

**CHAIRMAN:**  
**Obie O'Brien**, County Commissioner  
Kittitas County  
205 W. 5<sup>th</sup> Avenue, Suite 108  
Ellensburg, WA 98926-2887  
(509) 962-7508

**LEAD AGENCY:**  
Kittitas County  
Public Works Department  
411 N. Ruby, Suite 1  
Ellensburg, WA 98926  
(509) 962-7523

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

## **QUADCO Council Meeting Minutes**

**Date:** April 10, 2014  
**Location:** Grant County Public Works Conference Room  
124 Enterprise Street SE, Ephrata, WA 98823

### **Welcome**

Chair Obie O'Brien called the meeting to order at 10:00 a.m. and welcomed attendees. The attendee list is shown in Attachment A.

### **Roll Call**

The roll call was collected, a quorum of 15 members were present. The Quorum Call is shown in Attachment B.

### **Meeting Minutes**

Rick Becker made a motion to approve the January 9, 2014 minutes as presented. Douglas D'Hondt seconded the motion and it was approved unanimously.

### **Federal Program Target Delivery & Transportation Alternative Program (TAP)**

Douglas D'Hondt asked for members that received TAP funding to report on their TAP projects to the QUADCO Council.

Shawn O'Brien reported on Moses Lake's Heron Bluff Trail project. Moses Lake has completed the SEPA and cultural study. Shawn expects to receive the shoreline approval this evening. On April 14 they will start NEPA, which should be completed within two weeks. The project is scheduled to be constructed this summer.

Derek Mayo reported on Ellensburg's John Wayne Pioneer Trail Reconnection Route project. Ellensburg has determined that the PE phase will be more costly than originally estimated.

Paul Mahre said WSDOT is providing the match for Soap Lake's SR 17/City of Soap Lake Lane Reconfiguration and Safety Improvements project. They have obligated the funds and scheduled to go to Ad on June 26, 2014.

Paul Mahre also reported that the Town of Almira is working with WSDOT on their Main Street Sidewalk Improvement project. The Transportation Improvement Board will provide the local match once the preliminary engineering is completed.

### **Regional Transportation Plan Update**

Shawn O'Brien reported that the Transportation Policy Board (TPB) has begun working on the Regional Transportation Plan update. It will be a full update of the 2007 version. Shawn was elected the chair of the TPB. The TPB intends to seek consultant services to conduct technical aspects of the plan and public participation coordination. The TPB wants to use survey monkey and social media, get business involvement, involve transportation users early in the process, identify future planning projects, and develop a QUADCO website to make information easy to

access. Kathy Bohnet said that the TPB needs to consider rail service for the agricultural community. Shawn said there will be a bigger emphasis on rail in this plan update. Scott Yaeger moved to approve the proposed scope of work for the RTP. Derek Mayo seconded the motion and it was approved unanimously.

### **Transportation Policy Board (TPB)**

Douglas D'Hondt explained that the TPB has a vacant position for "major employer/business association" member. Rick Becker nominated Paul Katovich, Assistant Manager of Central Washington Grain Growers. This company is a grain commodity broker and trader with facilities located in the QUADCO area including Almira, Coulee City, and Hartline. Patrick Boss nominated Columbia Colstor, Inc., a cold storage company that has facilities located in the QUADCO area including Moses Lake, Quincy, and Othello. He did not know which employee would be designated. There were no other nominations.

Paul Katovich was elected to fill the vacant position by the Council with a vote of eight in favor of Paul Katovich and 6 in favor of Columbia Colstor, Inc. Jan will send Paul Katovich a letter of invitation to participate on the TPB.

Scott Yaeger said that the TPB also recommended that a public transportation representative be added to the TPB membership list. Chair Obie O'Brien said that would require changing the by-laws to add that position. Greg Wright of Grant Transit Authority was nominated to be appointed to that position once adding the TPB position is approved. The Council approved adding a public transportation representative to the TPB and placing Greg Wright as the member for that position. Appendix C shows the revised TPB membership and revised by-laws.

### **Human Services Transportation Plan**

Bruce Johnson, QUADCO's representative on the 4-County Community Transportation Planning Team, reported on the progress of updating QUADCO's Human Services Transportation Plan. The non-profit firm People for People was hired to perform the work on this update. A transportation needs survey is being distributed throughout the QUADCO area, and an example of this survey was provided to attendees.

### **2013 Unified Planning Work Program (UPWP) Amendment**

Jan Ollivier proposed an amendment to the current year UPWP budget. Two issues require a budget amendment: 1.) Lead agency spent \$1,000 more than budgeted on the "Funding Programs" work item to perform work related to the Transportation Alternatives Program call for projects and project selection coordination. 2.) WSDOT's money agreement only provided \$119,151 and not the \$121,038 budgeted – a reduction of \$1,887.

Jan proposed the revised UPWP budget as shown in Appendix D. Jan said that the RTP work, having just started, has a lot of funds available to be moved to a different category. A member asked if QUADCO will be allowed to carry-over funds into the next state fiscal year. Jan will ask WSDOT. Shawn O'Brien moved to approve the proposed amendment of the UPWP and the Council approved it unanimously.

### **2014 Unified Planning Work Program (UPWP)**

Douglas D'Hondt discussed the draft UPWP and indicated that the program is very closely related to the current fiscal year's UPWP. WSDOT will provide their comments on this UPWP at a meeting with lead agency on April 22, 2014. A final version will be presented to the QUADCO Council for approval prior to the June 30, 2014 deadline. Douglas said that Council members should review the UPWP and provide lead agency their comments. It was pointed out that the Transportation Policy Board name needs to be consistent throughout the document.

**Metropolitan Planning Organization (MPO) / Regional Transportation Planning Organization (RTPO) / Washington State Department of Transportation (WSDOT) Coordinating Committee**

Douglas D'Hondt summarized the February 25, 2014 Coordinating Committee meeting. He said that WSDOT's new Assistant Secretary, Amy Scarton attended that meeting and discussed some of the changes occurring within WSDOT.

**MAP-21 Safety Performance Measures Survey Response to WSDOT**

Jan Ollivier said that WSDOT has requested RTPOs to provide their comments on MAP-21 safety performance measures that are included in the National Proposed Rule Making (NPRM). Jan proposed to email the link on the NPRM to QUADCO members again, collect QUADCO agency comments, and respond to WSDOT before February 24, 2014 if that is acceptable to the QUADCO Council. Scott Yaeger moved that lead agency should collect comments by QUADCO agencies and respond to WSDOT's request as proposed. It was seconded and approved unanimously.

**I-90 Construction Update**

Paul Gonseth gave a power-point presentation on this year's construction activities on I-90 for the Snoqualmie East project.

**Regional WSDOT Planning Offices and Headquarters Updates**

South Central Region had no additional updates to report.

Paul Mahre of North Central Region said that work is beginning in Mattawa on the SR 243 roundabout. He also said that they will be analyzing potential traffic impacts by large businesses considering locating in Othello and Quincy. Paul also discussed the bicycle/pedestrian and safe routes to schools grants. There is \$8 million to be distributed throughout the state. There are no match requirements.

Tom Hanson, WSDOT Public Transportation, discussed the public transit capital grant program Section 5339. The call for projects occurs about once every two years with \$5.5 million available during this period. Grant Transit Authority is receiving \$580,000 from this program.

Charlene Kay, Eastern Region, said that they are conducting a grind and overlay of I-90 from the Grant County Line to SR 21.

**Other Business**

People For People was asked if they know of any problems or concerns for the security of elderly passengers in Lincoln County. None were known.

**Next QUADCO Meeting**

The Council agreed to hold their next meeting on June 20, 2014 at 10:00 a.m.

**Adjourn**

The meeting adjourned at 12:00 p.m.

## ATTACHMENT A

### Attendees

<i>Name</i>	<i>Organization</i>	<i>Phone</i>
Terry Clements	City of Othello	509-488-6997
Ken Selzler	City of Cle Elum	509-260-1236
Derek Mayo	City of Ellensburg	509-962-8631
Douglas D'Hondt	Kittitas County	509-962-7690
Kathy Bohnet	Town of Wilson Creek	509-345-2498
Renee Biles	People for People	509-248-6726
Jan Ollivier	Kittitas County	509-962-7610
Tom Hanson	WSDOT	509-667-3029
Rick Becker	Lincoln County & City of Harrington	509-725-7041
Brandi Colyar	Adams County	509-659-3279
Scott Yaeger	City of Ritzville	509-659-3289
Paul Mahre	WSDOT NCR	509-667-3090
Frank White	Town of Odessa	509-972-2761
Ryan Berg	Belsby Engineering	509-747-6790
Todd Mittge	Grant County	509-754-6082
Bill Sangster	City of Ephrata	509-630-6220
Bryan Nash	City of Kittitas	509-968-0224
Mike Meskimen	Gray & Osborne	509-453-4833
Jim Brieceel	Gray & Osborne	509-453-4833
John Marshaw	Adams County	509-660-3208
Shawn O'Brien	City of Moses Lake	509-764-3786
Bruce Johnson	Town of Reardan	509-796-3921
Greg Wright	Grant Transit Authority	509-630-6220
Mark Keller	Century West Engineering	509-933-2479
Obie O'Brien	BOCC Kittitas County	509-962-7570
Bill Gould	WSDOT	509-667-2909
Jeff Tincher	Grant County	509-754-6082
Doyle Palmer	Port of Othello	509-488-6082
Charlene Kay	WSDOT Eastern Region (via phone)	509-324-6195
Patrick Boss	Columbia Basin RR & Cold Train	360-878-7073



# ATTACHMENT C

## QUADCO Transportation Policy Board

<i>Representing</i>	<i>Name</i>	<i>Title</i>	<i>Alt. Voting Member</i>	<i>Title</i>
Major employer/ business assoc. (CEO or President)	Rod Van Orman	Operations Manager	Mark T. Anderson	CEO/President
Major employer/ business assoc. (CEO or President)	Paul Katovich	Assistant Manager	None	None
WSDOT Regional Administrator (representing all three WSDOT regions)	Dan Sarles	Regional Administrator	Paul Mahre	Local Programs Engineer
City Official (Moses Lake)	Shawn O'Brien	City Engineer	None	None
City Official (Ritzville)	Scott Yaeger	Council Member	None	None
City Official (Ellensburg)	Ryan Lyyski	City Engineer	Derek Mayo	Assist. City Engineer
City Official (Harrington)	Rick Becker	PW Director	None	None
Port Official	Patrick Jones	Executive Director, Port of Moses Lake	None	None
Adams County Official	Todd O'Brien	PW Director	Brandi Coylar	Assist. PW Director
Grant County Official	Jeff Tincher	PW Director	Todd Mittge	Assist. County Road Engineer
Kittitas County Official	Doug D'Hondt	County Engineer	Jan Ollivier	Transp. Mngr.
Lincoln County Official	Phil Nollmeyer	Operations & Permit Coordinator	None	None
Railroad Official	Patrick Boss	Columbia Basin Railroad & Cold Train Intermodal	None	None
Public Transportation Official	Greg Wright	General Manager	None	None
QUADCO Chair	Obie O'Brien	Commissioner	Shawn O'Brien	Moses Lake Engineer

QUAD COUNTY REGIONAL  
TRANSPORTATION PLANNING ORGANIZATION  
BYLAWS

1. **ORGANIZATION - COMPOSITION AND NATURE**

The Quad County Regional Transportation Planning Organization (Quadco RTPO) shall consist of the counties, cities and towns within the four-county region that includes Adams, Grant, Kittitas, and Lincoln counties, that are signatories to the Inter-Local Agreement, with management vested in the Quadco Council, structured as hereinafter provided. These counties shall include: **Adams County, Grant County, Kittitas County, and Lincoln County**. The cities and towns may include: City of **Almira**, City of **Cle Elum**, Town of **Coulee City**, Town of **Coulee Dam**, Town of **Creston**, City of **Davenport**, Town of **Electric City**, City of **Ellensburg**, City of **Ephrata**, Town of **George**, City of **Grand Coulee**, City of **Harrington**, Town of **Hartline**, Town of **Hatton**, City of **Kittitas**, Town of **Krupp**, Town of **Lind**, City of **Mattawa**, City of **Moses Lake**, Town of **Odessa**, City of **Othello**, City of **Quincy**, Town of **Reardan**, Town of **Ritzville**, City of **Roslyn**, City of **Royal City**, City of **Soap Lake**, Town of **South Cle Elum**, City of **Sprague**, City of **Warden**, City of **Washtucna**, Town of **Wilbur**, and Town of **Wilson Creek**.

2. **INCORPORATION OF INTER-LOCAL AGREEMENT**

The Quad County Regional Transportation Planning Organization shall incorporate in its entirety the Inter-Local Agreement signed by all participating members and attached hereto.

3. **QUADCO COUNCIL**

The Quadco Council is the body of members who have been appointed to represent member agencies to carry out all delegated powers and managerial and administrative responsibilities of the Quad County Regional Transportation Planning Organization. Each signatory City or County shall designate a member and alternate member who will have voting and office holding privileges. Other special units of government or public bodies, which have opted to attend and participate at Quadco Council meetings, may be associate members and have the right to a seat and limited voice, but do not have voting or office holding privileges.

4. **TRANSPORTATION POLICY BOARD - COMPOSITION AND NATURE**

The Transportation Policy Board shall be composed of 15 members with designated alternates:

**Major Employers/Business Associations (2)** - Two major employers and/or business associations in the region selected by the Council, represented by their CEO, President, or designee of the CEO or President.

**WSDOT (1)** - One Region Administrator from either WSDOT's North Central Region, South Central Region, or Eastern Region and representing all three of these regions.

**Cities (4)** - One city official to be decided by a majority vote taken by the

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designated member city representatives to the Quadco Council from each of the four member counties.

**Ports (1)** - One official representing the Port Commissioners designated by consensus among the ports within the four counties.

**Counties (4)** - One county official designated from each of the four member counties.

**Railroads (1)** - One official from any railroad operating within the region.

**Public Transportation (1)** – One official from any public transportation agency operating within the region.

**Quadco Chairperson (1)** - One member of the RTPO elected as Chairperson by the Quadco Council.

The members of the Washington State House of Representatives and the Washington State Senate, whose districts are wholly or partly within the boundaries of the Quad County Regional Transportation Planning Organization, are considered ex officio, nonvoting policy board members of the Quad County Regional Transportation Planning Organization (RCW 47.80.040).

5. **TERM OF MEMBERSHIP**

The members of the Transportation Policy Board shall serve for a three-year term except that with the initial membership one Major Employer/Business Associations' representative shall serve a one-year term and one Major Employer/Business Associations' representative shall serve a two-year term; one Cities' representative shall serve a two-year term and two Cities' representatives shall serve a one-year term; the Ports' representative shall serve a two-year term; the Railroads' representative shall serve a one year term; **the Public Transportation's representative shall serve a two-year term; and** two Counties' representatives shall serve a two-year term and one Counties' representative shall serve a one-year term. The groups, bodies, or organizations providing more than one representative to the Transportation Policy Board shall decide among themselves which member shall serve for one-year, two-year, or three-year terms.

6. **MEETING SCHEDULE**

The Quadco Council will meet at least once each year. In addition to the yearly meeting, the Chairperson is authorized to call additional meetings as necessary and in lieu of a formal meeting may convene teleconferences of the Quadco Council. One meeting shall be designated specifically for budget review at least 90 days prior to the end of the fiscal year, with a minimum of 30 days' notice of the date, time, and location to all member jurisdictions.

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The Quadco Council shall elect annually by majority vote a chairperson and chair pro-tem. In the absence of the chairperson, the chair pro-tem shall preside over the meetings of the Council. In his or her absence, an alternate chair pro-tem shall be elected from the Council members present. Said Chairperson shall also serve as a member of the Transportation Policy Board.

The Transportation Policy Board shall meet as often as necessary to accomplish the assigned tasks of the Council.

**7. QUORUM DEFINITION AND VOTING PROCEDURES**

A quorum for a meeting of the Quadco Council shall consist of seven members present, excluding proxies, provided that there is at least one representative from each county or a city located within each county.

One vote is allocated for each member jurisdiction. Vote by proxy will be permitted with written assignment for only one meeting at a time. A tie vote of the Council will be treated as a 'no' vote.

**8. AMENDMENT OF BYLAWS**

Upon advance notification to each member of the intention to amend the Bylaws, the Bylaws may be amended by simple majority of the quorum.

## ATTACHMENT D

<b>QUADCO RTPO UPWP Budget</b> <i>July 1, 2013 through June 30, 2014</i>			
<i>Work Item</i>	<i>Products</i>	<i>Lead Agency</i>	<i>SFY 2014 (est.)</i>
Administrative Management and Coordination	QUADCO Meeting Coordination and Information Distribution: agenda, minutes, etc.	Kittitas County	\$4,000
	State Representation and Training	Kittitas County	\$3,000
	QUADCO Document Updates: Bylaws, ILAs, membership, inventory	Kittitas County	\$2,000
	Annual UPWP and Related Reports	Kittitas County & Adams Co.	\$5,000
<b><i>SUB TOTAL</i></b>			<b><i>\$14,000</i></b>
Regional Transportation Planning and GMA	RTIP & amendments	Kittitas County	\$5,000
	GMA Planning Review	Kittitas County	\$4,000
	RTP (funds data collection & analysis participation for all members)	Kittitas County	<del>\$81,038</del> <b>\$78,151</b>
	Human Services Transportation Plan & amendments	Contract	\$10,000
	Statewide Planning Participation	Kittitas County	\$5,000
<b><i>SUB TOTAL</i></b>			<b><del>\$105,038</del> \$102,151</b>
Funding Programs	Ranked Transportation Enhancement Program Project List	Kittitas County	<del>\$500</del> <b>\$1,500</b>
	Information distribution and coordination of MAP-21 funding program	Kittitas County	\$500
<b><i>SUB TOTAL</i></b>			<b><del>\$1,000</del> \$2,000</b>
Special Assignments Administration	Forward Washington website update with QUADCO projects	Kittitas County	\$500
	Education Committee	Kittitas County	\$500
<b><i>SUB TOTAL</i></b>			<b><i>\$1,000</i></b>
<b><i>GRAND TOTAL</i></b>			<b><del>\$121,038</del> \$119,151</b>