

CHAIRMAN:
 Jeff Tincher, Public Works Director
 Grant County
 124 Enterprise St SE
 Ephrata, WA 98823
 (509) 754-6082
CHAIR PRO TEM
 John Marshall, Commissioner
 Adams County

LEAD AGENCY:
 Grant County
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QUADCO RTPO
QUAD COUNTY
REGIONAL TRANSPORTATION PLANNING ORGANIZATION

MINUTES

QUADCO Meeting 6/1/2017

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

Grant County Public Works, Large Conference Room

124 Enterprise St. SE, Ephrata, WA 98823

1. Welcome/Introductions/Roll Call

Mark Stedman called the meeting to order and welcomed 32 attendees. Introductions were made and roll was collected, a quorum was present.

2. Meeting Minutes

Mark Stedman presented the minutes from the February 9th 2017 QUADCO meeting.
ACTION: Minutes Approved unanimously.

3. Unified Planning Work Program (UPWP) Planning Project Updates

Project Sponsors

Present update on the status of your project. Note any challenges you anticipate moving forward to completion.

Action Requested: For information only. ***See notes & updates below:***

<u>Regional Transportation Planning Projects</u>	SFY 2016	SFY 2017	TOTAL
<u>Othello - ICA Studies (COMPLETED)</u>	\$12,500	\$12,500	\$25,000
<u>Davenport - Truck Bypass Feasibility Study (COMPLETED)</u>	\$16,400	\$16,400	\$32,800
<u>Lincoln County - Comp Plan Trans Element Update</u> <i>Memo read from Lincoln County presented –</i>	\$5,000	\$10,000	\$20,000
<u>Odessa - Transportation Improvement Plan (COMPLETED)</u>	\$13,965	\$13,965	\$27,930
<u>Ellensburg - Citywide Traffic Count (COMPLETED)</u>	\$10,000	\$10,000	\$20,000
<u>Harrington - Citywide Traffic Count & Sign Inventory (COMPLETED)</u>	\$3,850	\$3,850	\$7,700
<u>Moses Lake - ADA Transition Plan - Curb Ramps</u> <i>UPDATE: Plans are in the final revisions and should have deliverable transition plan in the next week. There have been delays with Shawn O'Brien's departure. They are working hard to meet the</i>	\$10,000	\$10,000	\$20,000

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final billing deadline of July 7th 2017 to the lead agency. Reminder that July 14th is WSDOT deadline.

<u>Moses Lake – Roundabout & 4-Lane Road Analysis</u>	\$25,000	\$25,000
(COMPLETED)		

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4. Federal Program Target Delivery & Transportation Alternative Program (TAP) and Carryforward STPE Funds from 2010

Project Sponsors for City of Ellensburg and City of Ephrata to provide update on the status of their projects.

Action Requested: For information only. **ACTION:** See notes of current status

Lead Agency & Project	Type of TAP funds	TAP Funding Allocation By Federal Fiscal Year					Status
		2013	2014	2015	2016	Total	
City of Ellensburg – John Wayne Pioneer Trail Reconnection Route	Urban		\$60,230	\$60,230	\$60,230		Project is currently under construction-2/3rds of way through.
	Flexible		\$65,572	\$65,572	\$65,572		
	Total		\$125,802	\$125,802	\$125,802	\$377,406	
City of Ephrata - Beezley Hill Trail Phase 1 (Awarded July 15, 2010)	Carry forward STPE					128,500	In the bureau of reclamation's hands, with delays due to staff changes.

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. **Action Requested:** For information only/

ACTION: See notes below for brief updates.

STBG Set-aside Projects		STGB Set-aside Funding Allocation By Federal Fiscal Year					Federal Funds Total
Project Title	Agency	Type of Funds	2017	2018	2019	2020	
John Wayne Trail <i>Submittal agreement and obligation paperwork submitted soon. They've had discussions with DOT.</i>	Ellensburg	Urban	57,432	57,432	57,432	57,432	229,728
		Flexible	79,414	65,858			145,272
		Total	136,846	123,290	57,432	57,432	375,000

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Pioneer Meadows Trail - City Moses Lake <i>Along with lead project staff changes, there has also been some hurdles in the permitting process. Because they are close to the wetland buffer they are getting some pushback on the width of access available being only 5 ft in some areas. They are negotiating with other agencies a wider access area. Note; 10 ft is what meets the federal requirement.</i>	Flexible		13,556	79,414	79,414	172,384
	Total		13,556	79,414	79,414	172,384
Sports Complex Rec Trail – City of Davenport Phase 1 <i>Discussions amongst each other about timing in regards to design vs construction and what those appropriate times look like.</i>	Carryforward	12,188				12,188
	Rural	58,234	58,234	58,019		174,487
	Total	70,422	58,234	58,019		186,675
Ballfields Safe Pathway – Town of Reardan Phase 2 <i>Waiting to see what funds are available.</i>	Rural	Available IF additional or other funds become available			58,449	58,449
	Total					58,449

6. Unified Planning Work Program (UPWP) 2015-2017 Budget Update

Hand out provided. Phil provided an update on the 2015-2017 UPWP budget. A brief status update on each line item was provided (please refer to handout for specifics). There is anticipation that the remaining balance will be approximately \$12,000.00. Phil explained that these monies are at risk of losing and going back to the state. There was a brief discussion about possibly looking into spending the remaining \$12,000 on pedestrian/trail counters. There was enough interest and feedback from members.

ACTION: Approved any identified budget changes and to authorize pedestrian and trail counters with the remaining UPWP funds. Cindy Carter moved to approve; Dale Pomeroy second, approved unanimously.

Action: Motion to approve WSDOT financial agreement by Todd O'brien; Second Deric Mayo; motion passed unanimously.

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7. HSTP Grant Funding

Tom Hansen – Present info on the Grant Funding Available for the required QUADCO HSTP Update in 2018.

Action Requested: For information only.

Tom presented information stating that every project was funded at 100%. The HSTP has already allocated \$80,000 for the next cycle. There is a change in the HSTP procedure adding community engagement at the front end of the process. Ideally they would like to see the plan finished by July/August 2018 to have the project list approved by December 2018. This will allow grantees to put in applications for the 2019-2021 cycle.

8. HSTP Planning Activities Update

Jan Ollivier Provided an update on the HSTP Planning Activities and Consolidated Grant Project Process status.

9. SFY 2018-2019 Unified Planning Work Program (UPWP) Selection of Planning Projects

Handout was provided. There were 5 applications received during the call. Lincoln County, City of Ellensburg, City of Davenport, City of Roslyn, and the Town of Odessa. All 5 applications were reviewed by WSDOT. Representatives of each project provided a brief description about their proposed plans. Jeff Tincher explained that the 5 projects were estimated at \$165,000 for funding. All combined request received for the project funding was a total of \$114,000.00. Leaving a remaining fund of \$50,000, the selection committee has 2 options.

Option 1- Agencies match equals \$48,000. We can reimburse members match portion that will then take up the majority of the funding budgeted.

Option 2- Do a call a year from now for additional projects.

-There were a few discussions about the options.

Action Requested: Approve funding of selected projects for the SFY 2017-2019 Biennium.

ACTION: *Motion by Luke Huck; to approve funding of the projects as selected and supplement agencies match (option 1) with remaining fund balance. Approve the 2017-2019 budget. Second; by Steve Goemmel. Passed unanimously.*

10. SFY 2018-2019 Unified Planning Work Program (UPWP) Work Program and Budget

Lead Agency Present Draft UPWP for Discussion and Review

Action Requested: Approve SFY 2018 -2019 UPWP Budget with selected UPWP Projects
Phil explained that the budget has already been approved as it is a non-action item covered already.

11. Regional WSDOT Planning Offices and Headquarters Updates

WSDOT Region Representatives

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- Washington Transportation Plan – Phase 2 Implementation
- State Freight Plan
- WSDOT Region Updates

Action Requested: For information only

30-40 min Presentation with discussions and questions amongst members-

12. “New” Business

Mark Stedman, Chair

Action Requested: Informational Only

June 6, 2017 WSDOT QUADCO M3 Workshop in Ellensburg

This workshop is to work with the agencies to identify strategies to address the issues that have been identified in the Phase I

13. Election of QUADCO Member to Serve as QUADCO representative on the 4-County HSTP Planning Committee

Mark Stedman

Action Requested: Elect Representative to fill 4-County Planning Team position

Phil has been filling in for Brandy. Lead agency will “fill in” this role until someone is nominated and elected. Grant County will have representative sent to 4-County HSTP Planning Committee.

14. Election of QUADCO Chair and Chair Pro-tem for SFY 2018

Mark Stedman, Chair

Action Requested: Elect Chair and Chair Pro-tem for SFY 2018

ACTION: Cindy Carter nominated Jeff Tincher to serve as Chair. Nominations closed. Rick Becker second.

Cindy Carter nominated John Marshall to continue to serve as Co-Chair; Rick Becker second. Motion approved unanimously.

15. Next QUADCO Meeting

September 21st 2017

10am-12pm

Grant County Public Works,

Large Conference Room

124 Enterprise St. SE

Ephrata, WA 98823

16. Adjourn – Mark Stedman