

BENTON-FRANKLIN COUNCIL OF GOVERNMENTS

MINUTES

January 15, 2016 - 12:00 p.m. Meeting, Lunch @ 11:30 a.m.
El Chapala - 107 E. Columbia Dr., Kennewick

1. Call to Order: Meeting was called to order at 12:00 noon by President, Bob Koch.
2. Roll Call - The roll call was completed by BFCG Executive Director, Brian Malley.

BFCG Regular Board Members

<i>Jurisdiction</i>	<i>Delegate</i>	<i>Alternate</i>
Ben Franklin Transit	Bob Koch (Present)	
Benton City		
Benton County	Jim Beaver (Present)	
Benton PUD	Lori Kays-Sanders/Absent	
CConnell	Bruce Blackwell (Present)	
Franklin County	Brad Peck/Absent	
Kahlotus	Patti Hamilton/Excused	
Kennewick		
Mesa	David Ferguson/Absent	
Pasco	Al Yenney/ (Present)	
Port of Benton	Bob Larson (Present)	
Port of Kennewick	Skip Novakovich (Present)	
Port of Pasco	Ron Reimann/Excused	
Prosser	Randy Taylor/Absent	
Richland	Dave Rose/Excused	Phil Lemley (Present)
West Richland	Brent Gerry/Excused	
WSDOT	Brian White/ (Present)	

Economic Development District (EDD) Private Sector Members

<i>Representing</i>	<i>Member</i>	<i>Alternate</i>
Visit Tri-Cities	Kris Watkins/Excused	Kim Shugart (Present)
TRIDEC	Carl Adrian/Excused	
Prosser EDA	Deb Heinz/ (Present)	
WorkSource Tri-Cities	Jack Fitzgerald/Excused	
Baker Giles	Carol Woo (Present)	
A.S. Klein Engineering	Andrew Klein /Excused	
Elite Construction & Dev.	Trini Garibay/ (Present)	
U.S. Bank	Thomas Fisher (Present)	
Baker Boyer Bank	Amanda Waltman/ (Present)	

A quorum was noted for BFCG and EDD.

Staff Present: Brian Malley, Andy Gomez, and Stephanie Seamans.

3. Introduction of Visitors – Dawn Wellman, Hanford Advisory Board delegate was introduced.
4. Public Comment (None)
5. Reports and Comments

A. EXECUTIVE DIRECTOR'S REPORT –

Agenda Revisions – Agenda Item 13A & 13B had been provided via email after LRC meeting. Hard copies also available. Voucher Summary, 6B2 revised to include Q4 payroll taxes is also available.

Notes & Comments - Mr. Malley indicated the BFCG Officer Elections will be happening in March and that he's been in contact with a few individuals regarding potential interest. He clarified that January meetings normally have an official roll-call of delegates and alternates – but, that due to the early date of the January meeting – most vacant positions have not yet been filled by member jurisdictions. He added the official roll-call will occur in February. Mr. Malley added that anyone having interest in serving in BFCG officer capacity, should please contact him. Mr. Malley added that there are some Bylaw areas that look to need attention, and that intent is to fill officer positions before exploring those revisions.

Mr. Malley added that Hanford Advisory Board alternate position will also need to be filled and encouraged members to give that alternate position some thought and advise him of anyone who might have interest in serving upon HAB in an alternate capacity.

Mr. Malley shared that Andy Gomez has taken a position in Cedar Rapids, Iowa and would be leaving the agency in the near future. He thanked Mr. Gomez for his efforts upon STP Process and assorted agency efforts during his tenure. He added that he'd be working with Executive Committee in addressing the staffing needs going forward. He urged anyone with questions to contact him regarding the Transportation staff.

B. COMMITTEE REPORTS (NONE)

C. STAFF REPORTS (Not otherwise on the Agenda)

1. Regional Traffic Count Program – Andy Gomez explained that the Regional Traffic Count Program is ready to proceed, including roughly 600 counts that will be completed over a 2-month period. He explained that a RFQ is being prepared and plan to advertise early in February and have consultant selected hopefully in March.

6. Administration

A. INFORMATION ONLY (No action necessary)

1. BFCG Financials – December 31, 2105
2. BFCG/EDD Financials – December 31, 2015

B. CONSENT CALENDAR

1. MINUTES OF DECEMBER 18, 2015 BFCG BOARD MEETING
2. VOUCHER SUMMARY – JANUARY, 2016

ACTION: Phil Lemley, and Jim Beaver seconded, a motion to approve the Consent Calendar, as presented.

MOTION CARRIED UNANIMOUSLY.

7. Washington Intergovernmental Review Process (IGR)/District Clearinghouse (None)
8. Information Presentation
Hanford Advisory Board Report – Hanford Advisory Board delegate, Dawn Wellman, provided a summary of HAB discussion topics at recent meetings. She discussed that current discussions center around “Change Package” milestone dates that are not clearly defined. She explained that many are TBD dates which are not supported by HAB without clear dates. She added that local legislators did a fantastic job with regard to funding levels and that great progress is anticipated in-line with the budgeted amounts. Ms. Wellman explained that some process-level decisions continue to be discussed – specifically whether Cesium will be returned to Tanks, or treated upon its initial removal from tanks. A lengthy discussion followed regarding CRESP body and their authority over Hanford activities. CRESP was explained to stand for “Consortium for Risk Evaluation and Stakeholder Participation”, which more information is available by an internet search of “Vanderbilt and CRESP”. Ms. Wellman indicated CRESP guidance has been on hold for some period – that many have not supported their guidance, with many of the fundamental tenants varying from operations at Hanford site operations. Bob Larson indicated his thanks for Ms. Wellman’s expertise and thanked her for her report.
9. Recess BFCG: 12:27P.M.
10. Convene Economic Development District (EDD): 12:27 P.M.
11. Reports and Comments:
 - A. BFEDD Loan Activity & Trial Balance Report – Stephanie Seamans explained recent months’ activities. She shared that JigSaw collection efforts did result in ~\$8k payment, but that the property continues to face threat of foreclosure with three years of past taxes due. She indicated staff will continue to monitor the progress and work with County on future efforts. Ms. Seamans shared that That Place, LLC clients have struggled since their loan was approved with seasonal traffic lower in the business area. That Place, LLC has not made a payment, and is expected to ask for a deferral in near future. Ms. Seamans added that Amici’s continues to make payments, and typically are one-month on, one month off with their payments.
 - B. EDD Updates – Ms. Seamans indicated she’s been working with EDA and local agencies upon current EDA applications. She added that the CEDS committee is scheduled to meet in February, and that she’ll be in contact as that schedule is developed. She anticipates the CEDS document will be before EDD Board in March in DRAFT, with approval expected in April. She added that Progressive Machine has paid off their loan – emphasizing that this loan was restructured and that loan restructure can be effective and this is an example of one that resulted in full payoff.
12. EDD Consent Calendar (NONE)
13. EDD Discussion Calendar
 - A. RRLF Loan Application: Platinum Automotive Repair
Stephanie Seamans reviewed the LRC recommendation. There was some discussion regarding forecasted earnings and low amount of owner salary, compared against prior year. Jim Beaver indicated that LRC had had significant discussion on those topics, with ultimate recommendation of approval.

ACTION: Bob Larson made, and Phil Lemley seconded, a motion to approve RRLF Loan Application for Platinum Automotive Repair, as presented.

MOTION CARRIED, ONE OPPOSED (Waltman)

B. RRLF Loan Review Committee (LRC) Appointments

Stephanie Seamans indicated that RRLF Management Plan calls “for up to twelve members” upon LRC. She shared that Mr. Grant has been non-responsive to recent attempts to contact, and that LRC removal would be desired for position held by Grant. She added that Thomas Fisher has expressed a willingness to serve upon LRC. Ms. Seamans added that she’s spoken with Ms. Jhoanna Jones who is a qualified Small Business appointee who works for Los Gatos Lending Group and also has expressed a willingness to serve upon LRC.

ACTION: Bruce Blackwell made, and Jim Beaver seconded, a motion to remove Gary Grant from LRC, as presented.

MOTION CARRIED UNANIMOUSLY.

ACTION: Amanda Waltman made, and Jim Beaver seconded, a motion to appoint Thomas Fisher to RRLF LRC, as presented.

MOTION CARRIED UNANIMOUSLY.

ACTION: Bob Larson made, and Phil Lemley seconded, a motion to appoint Jhoanna Jones to RRLF LRC, as presented.

MOTION CARRIED.

14. Adjourn Economic Development District: 12:45 P.M.

15. Reconvene BFCG: 12:45 P.M

16. BFCG Consent Calendar

A. 2016-2018 TIP Amendment (BFCG Amd. 16-Jan)

ACTION: Jim Beaver made, and Skip Novakovich seconded, a motion to approve Consent Calendar, as presented.

MOTION CARRIED UNANIMOUSLY.

17. BFCG Discussion Calendar

- A. Road Rail Conflict Study – Andy Gomez indicated that the Joint Transportation Committee approached RTPOs with assistance in collecting a listing of “Road-Rail” conflicts that are mentioned within existing plans and also emerging projects that contain Road-Rail conflicts. He indicated the deadline as March 1st, and that TAC and PAC have been provided the information and deadline. Mr. Gomez indicated the JTC is tasked with determining a process of prioritizing the projects going forward.
- B. ITS Workshop Review – Mr. Gomez indicated that in December a workshop was held to assist local agencies in the development of ITS plans. A consultant, ITERIS, has been made available through their efforts with FHWA – current plans are for them to again visit in April. In the meantime, local agencies are working upon an inventory of ITS assets. The development of an ITS plan is a federal requirement – though BFCG has largely relied upon WSDOT plan in the past. With the emergence of more ITS assets, BFCG is coordinating a regional ITS plan development. Gomez indicated that Geoff Wagner/BFCG is the point of contact on this effort and encouraged questions be directed to Geoff.
- C. Bike Workshop Issues – Andy Gomez indicated the bike/ped workshop last year resulted in a listing of public concerns that have been listed in a table and presented on a map that shows the

nature of concern, location, and number of individuals who expressed a concern. He shared that a DRAFT Bike/Ped plan is anticipated later this spring.

- D. Local Freight Project Status Update – Mr. Gomez shared that the 2014 WSDOT Freight Plan contained a listing of projects statewide. The TAC has been provided that listing, and asked to submit information upon projects that have seen work done since that time (funded, completed, partially complete, no longer a concern, etc.).

18. Public and/or Board Comment –

Bob Koch thanked Andy Gomez for his efforts while at BFCG and going forward.

Bruce Blackwell inquired of WSDOT if information is available upon the reported sinkhole with the Seattle tunnel effort. Brian White shared that the tunnel contractors had not followed their own protocol and work was halted, to allow a review of adopted procedures and to be sure contractor adheres. He indicated that “Bertha” would soon begin digging underneath the city. He shared that he does not anticipate added delay with Todd Trepanier’s move to SC Region. He emphasized that WSDOT did not buy a tunnel machine, but rather bought a tunnel – and that contractors would be responsible for solutions to challenges they encounter. The project will require at least another year of digging.

Stephanie Seamans added that a Small Cities Meeting is scheduled for January 27th and that staff would be coordinating with smaller cities in setting a date/location that can be met.

19. Date and Place of Next Meeting

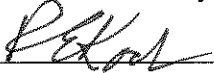
El Chapala, Kennewick

Date: February 19, 2016

Lunch at 11:30 a.m., Meeting starts promptly at 12:00 Noon

20. Adjourn: 1:05 P.M.

Approved at the February 19, 2016 meeting:



Bob Koch, President