

**ELLENSBURG ENVIRONMENTAL COMMISSION**

**January 15, 2020 Regular Meeting  
(5:15 p.m. to 6:20 p.m.)  
Council Conference Room – 501 North Anderson Street**

Members Present: Andrea Sledge, Christina Wollman, James Rivard, Laura Busby, PJ MacPhaiden, and Annie Schlanger

Members Absent: Emily Jacobs (excused)

Also present: Nancy Lillquist, Council Liaison; Derek Mayo, Public Works & Utilities Director; and Laura Wilson, Associate Planner (Recording Secretary)

Chairperson Sledge called the meeting to order at 5:18 p.m.

**AGENDA**

Ms. Wilson requested to change the agenda order to hear Bicycle Advisory prior New Business. Commissioner MacPhaiden moved to approve the agenda as amended. Commissioner Busby seconded the motion. The motion passed with all in favor.

**ELECT NEW OFFICERS**

Commissioner MacPhaiden nominated Commissioner Wollman for Chairperson of the Environmental Commission. Commissioner Wollman accepted the nomination. There were no other nominations. Commissioner Schlanger seconded the nomination. The vote was unanimous to elect Commissioner Wollman as Environmental Commission Chairperson.

**MINUTES**

Commissioner MacPhaiden moved to approve the November 20, 2019 regular meeting minutes. Commissioner Sledge seconded the motion. There was no discussion and the motion passed with all in favor.

Commissioner Busby moved to approve the December 18, 2019 regular meeting minutes. Commissioner MacPhaiden seconded the motion. There was no discussion and the motion passed with all in favor.

**BICYCLE ADVISORY**

Derek Mayo, Public Works & Utilities Director, presented the final draft Active Transportation Plan for the City of Ellensburg. He liked the rating system and the projects and stated it would be a useful tool in applying and securing grant funds. He also he believed it was also missing information from the 2008 Non-Motorized Transportation Plan and asked for input from the Environmental Commission. The Commission discussed the methodology of data acquisition and reporting. They briefly discussed various projects listed in the report. Commissioner Sledge asked Mr. Mayo what he believed was missing from the report. Mr. Mayo noted the report was missing the informational component of education, outreach, and enforcement from the 2008 Transportation Plan. They would try to pull some of the information from the 2008 plan into the current document. Council Member Lillquist stated it was a fine project list but is was missing comprehensive plan components. She provided examples of topics that could be added into the report such as equity, education, and enforcement. There was some discussion on the process of installing ADA access at intersections and adding language to encourage treating motorized wheelchairs the same as bicycles. There was also discussion on the status of the 'Walk Your Bike' signs. Mr. Mayo said there were 28 planters in the downtown, but only 7 planters had the signs. The signs in the planters were small and low which made them harder to see. He noted that ADA ramps also had stencils which were more visible and had greater impact. The Commission requested new signs have a positive message such as 'Please walk your bike' or 'Thank you for walking your bike'. Mr. Mayo stated it was the draft final and there were still

opportunities for comments. He requested feedback be provided to Ms. Wilson in a week. Commissioner Sledge requested the report provide a footnote with a key to the acronyms from page 44 through 47. It was also noted references to the Cascade to Palouse Trail was not consistent throughout the document. Commissioner Busby noticed some inaccuracies on the information regarding the trail. Council Member Lillquist reminded the commission this would be the time to provide comments on the document. She also questioned the prioritization of the connecting the Cascade to Palouse Trail in one section rather than the entire trail. Chairperson Wollman suggested placing numbers on the left alongside the projects for ease of reading. Commissioner Sledge suggested providing a reference to the goals for each project. Mr. Mayo said he would look over the 2008 Non-Motorized Transportation Plan for the information to include in the current draft Active Transportation Plan. The Commission did not need to review the updated draft but asked they be made aware when the updated version was available to review.

## **NEW BUSINESS**

### **Water Quality Grant Review and Approval Process**

Laura Wilson, Recording Secretary, shared concerns she had with the reimbursement process of the Water Quality Grant. In December the Environmental Commission approved Mid-Columbia Fisheries and KEEN's joint year-end report, but at the time Ms. Wilson did not have receipts to provide to the Commission for review. She explained that after reviewing the invoices and receipts, she noticed a significant difference between the proposed budget and actual money spent for supplies and staff time. She also pointed out that some back up information was vague or missing. Ms. Wilson noted that the reimbursement amount was less than what they were awarded and the project fell under budget. There was consensus to reimburse the invoiced amount upon receipt of additional back up information and an explanation of the changes in spending from the proposed budget.

Ms. Wilson explained the city code states the Environmental Commission administers the grant but it raised the question of what level staff should also be involved. The Water Quality Grant is funded by stormwater utility rates and Jon Morrow, Stormwater Manager, stated he would attend a future meeting to provide details on the stormwater utility fund and Department of Ecology's stormwater permit. The commission discussed funding and reporting criteria and requirements for the upcoming grant cycle. Commissioner Busby commented that from her experience, if there was a significant change in budget, the grantee would be required to request from the grantor an amendment to the agreement to shift money from one category to another as well as explain the reason behind the request. She noted in future agreements the Commission could require the grantee submit a detailed justification if they needed to shift funds between categories. The Commission agreed that it would be necessary to determine an amount that would trigger that requirement. Ms. Wilson said she would place this on the February agenda.

## **STAFF UPDATE/DISCUSSION ITEMS**

### **Attendance Procedures**

Laura Wilson, Recording Secretary, explained the attendance procedures. She informed the Commission that if a member was absent, the Chairperson would be required to either excuse or deem the absence unexcused. If the absence was unexcused, the Chairperson could call for a vote for consensus to deem the absence unexcused. She stated that the absence would need to be reflected in the minutes. The commissioners will need to inform the recording secretary of absences and provide the reason for the absence.

The meeting adjourned at 6:20 p.m.

Respectfully Submitted by  
Laura Wilson  
Recording Secretary (Drafted 1/16/20)