

**BENTON-FRANKLIN COUNCIL OF GOVERNMENTS**

**MINUTES**

February 19, 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	Linda Lehman (Present)	
Benton County	Jim Beaver (Present)	
Benton PUD	Lori Kays-Sanders (Present)	
Connell	Bruce Blackwell (Present)	
Franklin County	Brad Peck/Absent	
Kahlotus	Patti Hamilton/Excused	
Kennewick	Matt Boehnke (Present)	
Mesa	David Ferguson/Absent	
Pasco	Al Yenny/ Absent	
Port of Benton	Bob Larson (Present)	
Port of Kennewick	Skip Novakovich (Present)	
Port of Pasco	Ron Reimann/ Absent	
Prosser	Randy Taylor/Excused	
Richland	Dave Rose (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/Excused
TRIDEC	Carl Adrian (Present)	
Prosser EDA	Deb Heinz (Present)	
WorkSource Tri-Cities	Jack Fitzgerald (Present)	
Baker Giles	Carol Woo/ Excused	
A.S. Klein Engineering	Andrew Klein (Present)	
Elite Construction & Dev.	Trini Garibay/ Excused	
U.S. Bank	Thomas Fisher / Excused	
Baker Boyer Bank	Amanda Waltman/ Excused	

*A quorum was noted for BFCG and EDD.*

Staff Present: Brian Malley, Tanna Dole, and Stephanie Seamans.

3. Introduction of Visitors (NONE)

4. Public Comment (NONE)

5. Reports and Comments

A. EXECUTIVE DIRECTOR'S REPORT –

*Agenda Revisions* – Agenda Item 6B2 (Voucher Summary) was provided earlier in week with a \$20 error on an item. The corrected amount for approval is \$22,734.02. A late addition to agenda is Item 17G, that pertains to a request from Good Roads Association, urging support of naming US 395 after Tom Foley.

*Notes & Comments* - Mr. Malley reported that he will be attending the MPO/RTPO Coordinating meeting the coming Monday/Tuesday. Anticipated topics include introduction to FAST Act freight funding programs, FAST Act distribution of funding within the state, the status of Corridor Sketch initiative, and a review of RTPO Funding formula decisions.

Mr. Malley added that staff have been monitoring legislative activity, and that legislation aimed at altering Growth Management Act (GMA) – which is the creating force for RTPOs - are now “dead bills”.

Lastly, Mr. Malley indicated that he and Tanna Dole had met with Walla Walla Valley MPO Director, Andrea Weckmueller-Behringer, earlier in the month reviewing distribution of RTPO funds. WWVMPO has very tight budget, and is awarded no “base” funding through the RTPO formula, due to the “base” only being applied by WSDOT once per RTPO. This meeting was followed by a conference call with WSDOT where this was confirmed to by adopted RTPO formula and that it was not likely to change until a change of the RTPO formula or increased funding to RTPOs. Mr. Malley indicated he'd provided some history to WWVMPO from the time of Sub-RTPO creation and committed to providing further information so that the topic could be discussed further with greater information available upon funding topic.

B. COMMITTEE REPORTS (NONE)

C. STAFF REPORTS (Not otherwise on the Agenda)

1. Freight Update – Tanna Dole reported two freight related efforts had wrapped up and been submitted, the Joint Transportation Committee's “Road Rail Conflict Study” which only had one addition, and the “Local Freight Project Status” effort which had 100% participation. Staff will work with TAC members upon any further needs to these efforts.

6. Administration

A. INFORMATION ONLY (No action necessary)

1. BFCG Financials – January 31, 2016
2. BFCG/EDD Financials – January 31, 2016

B. CONSENT CALENDAR

1. MINUTES OF JANUARY 15, 2016 BFCG BOARD MEETING
2. VOUCHER SUMMARY – FEBRUARY, 2016

ACTION: Dave Rose made, and Brent Gerry 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 (NONE)
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 provided a summary of loan program activities and balances within the program. She shared that collection efforts were ongoing with JigSaw Kids Preschool and That Place, LLC. She added that Progressive Machine fully paid off their loan January 13<sup>th</sup>.
  - B. EDD Updates – Ms. Seamans indicated she’s been working with EDA and local agencies upon current CEDS document and EDA applications, in addition to being active with assisting Pasco’s Specialty Kitchen on events and attending other chamber activities.
  - C. Small Cities Meeting/Department of Commerce – Ms. Seamans shared information about an upcoming scheduled meeting, coordinated with Department of Commerce GMA Local Services Division. She urged representatives from small cities to be in attendance, as discussions will center upon challenges and available assistance to smaller communities as they prepare for GMA updates.
12. EDD Consent Calendar (NONE)
13. EDD Discussion Calendar (NONE)
14. Adjourn Economic Development District: 12:35 P.M.
15. Reconvene BFCG: 12:35 P.M
16. BFCG Consent Calendar
  - A. 2016-2018 TIP Amendment (BFCG Amd. 16-Feb)

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

MOTION CARRIED UNANIMOUSLY.

17. BFCG Discussion Calendar
  - A. BFCG Travel Model Update – Tanna Dole indicated that Jacob Gonzalez has been busy with Model efforts and that this is the third update provided. She shared that BFCG staff met with local agency planning staff in October to introduce a refined Traffic Analysis Zone (TAZ) structure. The effort of providing land use and employment data, by TAZ, will be a large effort for local planning staff and is expected to be complete by end of June. Emphasis was given to the deadline as the progress of Transportation Plan is dependent upon this effort and any one agency can hold up the entire effort. Ms. Dole added that the road network is currently in Caliper (consultant) hands and that transit routes are being added to the modeling effort at this time.

- B. SFY Draft 2017 UPWP – Ms. Dole shared that the DRAFT 2017 Unified Planning Work Program (UPWP) is being prepared and will be within packet in March. This timeline is earlier than in most years, to allow review coincident with TMA Certification meetings.
- C. Federal TMA Certification – Tanna Dole shared that FHWA/FTA/WSDOT contacts will be visiting to complete the agencies first Transportation Management Area (TMA) certification review. She explained that a “desktop” review had been done in 2013, so that staff attention has been focused on preparing for this official review. She added that there is expectation of TAC/PAC chair involvement in process and that times and dates would be provided, once the schedule is set.
- D. Regional Traffic Count Program and Functional Classification – Ms. Dole explained that there are a select few Functional Classification changes being requested, that coincide with locations to be included within Regional Traffic Count Program. One stipulation on location for traffic counts is that they be upon functionally classified streets. This is primarily a housekeeping topic – but it is important for those agencies to get request in ASAP to meet this stipulation. Otherwise, the expense at those location will be responsibility of requesting agency.
- E. WSDOT Small and Diverse Business Contract Goals for State Funded Projects – Tanna Dole explained that WSDOT goals previously provided via email had been “pulled back” due to level of comments received, though indications are they “will not be going away”. Local agencies were urged to provide WSDOT their comments on the topic, while also providing to BFCG. BFCG will compile these comments for discussion at future meeting.
- F. Hanford Advisory Board/Nomination of BFCG HAB Alternate – Brian Malley explained current HAB Alternate, Tony Benegas, has lost his election bid in fall of '15 and that agency should appoint an Alternate to HAB Board. He added that two individuals have expressed an interest – Art Tackett, previous CommEco Mgr and Phil Lemley, City of Richland councilman. He indicated both have an interest, are capable, and willing. He recommended to Board make a selection.

ACTION: Dave Rose made, and Bob Larson seconded, a motion to nominate Phil Lemley as BFCG HAB Alternate.  
 MOTION CARRIED UNANIMOUSLY.

- G. Good Roads & Transportation Association/Request for support in naming US 395 Tom Foley Hwy – Mr. Malley explained that late the previous evening he’ received an email from GRTA asking for formal support to Transportation Commission urging State Route 395 be named to honor Tom Foley. Members suggested a resolution, to that effect, be provided for their consideration. Mr. Malley indicated he’d have it within next Board packet.

18. Public and/or Board Comment –


Board Comments were minimal (recording not available)

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: (Time not noted)

Approved at the March 18, 2016 meeting:

  
 \_\_\_\_\_

Jim Beaver, Acting Chair