

**Benton-Franklin Council of Governments**1622 TERMINAL DRIVE
P.O. BOX 217
RICHLAND, WA 99352

MINUTESFebruary 20, 2015 - 12:00 p.m. (noon) Meeting, Lunch @ 11:30 a.m.
@ *El Chapala* - 107 E Columbia Dr., Kennewick

1. Call to Order: Meeting was called to order at 11:58 a.m., by President Bob Koch.
2. Roll Call - The official annual roll call of BFCG Regular Board members and EDD Board members, including alternates, 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)	Jerome Delvin/Bob Olson
Benton City	Lloyd Carnahan (Present)	None
Benton County	Jim Beaver/Excused	None
Benton PUD	Lori Kays-Sanders/Excused	Barry Bush/Excused
Connell	Bruce Blackwell (Present)	None
Franklin County	Brad Peck (Present)	Rick Miller/Bob Koch
Kahlotus	Patti Hamilton (Present)	None
Kennewick	Bob Olson (Present)	John Trumbo
Mesa	David Ferguson/Absent	None
Pasco	Al Yenney (Present)	Rebecca Francik
Port of Benton	Bob Larson (Present)	Roy Keck
Port of Kennewick	Skip Novakovich/Excused	Don Barnes (Present)
Port of Pasco	Ron Reimann/Absent	Jean Ryckman, Jim Klindworth
Prosser	Randy Taylor/Excused	Paul Warden/Excused
Richland	Dave Rose (Present)	Phil Lemley
West Richland	Brent Gerry	Tony Benegas (Present)
WSDOT	Don Whitehouse (Present)	Troy Suing

Economic Development District (EDD) Private Sector Members

<i>Representing</i>	<i>Member</i>	<i>Alternate</i>
Visit Tri-Cities	Kris Watkins	Kim Shugart (Present)
TRIDEC	Carl Adrian (Present)	Bryson Bailey
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 & Development	Trini Garibay/Absent	None
U.S. Bank	Thomas Fisher (Present)	None
Baker Boyer Bank	Amanda Waltman (Present)	None

Staff Present: Brian Malley, Andy Gomez, Sally Mohr, and Jacob Gonzalez

3. Introduction of Visitors – Brian Malley introduced Mr. Larry Mattson, Executive Director of Yakima Valley Conference of Governments.
4. Public Comment
5. Reports and Comments

A. EXECUTIVE DIRECTOR'S REPORT –

Agenda Revisions – Brian Malley indicated Agenda Items 6A1, 6A2, & 6B2 had been distributed via email yesterday and are available in hard copy within folders. It was noted that 6A1 and 6A2 were mis-dated to end of February, rather than January. Mr. Malley indicated he'll provide correctly dated versions via email to group.

Notes & Comments – Mr. Malley indicated the agency and staff have been undergoing updates to IT operations and making progress in operations of email/calendars and scheduling aspects. He shared that work is underway upon the agency website, and also agency logo enhancements. This work is being shared with Executive Committee members, for their review. Mr. Malley shared that year-end financials are still being completed, with accounts fully reconciled and in good shape. Reporting to state and federal agencies also is progressing. He indicated attendance at a recent AWC event detailing insurance coverage and upcoming changes to health care plans available to staff. Mr. Malley indicated he'd work with Executive Committee upon that topic, as it develops.

B. COMMITTEE REPORTS (Not otherwise on Agenda)

C. STAFF REPORTS (Not otherwise on the Agenda)

1. 2015 Regional Bike and Pedestrian Transportation Plan - Andy Gomez shared that work has begun upon the Bike and Pedestrian Plan, as an element of the upcoming MTP/RTP. He indicated Len Pavelka as lead staff upon the effort, and that a kick-off meeting had been held earlier this week. One of the outcomes of the initial meeting was that the plan take more a regional nature, rather than specifics to each agency. Any questions upon the Bike/Ped plan can be directed to Len Pavelka.

6. Administration

A. INFORMATION ONLY (No action necessary)

1. BFCG Financials – January 31, 2015
2. BFCG/EDD Financials – January 31, 2015

B. CONSENT CALENDAR

1. Minutes of December 19, 2014 Board Meeting.
2. Voucher Summary – February, 2015

ACTION: Dave Rose made, and Tony Benegas seconded, a motion to approve the Consent Calendar.
MOTION CARRIED UNANIMOUSLY.

7. Washington Intergovernmental Review Process (IGR)/District Clearinghouse (None)
8. Information Presentation (None)
9. Recess BFCG: 12:08 P.M.
10. Convene Economic Development District (EDD): 12:07 P.M.
11. Reports and Comments:
 - A. BFEDD Loan Trial Balance Report – Sally Mohr shared that EDD has had multiple clients payoff their loans over the last year – in January Bombers Drive Through, and early in February Dunham Cellars. The Rox is now current, while staff is working with Jigsaw Kids is going through a due diligence period. Staff continue to work with them. Brad Peck mentioned that he’s observed loan activities for many years, and that seeing a high number of payoffs in such a short period is not typical.
 - B. WEDA Winter Conference/Olympia Recap – Mrs. Mohr shared she attended the recent event and was able to network with many varying representative from across the state and business sector contacts. She shared that she’ll be meeting with Dept. of Agriculture representative later today, along with other community economic development staff, with hopes to work with SAWEDA on collaborative efforts to serve a greater portion of Eastern Washington. She emphasized she’s been marketing the programs aggressively and again urged Board members to direct any referrals to her attention.
 - C. EDA/David Porter – Visit scheduled for next week, where Mr. Porter will visit “Glove in Hand” projects in the area. She indicated three visits are scheduled, along with a tour of the Wine Science Center. Wednesday, February 25th will be the CEDS strategy meeting. She indicated she will not be available most of Feb 25-27th, while Mr. Porter is in the area.

Commissioner Brad Peck inquired if there are particular programs, or areas, where clients are being pursued. Mrs. Mohr shared that EDD funds are the focus at this time, but that funds are available in a variety of sizes and eligible areas. Mr. Malley added it would be a good idea to distribute the one-page summary of programs administered through the agency.

12. EDD Consent Calendar – Mrs. Mohr provided a quick description of the three loan modifications, indicating all three were reviewed by loan advisory committee and are seeking approval.
 - A. RRLF Loan Modification – Vernous, Inc.

- B. RRLF Loan Modification – Allied Automotive
- C. RRLF Loan Modification – YoPlicity Frozen Yogurt

ACTION: Brad Peck made, and Carl Adrian seconded, a motion to approve the EDD Consent Calendar.
MOTION CARRIED UNANIMOUSLY

- 13. EDD Discussion Calendar
 - A. DRAFT RRLF Management Plan – Sally Mohr indicated the DRAFT plan is available upon the agency website at this time for review. She shared that the plan is due for update every five years, and that significant effort has been put into the plan to bring it compliant with federal guidance. Comments were urged to be provided by March 6th, to Sally’s attention.
 - B. CERB Funding Opportunities – Mrs. Mohr shared that while attending WEDA, Governor Jay Inslee is advocating for increased CERB funding. Mrs. Mohr shared information related to CERB funding availability/eligibility.
- 14. Adjourn Economic Development District: 12:19 P.M.
- 15. Reconvene BFCG: 12:20 P.M
- 16. BFCG Consent Calendar
 - A. UPWP Amendments
 - B. TIP Amendments

ACTION: Dave Rose made, and Bob Larson seconded, a motion to approve the BFCG Consent Calendar, items 16A and 16B.
MOTION CARRIED UNANIMOUSLY

- 17. BFCG Discussion Calendar
 - A. Project Prioritization and Financial Feasibility – Andy Gomez indicated the materials provided at PAC meeting last week cover the primary information, but also that a “Project Status” meeting was held earlier this week and that he would provide a quick recap of that meeting. Mr. Gomez indicated Stephanie Tax would likely attend the next TAC meeting to discuss TIP Financial Feasibility with TAC members. He shared that more information would be available at next month’s meeting.
 - B. Public Participation Plan – Jacob Gonzalez indicated the BFCG Public Participation Plan (PPP) is now available for comments, having been updated by staff recently. He indicated its’ availability upon the agency website, newsletter, area libraries, and also availability advertised within local newspapers recently. He mentioned the comment period ends March 17th. He shared the plan details efforts made to engage the public in the transportation planning process, and that the plan is anticipated to be provided for final review in April with adoption expected in May.

- C. Preliminary Congested Corridor Travel Time Results – Jacob Gonzalez shared an update for the Congestion Management Process (CMP), focusing upon travel time data that has recently been collected by a consultant and also BFCG staff. Mr. Gonzalez indicated that runs have been completed during peak hours upon those segments that have been identified within CMP, with each segment being run a minimum of ten times during the peak and also during free-flow periods of the day. He expects some graphics to be available within the next few weeks for all SMP segments.
 - D. Notice of Proposed Rule Making Pavement and Bridge – Andy Gomez indicated that the packet contains information related to the two rulemaking proposals. He emphasized that the MPO/RTPO meeting next Tuesday will further address these proposed rules and that information will be shared with TAC members next month.
 - E. Hanford Advisory Board – Brian Malley brought the Board aware that BFCG nominee from the December meeting, Vicky Freedman, is unable to serve as PNNL cannot reimburse her for her time. He shared that DOE representative has indicated it would be agreeable for Art Tackett to complete his term through June, with alternate nomination to come forward this spring. Mr. Malley then indicated that Pam Brown-Larsen has a second recommendation for the nomination – Dawn Wells, who Mr. Malley has spoken with. Ms. Wells indicates she does not have the same time constraints as Vicky Freedman and that she is willing and anxious to serve upon HAB and report to BFCG Board as topics dictate. He mentioned, that unless provided other suggestions, he anticipates bringing Dawn Wells before the Board as a suggested nominee in the near future. He also indicated that Art Tackett has expressed a willingness to continue until such time a nominee is approved. Mr. Malley followed with a brief summary of recent HAB activities – Art Tackett having reported Central Plateau Committee, 14-15 budget, and progress upon Plutonium Finishing Plan. A report is anticipated out of Central Plateau committee soon, which will be provided once available. Brad Peck suggested the Board should be sure to avoid any conflicts with current duties and be sure to represent the BFCG membership well.
 - F. BFCG 2015 Officers – Mr. Malley indicated that he's spoken with nearly all current officers, with exception of Jim Beaver. All have indicated a willingness to continue to serve as BFCG officers through 2015. Mr. Malley indicated that officers will need to be elected at March meeting, and that a motion for current officers to retain their current positions is anticipated. Other nominations will also be taken from the floor, if desired. He clarified that the officer positions are: President, Vice-President, Secretary, and Community Development Chair
18. Public and/or Board Comment – Mr. Malley indicated that at this time he'd like to provide Larry Mattson/Yakima Valley Conference of Governments a few minutes to detail the programs and topics being addressed at YVCOG. He indicated that there has been significant turnover with regional COG staff, and stressed the importance of knowing what our neighbors are working upon and the issues they face. Mr. Larry Mattson shared that he began at YVCOG two months ago, having worked for WSDOT upon numerous projects of regional importance in recent years. He indicated he's a former elected official from the Yakima area. Their membership consists of fourteen members within Yakima County. He

indicated he has an interest in the economic development aspects of BFCG, as YVCOG has some interest in coordinating better with Yakima Valley agencies. He added that Yakima County will be shifting some homeless services to YVCOG this coming summer – but at this time, they are largely transportation focused. He indicated YVCOG leadership asked Mr. Mattson to explore opportunities to expand their role and that he looks forward to working alongside BFCG upon regional topics.

19. Date and Place of Next Meeting

El Chapala, Kennewick
Friday, March 20, 2015
Lunch at 11:30 a.m., Meeting starts promptly at 12:00 Noon

20. Adjourn: 12:40 P.M.

Approved at the March 20, 2015 meeting:



Bob Koch, President