



## **BENTON-FRANKLIN COUNCIL OF GOVERNMENTS**

### MINUTES

February 17, 2017 – 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 Board President, Bob Koch.
2. Roll Call – 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 (Present)	NONE
Benton County	Jim Beaver/Excused	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 Watkin/Excused	Rebecca Francik
Port of Benton	Bob Larson/Excused	Roy Keck
Port of Kennewick	Skip Novakovich (Present)	Don Barnes
Port of Pasco	Ron Reimann/Absent	Jean Ryckman/Jim Klindworth
Prosser	Randy Taylor/Absent	Steve Becken
Richland	Dave Rose (Present)	Brad Anderson
West Richland	Brent Gerry/Excused	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 (Present)	David Chavey-Reynaud (Present)
Prosser EDA	Deb Heinz (Present)	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 (Present)	NONE
Baker Boyer Bank	Amanda Jones/Excused	NONE

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

Staff Present: Brian Malley, Tanna Dole, and Fatima Traore.

3. Introduction of Visitors – Linda Lehman introduced her son, who was in attendance
4. Public Comment – (None)
5. Reports and Comments

A. EXECUTIVE DIRECTOR'S REPORT –

*Agenda Revisions* – Brian Malley indicated the item 13H will be verbal, and packet indicated it was included. EDD Financials were revised early in the week to reflect monthly interest earned.

*Notes & Comments* – Mr. Malley mentioned that he had received correspondence from Benton PUD since the last meeting, indicating they had decided to retain their BFCG membership. Mr. Malley added he will be reaching out to Benton PUD to inquire of how BFCG can better provide value to the PUD and retain their membership for the long term.

Mr. Malley indicated that Membership Outreach appearances have largely been scheduled and that three have already taken place, adding a complete schedule can be found within packet. Mr. Malley provided Board members copies of the 2016 Annual Report, indicating that copies would be distributed in conjunction with Membership Outreach efforts. He asked any members who desire additional copies to contact him. He urged suggestions going forward, indicating the report largely documents recent agency efforts and is aimed to bring familiarity with both the efforts and staff of the agency.

Mr. Malley mentioned that City of Richland and Port of Benton staff are scheduled to present the Inland Port concept to PAC committee March 9<sup>th</sup>.

Mr. Malley added that at the April BFCG Board meeting, Benton Clean Air Authority will present on the topic of Ozone exceedances in the region. He urged people to be sure to attend.

Staff have been very busy throughout the past several weeks and he indicated his appreciation for the flexibility members have shown through the numerous meeting adjustments and cancellations due to weather and roadway condition through January and February.

B. COMMITTEE REPORTS (NONE)

C. STAFF REPORTS (Not otherwise on the Agenda)

1. WSDOT Local Programs Report/fall, 2016 – Tanna Dole indicated the report is within packet and includes a few items that may be of interest. She added that the State/Local split discussed for STPBG funds will keep prior 66/34 split, but that some funding is available through new funding programs. She added that agency received notice of the estimated allocation and that there will be targets for obligation during 2017. Estimates are just above \$4 million for the region, which adds a little more funding for both “rural” and “any area” projects. She anticipated a call for projects soon, after discussion with TAC/PAC. She urged any questions or comments be directed to her.

2. BFCG Membership Outreach Schedule – Mr. Malley indicated the schedule is within packet, and urged TAC/PAC members be in attendance if possible. He added that the outreach is to gain familiarity with staff and, likewise, with member council/commissions and staff. He indicated the schedule shows some potential topics staff may anticipate questions upon, but that BFCG presentations are largely limited to 10-15 minutes. He indicated that the intention is to provide an opportunity for Q & A from membership governing bodies.
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 20, 2017 BFCG BOARD MEETING
      2. VOUCHER SUMMARY – FEBRUARY, 2017

ACTION: Dave Rose made, and Matt Boehnke seconded, a motion to approve the Consent Calendar, as presented.

MOTION CARRIED UNANIMOUSLY.

7. Recess BFCG: 12:15 P.M.

8. Convene Economic Development District (EDD): 12:15 P.M.

9. EDD Discussion Calendar

- A. BFEDD Loan Activity & Trial Balance Report – Fatima Traore explained that That Place settlement offer has resulted in the first payment being received. The report provides month-end balances – please contact staff with any questions.
- B. BFEDDD Activity Report – Ms. Traore explained that both UpAngle and Art on the Columbia inquiries are still in process and waiting further information. UpAngle is expected to produce contracts to LRC. Mr. Malley added that Stephanie would be available on Monday for any questions. She will be assisting with Mobile Vending University in Pasco Saturday.

Bruce Blackwell inquired about That Place loan status. Mr. Malley indicated the settlement offer had been accepted, and that RRLF retains a deed of trust upon the home if settlement payments are not received, as agreed.

- C. RRLF Loan Modification/Loren Austin Welding & Manufacturing – Fatima Traore explained that due to agency delays, the borrow has not yet been paid and thus his payment to RRLF has not been made. Mr. Austin has been in constant communication with staff and has requested payment of \$20,000 by end of February, with remainder by end of April. Mr. Malley explained that LRC was not pulled together to consider request, as weather conditions again were a challenge – he added that the entire LRC was contacted with unanimous recommendation to approve received from LRC members.

ACTION: Andrew Klein made, and Thomas Fisher seconded, a motion to approve loan modification request, as described.

MOTION CARRIED UNANIMOUSLY.

10. EDD Board – Comments/New Business (None)
11. Adjourn Economic Development District: 12:19 P.M.
12. Reconvene BFCG
13. BFCG Discussion Calendar

- A. Request of STP Funds Transfer (City of Pasco) – Tanna Dole explained that the request places approximately \$1.3 million from two projects to two other projects that are prepared to proceed. The request allows complete funding for two projects and allows region to reach target obligations. The request was approved unanimously at both TAC and PAC. Members inquired if these funds are eligible to other members, and also how the request affects the prioritization within City of Pasco. Ms. Dole explained that the transfer allows City to move forward on both projects, while the previous projects have right-of-way and other issues that will require additional time before being prepared to move forward.

ACTION: Skip Novakovich made, and Bruce Blackwell seconded, a motion to approve transfer, as described.

MOTION CARRIED UNANIMOUSLY.

- B. 2017-2-22 TIP Amendment (BFCG Amd. 17-FEB) - Tanna Dole explained that this TIP amendment reflects the transfer requested in agenda item above. It reflects the proper status of funding (secured vs. planned), and the appropriate changes in dates.

ACTION: Dave Rose made, and Matt Boehnke seconded, a motion to approve transfer, as described.

MOTION CARRIED UNANIMOUSLY

- C. DRAFT Chapter four/ *Transition2040* – Tanna Dole indicated that DRAFT chapter 4 has been on the website. Titled “Transportation System Management and Operation”, covering topics of Travel Demand Management, Intelligent Transportation Systems, and System Safety. She urged review and comment. She added Transit surveys and vanpool discussions and that chapter is heavy on data. She is not certain if associated appendixes are yet available.
- D. Travel Demand Model Requests – Tanna Dole explained that staff have been receiving numerous requests to utilize the Travel Demand Model and associated data forecasts. She indicated that staff have developed a listing of request, but that we cannot provide the data or model files, until such time that calibration is reached and consensus upon the projects. She expressed that once MTP/RTP efforts are complete, staff will begin working upon request. Mr. Malley added this is very typical of each model update – development of model requires the difficult work of forecasting from a variety of members, and schedules have had a tendency to slip when working with large numbers of area staff. He emphasized the importance of using the most recent available datasets and model, but member patience, as COG staff wrap up this effort. He added that it is important that BFCG staff remain focused on MTP/RTP deadlines that are quickly approaching.

- E. MAP-21 Performance Rules – Tanna Dole indicated that the last two rules (Assessing National Highway System and Pavement Condition Assessment) were published January 18<sup>th</sup> and later “frozen” soon after inauguration. Since that time, we’ve learned they will go into effect March 20<sup>th</sup>. State and MPOs will continue to work upon measures and staff will provide TAC/PAC updates going forward.
  - F. Transition2040 Regional Project List – Tanna shared that TAC members have been asked to provide MTP/RTP projects in “band years”, to match the financial forecasts of the plan. TAC staff have prioritized their own listing, and will be built into model to match the financial limitation of the plan. Mr. Malley added that we are in tight timeframe to complete this task, and TAC members have been very responsive to the task. Staff will continue with focus upon metropolitan area project listing.
  - G. Good Roads – Re: Regional Prioritized Project Lists & Advocacy  
Mr. Malley indicated he’d attended the Good Roads meeting, and shared that BFCG had largely handled Good Roads efforts in prior years, and that we’ve created some separation from COG and GRTA. He added this largely is due to advocacy and lobbying being areas of focus for GRTA and that state and federal funds cannot be used for those purposes. He shared that GRTA has been developing a prioritized listing of projects, and that MPO/RTPO efforts do the same through MTP/RTPO development. He added that the listing of projects should mirror the MTP/RTP of both Benton-Franklin and WW MPO listing. He mentioned that GRTA may approach BFCG about handling some tasks going forward – but that there is a lack of clarity at this time.
  - H. March BFCG Board Meeting – Mr. Malley asked the members to anticipate officer elections in March. Nominations will be taken from the floor. Mr. Malley did add that he’d spoken with current officers and all are willing to continue in their current capacity.
14. Public and/or Board Comment – Todd Trepanier provided a report of WSDOT activities in the region over the January/February timeframe – demonstrating the conditions WSDOT crews dealt with on state highways. Several images were provided Board members – clearly demonstrating avalanche, snow, ice, and slide conditions the average public rarely gets the opportunity to see. He explained in decades past, often times WSDOT crews and the public were put in dangerous conditions that are now much better understood. Mr. Trepanier added that there are social media outlets that have been proven to provide timely and good information. He suggested looking into WSP Twitter and Facebook accounts, that have been providing timely information through these winter conditions. WSDOT is also utilizing Facebook to reach the public with information.

15. Date and Place of Next Meeting


Location: El Chapala, Kennewick

Friday, March 17, 2017

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

16. Adjourn: 12:56 p.m.

Approved at the March 17, 2017 meeting:

  
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Bob Koch, Board President