

# MINUTES

## QUADCO COUNCIL MEETING

February 11, 2021  
 10:00 a.m. to 12:00 p.m.  
 Via GoToMeeting

### 1. WELCOME/ROLL CALL

Todd O'Brien called the meeting to order at 10:02 a.m. Roll call was completed and quorum established.

### 2. MEETING MINUTES

Todd O'Brien presented the minutes from the November 19, 2020, 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 Town of Lind, City of Ellensburg, City of Davenport, City of Othello and City of Cle Elum were asked to present an update on the status of project:

MEMBER AGENCY & PROJECT	UPWP FUNDS REQ.	MEMBER AGENCY MATCH	TOTAL PROJECT	TOTAL EXPENDED THROUGH 2-1-2021	REMAINING BALANCE
Lind Transportation Plan <i>Moving along as planned and likely will expend all funds.</i>	\$55,000	\$0	\$55,000	\$15,856.20	\$39,143.80
Ellensburg Bridge Load Rating Updates <i>Nearing completion. Likely will expend all funds.</i>	\$34,000	\$5,000	\$39,000	\$29,343.84	\$4,656.16
Davenport First Street Stream Crossing Feasibility Study <i>Project is on schedule. Expended all funds.</i>	\$35,000	\$2,900	\$37,900	\$35,000.05	(\$0.05)
Othello Stop Sign Installation Evaluation <i>Project is about complete. Submitted final products and expended all funds; expenditures were over request amount some.</i>	\$18,000	\$2,000	\$20,000	\$18,000.00	\$0.00
Cle Elum Railroad Street Expansion <i>Don't see any potential delays and likely will expend all funds.</i>	\$8,910	\$2,970	\$11,880	\$0	\$8,910
Davenport ADA Transition Plan	\$15,000	\$1,800	\$16,800	\$0	\$15,000

Project should be going to field work in the next couple of weeks. Expect to finish within biennium and expend all funds.					
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Project sponsors were requested to include whether they expected to expend the identified matching funds as well. It was unclear whether Davenport ADA Transition Plan would expend its matching funds, but all other project sponsors reported match would be spent.

**4. FEDERAL PROGRAM TARGET DELIVERY TRANSPORTATION ALTERNATIVE (TA) AND STBG SET-ASIDE PROGRAM PROJECTS/CARRYFORWARD STPE FUNDS**  
**Project Sponsor for Town of Reardan to provide update on the status of their project.**

Gail Daniels reported that the project was vetted by Keith Martin at WSDOT and Century West Engineering was hired with Bryan Hicks as lead. Preliminary Engineering has been authorized, and it is expected that construction engineering will be authorized early summer 2021. If the project proceeds as expected and CE is authorized before the end of the federal fiscal year, a total of \$375,518 will be available for allocation.

STBG Set-aside Projects			STGB Set-aside Funding Allocation by Federal Fiscal Year					Federal Funds Total
Project Title	Agency	Funding Type	2017	2018	2019	2020	2021	
Ballfields Safe Pathway (Phase 2)	Reardan, Town of	Rural	Available IF additional or other funds become available			\$58,449	\$375,518	\$434,017
		<b>Total</b>				<b>\$58,449</b>	<b>\$375,518</b>	

**Review of TA targets and available funding**

The TA target for expenditures in the current federal fiscal year is \$562,000. With the allocations approved by Quadco, the remaining target of \$186,482 is yet to be obligated before Sept. 30, 2021.

**5. FEDERAL PROGRAM TARGET DELIVERY & STBG SET-ASIDE PROGRAM CALL FOR PROJECTS 2021**

Lead Agency reviewed available funding for this call for projects with \$844,264 expected to be available. Todd O'Brien reviewed the proposed STBG TA Set-aside Program Call For Projects 2021, and presented information about the application, advertisements, timeline, application and ranking committee.

In addition, Council discussed whether matching funds would be required. It was noted that Quadco can approve 100% funding through TA. In previous years, some projects were funded with a match and some were funded at 100 percent.

It was discussed that the timeline is shortened to facilitate obligating preliminary engineering monies before the end of the federal fiscal year in order to meet the TA target. In addition, it

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was noted that potential applicants need to start working on the application sooner rather than later to ensure all components are completed before application deadline. Keith Martin, WSDOT, added that any agency can vet projects through him or Paul Mahre to help answer questions, inquire if project qualifies, etc.

**Timeline:**

- Feb. 11, 2021 – Quadco Council approves the call for STBG TA Set-aside applications and elects project selection committee
- Feb. 22, 2021 – Lead Agency submits call for projects
- April 8, 2021 – Project applications due to Lead Agency by 5 p.m.
- April 12-April 23, 2021 – Projects reviewed by Selection Committee
- April 26-May 7, 2021 – Timeline for committee to rank projects
- May 13, 2021 – Quadco Council approves projects based on Committee recommendations
- May 20, 2021 – Lead Agency will distribute Award Letters

**Application:**

Application will be updated to include whether applicant will include match up to 13.5%.

**ACTION:** Kittitas County representative made a motion to include member agency identify the amount of matching funds if including such funds up to 13.5%. City of Cle Elum representative seconded the motion. Motion passed unanimously by voice vote.

**Committee:**

Shawn O'Brien	Representing: City of Othello
Richard Law	Representing: City of Moses Lake
Todd O'Brien	Adams County
Keith Elfson	Grant County
Mark Cook	Kittitas County
Rick Becker	Lincoln County
Bill Sangster	City of Ephrata (Medium City)
Derek Mayo	City of Ellensburg (Large City, CA Certified; Moses Lake or Ellensburg)
Scott Yaeger	City of Ritzville (Small City)
Paul Maher	WSDOT
Member	Tribal Agency
Troy Reynolds	Lead Agency

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Todd O'Brien	QUADCO Chair (non-voting)
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ACTION: City of Moses Lake representative made a motion to approve the timeline, process and ranking committee as presented and discussed. City of Ritzville representative seconded the motion. Motion passed unanimously by voice vote.

## 6. 4-COUNTY HST PLANNING COMMITTEE UPDATE

Troy Reynolds provided the Regional Project Ranking for the 2021-2023 Consolidated Grant Call for Projects. It was noted that transportation providers did not rank their own applications. In addition, a total of four 'A' and six 'B' rankings were available. Lead Agency will submit the ranking to the state by Feb. 26, 2021.

ACTION: Lincoln County representative made a motion to approve ranking committee's recommendations as presented for the 2021-2023 Consolidated Grant Program submittals and forward to WSDOT. City of Cle Elum representative seconded the motion. Motion passed unanimously by voice vote.

## 7. LEAD AGENCY UPDATE

Todd O'Brien

Consultant selection for GMA concurrence review

Todd O'Brien reviewed the current consultant selection for GMA concurrence review, adding that the task is part of the current UPWP. Lead Agency has advertised for a Notice to Consultants for the Evaluation of GMA Transportation Elements in GMA Counties (Grant and Kittitas). The selected consultant will complete the concurrence review as well as develop a checklist to complete the review in future years. Scope of work is expected complete by end of May, and cost is expected at \$12,000-\$15,000.

Bylaws update – Transportation Policy Board (TPB)

Lead Agency is in the process of updating sections of the bylaws and interlocal agreement for inclusion of tribal governments. The process includes updating, grammatical corrections and organization of the bylaws. It is expected to have a draft copy of the bylaws completed in the next few weeks with plans to utilize the Transportation Policy Board (TPB) for cursory review and Quadco Council to review at the May meeting.

The current list of TPB members was reviewed for updates or volunteers, with neither being voiced.

19-21 UPWP Budget Discussion

Todd O'Brien reviewed the current budget with anticipated expenditures included, explaining that Lead Agency has in the past moved budget allocations within line items to cover costs and better utilize funds.

**ACTION:** Kittitas County representative made a motion to approve Lead Agency to move budget allocations within line items to cover monies spent in the following order:

- Cover members' matching funds within the UPWP planning projects
- Cover overages for members within the UPWP planning projects
- Cover costs of consultant services for concurrence review of GMA county members
- Move the remainder of the funds between line items to cover costs incurred

Grant County representative seconded the motion. Motion passed unanimously by voice vote.

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

WSDOT Region Representatives

Project updates provided by WSDOT representatives.

Dave Bierschbach, WSDOT North Central Region, briefly reviewed The State of Transportation presented by Roger Millar, Secretary of Transportation of the Washington State Department of Transportation (WSDOT), to the state legislature. Bierschbach will work with Lead Agency to schedule time for Millar or a WSDOT executive to present potential additional information and answer questions at an upcoming council meeting.

## **9. NEW BUSINESS**

Mark Cook (Kittitas County) noted that the Board of County Commissioners is leading the effort to start a dialogue for federal funding to look at widening I-90.

Keith Martin added that the Town of Washtucna has received \$100,000 in funding to replace a pedestrian walkway adjacent to Highway 261 that was damaged by flooding and removed. The project should be complete mid-summer.

## **10. NEXT QUADCO MEETING**

Thursday, May 13, 2021

10 a.m. to 12 p.m.

Location/type TBD

## **11. ADJOURN**

Todd O'Brien called for a motion to adjourn the meeting. City of Moses Lake representative moved to adjourn at 11:39 a.m.