

MINUTES

QUADCO COUNCIL MEETING

May 11, 2023

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

Via – Webex (see invite for link)

1. Welcome/Roll Call

Josh Fredrickson called the meeting to order at 10:01 am. Roll call was completed and quorum established.

2. Meeting Minutes

Josh Fredrickson, Chair

Action: Grant County representative made a motion to approve the January 19, 2023, QUADCO Council meeting minutes. City of Moses Lake representative seconded the motion. Motion passed unanimously.

3. Unified Planning Work Program (UPWP)

Lead Agency discussion and updates on UPWP projects for fiscal year 2021-2023.

a. 2021 – 2023 – Project Updates, Kittitas County

- i. Project Sponsors were asked to provide an update on status of projects.

MEMBER AGENCY & PROJECT	UPWP FUNDS	MEMBER AGENCY MATCH	TOTAL PROJECT	TOTAL EXPENDED THROUGH 05/01/2023	REMAINING BALANCE
City of Almira <i>Plans are nearing completion.</i>	\$55,744	\$0	\$55,744	\$22,375	\$33,369
City of Davenport <i>Project on track, plans to be completed by the end of the month.</i>	\$45,000	\$0	\$45,000	\$16,531	\$28,469
City of Othello <i>No representative available. Josh Fredrickson indicated he had spoken with the city and the project is complete.</i>	\$30,000	\$0	\$30,000	\$29,980	\$20
Kittitas County <i>Outreach plan going to M3 specialty groups. There is a plan to utilize background traffic reports.</i>	\$29,200	\$0	\$29,200	\$21,000	\$8,200

Josh Fredrickson noted that all invoices for reimbursement must be to Lead Agency by June 1, 2023. Project sponsors were requested to include whether they expected to expend all funds and meet the deadline.

CHAIRMAN:
Josh Fredrickson, County Engineer
Kittitas County
411 N. Ruby St., Suite 1
Ellensburg, WA 98926
(509)962-7609

LEAD AGENCY:
Kittitas County
Public Works Department
411 N Ruby ST Suite 1
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b. 2023 – 2025 UPWP

Lead Agency to present UPWP and call for projects for the next biennium for Council approval.

Lead Agency updated the 2023-2025 UPWP. The proposed UPWP was reviewed with WSDOT and received cursory approval in May.

Josh Fredrickson reviewed the highlights of the proposed UPWP. It is anticipated that \$244,209 will be allocated to QUADCO. The UPWP budget includes \$201,579 to be available to Regional Transportation Planning which includes GMA Planning.

Call for Projects: Lead Agency will put out a call for projects, working for review of submitted projects at the next Council meeting. Lead Agency developed a proposed timeline and associated documents and will send the call for projects in the next week. It is anticipated that \$155,000 to \$165,000 will be available for agency planning projects, similar to previous years.

Discussion was held regarding the 15% administration allocation, and if it will need to be updated as it has not been updated in 16 years. This percentage will remain the same for this UPWP but may be revisited in the future based on staffing needs.

Action: Adams County made a motion to approve the 2023-2025 UPWP as presented. City of Ellensburg representative seconded the motion. Motion passed unanimously.

**4. Federal Program Target Delivery TA & STBG Set-aside Program
Projects/Carryforward STBG Funds**

Project Sponsor for Town of Reardan provided an update on the status of their project. It was reported that the project is complete.

STBG Set-aside Projects								
<i>STGB Set-aside Funding Allocation by Federal Fiscal Year</i>								
Project Title	Agency	Funding Type	2017	2018	2019	2020	2021	Federal Funds Total
Ballfields Safe Pathway (Phase 2)	Reardan, Town of	Rural	Available IF additional or other funds become available			\$58,449	\$434,017	
		Total				\$58,449	\$434,017	\$492,466

5. Federal Program OA Target Delivery & Surface Transportation Block Grant (STBG) TA set aside

Project sponsors were asked to provide an update on the status of their project.

STBG Set-aside Projects			
Project Title	Agency	Urban/ Rural	Total STBG Project Funds Requested
Pfenning Rd. Shared Use Pathway <i>Project proceeding as planned. Current plans are 60% and anticipate going to bid this fall.</i>	Ellensburg	Urban	\$403,011
Lions Park <i>Bids were recently opened, awaiting concurrence. Local Programs indicated that concurrence should be available today.</i>	Othello	Urban	\$259,500
Davenport Sports Complex Rec Trail Phase 2 <i>Progress being made and anticipate this year build</i>	Davenport	Rural	\$323,550
Daisy Street SR-17 Sidewalk Improvements Phase 1 <i>Project is anticipated to go to bid late June of this year.</i>	Soap Lake	Rural	\$261,250

6. 4-County HSTP Planning Committee Update

Betsy Dunbar provided an update from the 4-County Committee.

7. 4-County Committee Appointment

Kelee Hodges introduced Keiko Walsh, Transportation Manager with HopeSource, as a new representative from the Transit providers as a member of the 4-County Committee.

Action: Motion to approve the appointment of Keiko Walsh to the 4-County Committee and was seconded and the motion passed unanimously.

8. I-90 Capacity – STEER I-90 Coalition

Mark Cook presented the status of the STEER I-90 Coalition. Working on finalizing the purpose and need statements.

9. Lead Agency Update

Josh Fredrickson presented a budget summary for the end of the biennium funding. It was presented that have some remaining funding. Discussion held regarding the use of the remaining funding for member agencies to cover costs of UPWP projects.

Action: Adams County representative made a motion to reallocate any unspent funding from the current biennium to any overage from projects previously awarded. Grant County representative seconded the motion. Motion passed unanimously.

Josh Fredrickson presented updated QUADCO By-laws and interlocal agreement. Discussion ensued regarding designating lead agency for four consecutive years before rotating to the next agency.

Action: City of Moses Lake representative made a motion to approve the update to the By-laws and interlocal agreement. Lincoln County representative seconded the motion. Motion passed unanimously.

10. Election of QUADCO Chair and Chair Pro-Tem for State Fiscal Year 2024

Josh Fredrickson requested nominations for QUADCO chair and opened opportunity for nominations.

Kittitas County representative nominated Josh Fredrickson for Chair for State Fiscal Year 2024. Adams County representative seconded the nomination. Nomination was approved unanimously.

Josh Fredrickson requested nominations for QUADCO chair pro-tem and opened opportunity for nominations.

Kittitas County representative nominated Kelee Hodges for Chair Pro-Tem for State Fiscal Year 2024. Grant County representative seconded the nomination. Nomination was approved unanimously.

11. Regional WSDOT Planning Offices and Headquarters Updates

Josh Fredrickson asked for WSDOT region updates.

Eastern Region – Charlene Kay provided an update on various projects including 395 and I-90 connection. They are meeting with community members to discuss needs. Have received 600 responses to the survey. Also spoke about Division Street with the N. Spokane Corridor improvements.

Central Region – Sean Darveshi provided an update on projects in Grant County and development of the Moses Lake area.

South Central Region – Paul Gonseth noted that Todd Trepanier has moved to the Eastern region as Regional Administrator.

Madie Scully presented information on I-90 construction planned for the upcoming seasons. This includes construction on the Vantage bridge, I-90 Phase 3A and 4.

12. New Business

Josh Fredrickson shared that QUADCO presented to the Transportation Commission at their April meeting in Ellensburg.

13. Next QUADCO Meeting

- Date: Thursday August 10, 2023
- Time: 10:00 am
- Location: Grant County Public Works Conference Room

14. Adjourn

Josh Fredrickson adjourned the meeting at 11:10 a.m.