 | \$12,188            |
|   |                        | Rural  | \$58,234         | \$58,234  | \$58,019        |                 | \$174,487           |
|   |                        | <b>Total</b>   | <b>\$70,422</b>  | <b>\$58,234</b>   | <b>\$58,019</b> |                 | <b>\$186,675</b>    |
| Ballfields Safe Pathway<br>Phase 2<br><i>Appears town does not have match. Total project about \$320,000. Allocated funds will not cover project.</i> | Reardan,<br>Town of    | Rural  |                  |   |                 | \$58,449        | \$58,449            |
|   |                        | <b>Total</b>   |                  | Available IF additional or other funds become available |                 |                 | <b>\$58,449</b>     |

## 6. 4-COUNTY HST PLANNING COMMITTEE UPDATE

Lead Agency worked with the sub-committee to determine what the committee consists of, who/what organization is a voting member of the committee and roles and responsibilities.

The proposed HST Committee Members document was presented to Council for review and adoption. The committee will include: five (5) transportation providers, two (2) special interest/needs groups (cannot be from the same county), and two (2) Quadco representatives other than Lead Agency (one in a county other than Lead Agency and other position).

Once approved, each transportation provider will submit to Lead Agency its representative and appropriate contact information. For the remaining positions, members will be officially nominated and appointed at a regular Quadco council meeting by the simple majority vote of council. Any individual, organization, group/agency that shares interest in Human Service Transportation issues within

Quadco's boundaries are welcome and encouraged to attend and share input, although voting rights will not be allowed.

Quorum – shall exist when at least 6 voting members, excluding proxies, are present and a majority is accomplished, which shall include proxies. In the case of a tie, Lead Agency shall cast 1 vote to break such tie.

Scope – the members of the Human Services Transportation Committee shall assist the Quadco Council and serve as technical advisory professionals with items the Council deems necessary and pertinent with regard to Human Services Transportation issues. This shall include such items as the Human Services Transportation Plan and all funding designated for the Human Services Transportation arena.

Leadership – Quadco Lead Agency Staff will facilitate all meetings where a vote is required and shall do so in consultation with the voting members.

ACTION: Lincoln County representative made a motion to approve the Human Services Transportation Committee Members makeup as presented. City of Warden representative seconded the motion. Motion passed unanimously by voice vote.

## **7. LEAD AGENCY UPDATE**

Todd O'Brien

It was noted that Lead Agency has been attending the state coordinating committee meetings. At the meeting in November, STBG funding was discussed as was that a new Obligation Authority Policy is expected next year that will likely include sanctions.

It was also noted that the 2019 State Rail Plan is available for public comment. Comments will be accepted through Feb. 18, 2020.

## **8. REGIONAL WSDOT PLANNING OFFICES AND HEADQUARTERS UPDATES**

WSDOT Region Representatives

Project updates provided by WSDOT representatives.

## **9. NEW BUSINESS**

### **2020-2025 TIPs**

O'Brien reminded cities and counties to submit their TIPs to QuadCo for inclusion in the RTP.

### **Agency Round Table**

A question was raised from outside of Quadco about collaboration between the four counties of the three regions of Quadco and how member agencies know

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

the projects of other counties and cities. O'Brien suggested holding a round table at the first meeting of each year.

Counties and cities in attendance provided updates on current projects and funding sources.

**10. NEXT QUADCO MEETING**

Thursday, April 23, 2020  
10 a.m. to 12 p.m.  
Grant County Public Works, Large Conference Room  
124 Enterprise St. SE, Ephrata WA 98823

**11. ADJOURN**

Marshall adjourned the meeting at 11:38 a.m.

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