



**BENTON-FRANKLIN COUNCIL OF GOVERNMENTS**

**MINUTES**

January 20, 2017 – 11:45 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 11:45 a.m., by Board President, Bob Koch.
2. Roll Call – BFCG Annual Official Roll Call of Delegates & Alternates was completed by Executive Director, Brian Malley.

**BFCG Regular Board Members**

| <i>Jurisdiction</i>  | <i>Delegate</i>           | <i>Alternate</i>            |
|----------------------|---------------------------|-----------------------------|
| Ben Franklin Transit | Bob Koch (Present)        | Shon Small/Jim Beaver       |
| Benton City          | Linda Lehman/Excused      | NONE                        |
| Benton County        | Jim Beaver (Present)      | Shon Small                  |
| Connell              | Bruce Blackwell (Present) | NONE                        |
| Franklin County      | Brad Peck/Excused         | Rick Miller/Bob Koch        |
| Kahlotus             | Dave Wooten/Absent        | John Rogers                 |
| Kennewick            | Matt Boehnke (Present)    | Steve Young                 |
| Mesa                 | David Ferguson/Absent     | NONE                        |
| Pasco                | Matt Watkins (Present)    | Rebecca Francik             |
| Port of Benton       | Bob Larson (Present)      | Roy Keck                    |
| Port of Kennewick    | Skip Novakovich (Present) | Don Barnes                  |
| Port of Pasco        | Ron Reimann/Absent        | Jean Ryckman/Jim Klindworth |
| Prosser              | Randy Taylor/Excused      | Steve Becken                |
| Richland             | Dave Rose (Present)       | Brad Anderson               |
| West Richland        | Brent Gerry (Present)     | Gail Brown                  |
| WSDOT                | Todd Trepanier (Present)  | Troy Suing                  |

**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    | David Chavey-Reynaud (Present) |
| Prosser EDA               | Deb Heinz/Excused      | NONE                           |
| WorkSource Tri-Cities     | Jack Fitzgerald/Absent | Bill Watson                    |
| Baker Giles               | Carol Woo (Present)    | NONE                           |
| A.S. Klein Engineering    | Andrew Klein (Present) | NONE                           |
| Elite Construction & Dev. | Trini Garibay/Excused  | NONE                           |
| U.S. Bank                 | Thomas Fisher/Absent   | NONE                           |
| Baker Boyer Bank          | Amanda Jones (Present) | NONE                           |

*A quorum was noted present for BFCG and EDD.*

Staff Present: Brian Malley, Tanna Dole, Stephanie Seamans, Jacob Gonzales, and Emily Weimer.

3. Introduction of Visitors – Karissa Witthuhn and Christina Wollman, of Pertee Engineering in Ellensburg were present, as was Jay Freeman/Vice President of Historic Downtown Kennewick Partnership.
4. Public Comment – (None)
5. Reports and Comments

A. EXECUTIVE DIRECTOR'S REPORT –

*Agenda Revisions* – Brian Malley indicated the Voucher Summary and agency financials were added Thursday, as items were slow to arrive over past few weeks. Mr. Malley indicated annual assessment invoices were mailed earlier in the week, and that staff have begun scheduling outreach presentations before membership governing bodies. He indicated these presentations are largely scheduled beginning February through mid-March.

Mr. Malley indicated he received correspondence from Benton PUD early in January, indicating the Benton PUD Commission had decided to end their membership with BFCG, indicating a perceived lack of value and increasing dues as their reasoning. Mr. Malley shared that he'd discussed their letter with President Bob Koch and had also spoken also with Chad Bartram, Benton PUDs Executive Director. Mr. Malley shared that he'd conveyed that Benton PUD's membership and involvement has been valued by BFCG Board and also that dues have been relatively flat with assessment rates unchanged since their membership began. He requested that Benton PUD Commission reconsider their decision and will report back upon correspondence.

*Notes & Comments* – Mr. Malley added that the winter weather and road conditions had obviously led to cancellation of a number of meetings and some delays. He thanked the Board for their patience throughout this period.

B. COMMITTEE REPORTS (NONE)

C. STAFF REPORTS (Not otherwise on the Agenda)

1. Regional Transportation Survey Results – Jacob Gonzalez shared that 600 responses had been given, nearly double that of prior survey efforts. Zip Code evaluations indicate that responses were largely reflective of population figures from the various cities. Survey results were shared, with respondents indicating accessibility to all modes as being important. These results are consistent with Census survey results – even in areas where single-occupancy vehicles are prevalent there is a desire for access to other modes. Staff urged Board members to review the survey results, which are available on the agency website.
2. 2017 TIP Amendment Schedule – Tanna Dole explained that the TIP Amendment schedule details important dates for TIP amendments throughout 2017. These dates have been provided local staff.

6. Administration

A. INFORMATION ONLY (No action necessary)

1. BFCG Financials – December 31, 2016
2. BFCG/EDD Financials – December 31, 2016
3. 2017 BFCG Meeting Calendar

B. CONSENT CALENDAR

1. MINUTES OF NOVEMBER 18, 2016 BFCG BOARD MEETING
2. VOUCHER SUMMARY – JANUARY, 2017

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

MOTION CARRIED UNANIMOUSLY.

7. Recess BFCG: 11:56 A.M.

8. Convene Economic Development District (EDD): 11:56 A.M.

9. EDD Discussion Calendar

- A. BFEDD Loan Activity & Trial Balance Report – Stephanie Seamans shared that Yoplicity paid off their loan from proceeds from sale of business, as per prior Board presentations.

She added that IsoPacific had been providing financials to staff, as requested from Board. They have continued to remain in contact, with their first payment resuming May 1<sup>st</sup>.

- B. BFEDDD Activity Report – Stephanie Seamans shared that UpAngle request is still waiting upon demonstration of secured contracts. Art On Columbia is still pursuing SBA loan and staff are waiting for that request to move forward. Ms. Seamans indicated that staff have had eight inquiries in December, who have had corresponded or met with applicants. She shared that she has been active with Greater Pasco Visioning effort, and Port of Kennewick Bridge-to-Bridge meetings, in addition to chamber events as schedules allow. She added that CEDS process will pick up early in '17, being a one-year update.

- C. That Place Settlement Offer – Stephanie Seamans indicated that a bankruptcy settlement offer had been received from Teresa Schott, had been reviewed by LRC members, with a recommendation to accept the offer as presented. The offer is for payment of \$54,000, plus interest, with payments over a 5-year period. She indicated that this offer, in addition to sale of equipment last year, will result in EDD being paid *most* of their original principal. BFEDD will retain their position upon the home, until settlement is paid in full.

ACTION: Skip Novakovich made, and Andrew Klein seconded, a motion to approve LRC Recommendation as described.

MOTION CARRIED UNANIMOUSLY.

- D. HABIF Loan/Grant Consultant RFQQ – Stephanie Seamans explained that the HABIF Board is pursuing a RFQ for Loan/Grant consultant services, currently held by BFCG. She added that there is some training required for their procurement process through DES, and that the timeline has slipped somewhat. Staff are prepared to provide a competitive proposal once the RFQQ details are known.

10. EDD Board – Comments/New Business (None)

11. Adjourn Economic Development District: 12:05 P.M.

12. Reconvene BFCG

13. BFCG Consent Calendar

- A. January 2017 TIP Amendment – Ben Franklin Transit

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

MOTION CARRIED UNANIMOUSLY.

#### 14. BFCG Discussion Calendar

- A. Draft *Transition2040* Goals and Objective Update – Emily Weimer explained that this iteration of the Goals and Objectives section is largely formatting, reflective of changes suggested through prior TAC/PAC/Board review. The noticeable edits being the removal of “rural” proceeding freight corridors, and provision of information in table format, rather than textual. It was explained that the word “rural” was too restrictive and that by having it removed all freight corridors would be known for their importance. Mr. Malley added that subsequent chapters will continue to be provided for review, and that we appreciate review of materials.
- B. Draft *Transition2040* Financial Planning Process – Tanna Dole explained that staff had met with a TAC working group where the approach to the document’s financial plan was discussed and an approach was developed. She shared that the working group has met twice, and that Finance department heads were present at the second meeting, who provided the opportunity for a “check of reasonableness” from the finance departments. The group agreed to utilize historic revenues and expenditures, rather than growth rates also considered. She added that WSDOT and Public Transit components will be added separately. Tanna provided detailed numbers, that will be the basis for the financially constrained plan – indicating the working group felt this approach was both reasonable, and conservative. She expressed her appreciation to both the work group and Finance Department staff who participated in developing an approach for this element of the plan.
- C. *Transition2040* Regional Project List – Tanna Dole explained that TAC members have been provided forms to complete, to allow submission of listings of MTP/RTP projects. This effort will be followed with a “call for projects” that should mirror the first years of the plan and that these projects will also be built within future year modeling scenarios. She indicated this list of projects is expected to be submitted around the end of January.
- D. Freight and Goods Transportation System (FGTS) Update – Tanna Dole explained that TAC members have also been provided the request and information for FGTS updates, though WSDOT may not make contact until later this spring. She explained that there are some formula and data needs to complete this exercise, and she wanted it out for staff attention at this time.

Bruce Blackwell questioned whether rural jurisdictions could still complete this FGTS, as the reference to rural had been removed from Goals and Objectives section. Mr. Malley explained that the removal of “rural” was done at request of TAC members who desired document not solely identify rural freight routes, but rather be inclusive of *all* freight routes. Mr. Blackwell indicated he has truck figures for specific periods of time. Staff indicated they would follow up regarding the specifics of Mayor Blackwell’s question.
- E. WSDOT Corridor Sketch Initiative Status – Tanna Dole indicated that WSDOT Corridor Sketches are in DRAFT format, and available upon the agency website for member review. She added there are two phases, this being the first – the second phase will focus on potential solutions to concerns identified in phase one. Comments were due by January 12<sup>th</sup>, but she expects comments will continue to be taken. BFCG staff urged member review, to ensure the content within each sketch are consistent with the perception of local agencies that these corridors pass through. Mr. Malley indicated that the operation and perception of “how” these corridors should operate likely should receive be reviewed by local agencies.
- F. Washington Transportation Plan (WTP) 2035 Status – Tanna Dole indicated that a folio is within the packet. WTP 2035 Phase I is now complete (policy phase), with Phase II to be completed soon. We are expecting a visit to BFCG Board to present WTP likely in spring/summer of '17. Links are within the folio, and can be accessed for further detail.

15. Public and/or Board Comment – Dave Rose shared that City of Richland and Port of Benton staff are working upon an “Inland Seaport” concept, to help alleviate congestion concerns at Ports of Seattle and Tacoma, in addition to providing competitive shipping options to regional producers. He added that he originally held concern over train volumes along bypass highway, but that indications are that these volumes are already in existence. He added that Preferred Freezer Services and Lamb Weston expansion will further create needs. Bob Larson indicated that Port Commission had met yesterday, but that he is not sure of the details of the project. Bruce Blackwell questioned if other products will be able to utilize the Inland Seaport facility, and if impacts have been adequately addressed. He questioned if our region should suffer, to help alleviate congestion in Seattle/Tacoma area. Mayor Gerry added that use of barges may be more effective and will likely be considered once this concept is studied further. Mr. Malley suggested that a presentation before both the BFCG Board and PAC in the near future, adding the MPO members likely will have great interest. Board members agreed a presentation should be requested.

16. Date and Place of Next Meeting

Location: El Chapala, Kennewick

Friday, February 17, 2017

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

17. Adjourn: 12:41 p.m.

Approved at the February 17, 2017 meeting:

  
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Bob Koch, Board President