



Walla Walla Valley Metropolitan Planning Organization/ Sub-Regional Transportation Planning Organization

FINAL MINUTES

POLICY BOARD

November 1, 2017 1:30-3:30

Host: WWVMPO/SRTPO

107 S Third Ave, Walla Walla

I. Call to Order

Meeting was called to order at 1:35 PM.

II. Roll Call

Members Present:

City of College Place – Harvey Crowder

City of Milton-Freewater – Linda Hall

City of Prescott – Steve Heimbigner

City of Waitsburg – Randy Hinchliffe

Port of Walla Walla – Ron Dunning

Valley Transit – Dick Fondahn

Walla Walla County – Jim Johnson

ODOT – Craig Sipp

Others Present:

WWVMPO – Andrea Weckmueller-Behringer, Executive Director

WWVMPO – Elaine Dawson, Planning Assistant

WWVMPO Legal Counsel – Jared Hawkins

III. Approval of Minutes from October 4, 2017

MOTION: Mr. Crowder moved to approve the minutes. Mr. Dunning seconded; motion passed unanimously.

IV. Comments from the Public

None.

V. Approval of Consent Agenda

The following vouchers/warrants/electronic payments are approved for payment:

Voucher numbers: 2374 through 2383, Total \$7,183.25

Payroll warrant numbers: DD1126 through DD1127, Total \$7,255.73

Electronic payment dates: 10/06/2017 through 10/31/2017, Total \$8,992.15

MOTION: Mr. Crowder moved to approve the consent agenda. Mr. Johnson seconded; motion passed unanimously.

VI. Approval of Agenda

MOTION: Ms. Hall moved to approve the agenda. Mr. Crowder seconded; motion passed unanimously.

VII. Action Items:

1. Old Business:

A. Staff Wage Schedule

A proposed wage schedule for the position of Planning Assistant was distributed for review. Ms. Weckmueller-Behringer explained the composition of the step increases listed in the schedule. This wage schedule will be effective in 2018, to be applied following a successful performance appraisal at the anniversary date of hire.

MOTION: Mr. Crowder moved to approve the wage schedule as presented. Mr. Hinchliffe seconded; motion passed unanimously.

2. New Business:

A. 2018 Meeting Schedule

A draft of the Policy Board meeting schedule for calendar year 2018 was provided for review. Ms. Dawson explained that the first Wednesday in July occurs on Independence Day next year, so a different meeting day for that month should be determined. The members decided to meet on the second Wednesday, July 11.

MOTION: Mr. Johnson moved to approve the meeting schedule for 2018. Mr. Crowder seconded; motion passed unanimously.

B. Personnel Policy Manual and Resolution 11-2017

An updated version of the Personnel Policy Manual was distributed for review. Ms. Weckmueller-Behringer provided a summary of the updated sections and compliance with new sick leave requirements.

MOTION: Mr. Hinchliffe moved to approve Resolution 11-2017 to adopt the updated Personnel Policy Manual. Mr. Crowder seconded; motion passed unanimously.

C. Procurement & Purchase Procedures Manual and Resolution 12-2017

An updated version of the Procurement & Purchase Procedures Manual was distributed for review. Ms. Weckmueller-Behringer provided a summary of the updated and added sections.

MOTION: Mr. Johnson moved to approve Resolution 12-2017 to adopt the updated Procurement & Purchase Procedures Manual. Mr. Dunning seconded; motion passed unanimously.

D. Code of Ethics and Resolution 13-2017

A proposed Code of Ethics was distributed for review. Ms. Weckmueller-Behringer explained that the Public Transportation division of WSDOT recommended that the MPO have a formal Code of Ethics.

MOTION: Mr. Crowder moved to approve Resolution 13-2017 to adopt a Code of Ethics. Mr. Heimbigner seconded; motion passed unanimously.

E. ADA Policy and Resolution 14-2017

A draft of an Americans with Disabilities Act (ADA) Policy was provided for review. Ms. Weckmueller-Behringer shared that the Public Transportation division of WSDOT also recommended that the MPO have a formal ADA Policy.

MOTION: Mr. Crowder moved to approve Resolution 14-2017 to adopt the ADA Policy. Mr. Hinchliffe seconded; motion passed unanimously.

F. WSDOT SFY 2017-2019 CPT-HSTP Agreement

The Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP) Agreement GCB2858 with WSDOT for State Fiscal Year (SFY) 2017-2019 was distributed for review. Ms. Weckmueller-Behringer provided a summary of the allocated funding and contractual requirements to update the CPT-HSTP Plan for this region.

MOTION: Mr. Johnson moved to authorize the MPO Executive Director to sign the SFY 2017-2019 CPT-HSTP Agreement GCB2858 with WSDOT. Mr. Crowder seconded; motion passed unanimously.

VIII. Discussion Items:

1. 2017 3rd quarter budget review

A summary of the calendar year 2017 budget was provided for review. Ms. Weckmueller-Behringer explained the various budget category expenditures through the third quarter.

2. Staff Update

Ms. Weckmueller-Behringer shared the status of the Blue Mountain Region Trails project. The third round of public outreach conducted online is complete and the comments collected will be distributed to each jurisdiction for review. A public celebration for completion of the regional trails plan will be held January 22, 2018.

3. Correspondence

Two funding notices received from WSDOT were distributed for review. Authorizations for FHWA and FTA funding for SFY 2018-2019 were identified as explained by Ms. Weckmueller-Behringer.

4. Policy Board members update

IX. Adjourn

Meeting was adjourned at 2:54 PM.

Next meeting: December 6, 2017 at the MPO/SRTPO office



Dick Fondahn, WWVMPO/SRTPO Policy Board
Chair

12/6/2017
Date



Andrea Weckmueller-Behringer, WWVMPO/SRTPO
Executive Director

12/6/17
Date