

# MINUTES

## QUADCO COUNCIL MEETING

May 13, 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 February 11, 2021, QuadCo Council Meeting.

**ACTION:** City of Othello 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

#### a. 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 4-29-2021	REMAINING BALANCE
Lind Transportation Plan <i>Just finished the traffic county. Will meet deadline and likely will expend all funds.</i>	\$55,000	\$0	\$55,000	\$21,369.48	\$33,630.52
Ellensburg Bridge Load Rating Updates <i>Expected to be complete by end of this month. Will submit bill for remaining by deadline</i>	\$34,000	\$5,000	\$39,000	\$29,343.84	\$4,656.16
Davenport First Street Stream Crossing Feasibility Study <i>Final report being completed by consultant and will send to Lead Agency.</i>	\$35,000	\$2,900	\$37,900	\$35,000.05	(\$0.05)
Othello Stop Sign Installation Evaluation <i>Project complete. Costs and final documents submitted to Lead Agency</i>	\$18,000	\$2,000	\$20,000	\$23,065.82	\$(5,065.82)
Cle Elum Railroad Street Expansion <i>Several communications with BNSF and business owners along corridor. Consultants putting together final reports. Will meet deadline</i>	\$8,910	\$2,970	\$11,880	\$0	\$8,910

CHAIRMAN:  
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# QUADCO RTPO

Quad County  
 Regional Transportation Planning Organization

<i>and expend all funds.</i>					
Davenport ADA Transition Plan <i>Doing field work. Should be wrapped up by end of May, beginning of June. Will meet deadline and expend all funds.</i>	\$15,000	\$1,800	\$16,800	\$0	\$15,000

Todd O'Brien noted that all invoices for reimbursement must be to Lead Agency by June 18, 2021. Project sponsors were requested to include whether they expected to expend all funds and meet the deadline.

b. 2021-2023 UPWP

Lead Agency worked with Kittitas County, who will serve as Lead Agency in the 2021-2023 Biennium, to develop the UPWP. The proposed UPWP was reviewed with WSDOT and received cursory approval in May.

Todd O'Brien reviewed the highlights of the new plan, noting the final report for the GMA review should be complete by the end of June 2021. Part of this process will identify a timeline for planning review.

The plan also includes \$80,000 to update the Human Services Transportation Plan (HSTP), in 2022.

It was also noted that Lead Agency found Quadco's current website antiquated and hard to work with. Lead Agency will work with Kittitas County before the end of the current biennium and look at potential update/modification of the website.

Call for Projects: Lead Agency (Adams County) will put out a call for projects, working with Kittitas County for review of submitted projects prior to the next meeting. Lead Agency will develop a proposed timeline and associated documents for the call, working with Kittitas County, and send the call by the end of May.

ACTION: Lincoln County made a motion to approve the 2021-2023 UPWP as presented. City of Ephrata seconded the motion. Motion passed unanimously by voice vote.

**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.**

It was reported that the project is 85-90% designed. Once completed, it will be sent to WSDOT for review. Recipient is planning to bid early June, with responses by mid-June. Once WSDOT approves, the project will be obligated, with obligation expected mid-June.

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	
		<b>Total</b>				<b>\$58,449</b>	<b>\$375,518</b>	<b>\$434,017</b>

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

Lead Agency presented the ranking committee recommendation from the project call. Ranking committee members did not rank their own project. A total of 13 projects was received for funds available in the next four years of allocation. Of the projects recommended, two are eligible for urban funding and two for rural. It was noted that the expected \$844,264 available in funding does not include additional funds carried forward from the previous act.

The ranking committee recommended fully funding four projects:

Agency	Urban/Rural	Project	Total STBG Project Funds Requested
Ellensburg	Urban	Pfenning Rd. Shared Use Pathway	\$403,011
Othello	Urban	Lions Park	\$259,500
Davenport	Rural	Davenport Sports Complex Rec Trail Phase 2	\$323,550
Soap Lake	Rural	Daisy Street SR-17 Sidewalk Improvements Phase 1	\$261,250

The Committee further recommended all fund recipients obligate PE and ROW in federal fiscal year 2021 and continue to work with Highways and Local Programs for obligation on construction funds in subsequent years.

Todd O'Brien reviewed fiscal constraint numbers with the current project and the four proposed projects recommended by the selection committee. Including the current project and with those four projects obligating PE and ROW by the end of 2021 federal fiscal year, Quadco will meet the \$562,000 target for 2021. It was noted by awarding in this manner to fully fund the projects as indicated will allow Quadco to be ahead of deadlines to meet target.

**ACTION:** City of Ellensburg representative made a motion to approve the Transportation Alternative projects based on Committee recommendations as presented and discussed. City of Moses Lake representative seconded the motion. Motion passed unanimously by voice vote.

**6. 4-COUNTY HST PLANNING COMMITTEE UPDATE**

As indicated in the discussion of the 2021-2023 UPWP, a total of \$80,000 is set aside for review of the HSTP to be completed in 2022. The process may be completed in-house or by consultant.

In other related business, Jan Ollivier noted that the committee has not received award information from WSDOT for the Consolidated Grant. The next scheduled committee meeting is in June.

## **7. LEAD AGENCY UPDATE**

Todd O'Brien

### GMA concurrence review

HLA Engineering & Land Surveying of Yakima was selected as the consultant for the Evaluation of GMA Transportation Elements in GMA Counties (Grant and Kittitas). The consultant has sent letters to all agencies that fall within the GMA area and requested information – including whether the agency is current on review or not – and then will put the information together necessary to bring agency up-to-date. The consultant has provided a central location in the cloud for agencies to upload documents as well as reporting to Lead Agency each week with a progress report. Once the documents are in order and updated, the consultant will put the information together for Quadco to perform the concurrency review internally. It is expected most work will be completed by the end of this biennium.

### Bylaws update

Lead Agency updated the bylaws, including grammatical corrections and organization of the bylaws. Lead Agency worked with Kittitas County to review the proposed changes. The draft document was sent to the Transportation Policy Board for comments or changes, and none were received.

**ACTION:** Kittitas County representative made a motion to approve the bylaws and interlocal agreement as presented. City of Davenport representative seconded the motion. Motion passed unanimously by voice vote.

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

Roger Millar, Secretary of Transportation, presented The State of Transportation. Millar answered questions and provided additional information as asked after the presentation.

### WSDOT Region Representatives

Project updates provided by WSDOT representatives.

## **9. NEW BUSINESS**

Mark Cook (Kittitas County) reported that the effort to start a dialogue for federal funding to look at widening I-90 around Ellensburg is ongoing. The effort includes trying to secure federal support for more than a year. The project leads are currently requesting \$5 million for a feasibility study.

## **10. NEXT QUADCO MEETING**

*CHAIRMAN:*  
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Thursday, August 26, 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 11:38 a.m. Lincoln County seconded the motion. Motion passed unanimously by voice vote.