



**BENTON-FRANKLIN COUNCIL OF GOVERNMENTS**

**MINUTES**

March 18, 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 Acting Chair, Jim Beaver.
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/Excused	
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		
Kennewick	Matt Boehnke (Present)	
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/ Absent	
Prosser	Randy Taylor/Absent	
Richland	Dave Rose/Excused	Brad Anderson (Present)
West Richland	Brent Gerry/Absent	
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 (Present)	
Prosser EDA	Deb Heinz (Present)	
WorkSource Tri-Cities	Jack Fitzgerald (Present)	
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 Jones (Present)	

*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 included within online packet Wednesday, to allow inclusion of late-arriving monthly invoices. Two sheets relating to Agenda Item 17D have been added to packet, one details topic and another is example correspondence. We will cover those items later in agenda.

*Notes & Comments* - Mr. Malley reported that staff have been very busy with ongoing efforts and that recruitment has begun for both a Transportation Planner and Loan Packager that will be discussed later.

B. COMMITTEE REPORTS (NONE)

C. STAFF REPORTS (Not otherwise on the Agenda)

1. April TAC/PAC Joint Meeting – April 14, 2016 @ 7a.m./Cousin's – Pasco – Tanna Dole reported that the date of TAC meeting is same as Public Works conference. As the topic of discussion that month requires some collaboration amongst TAC and PAC members, we've decided to hold a joint meeting on the regular PAC meeting date and time.
2. Recruitment of Transportation Planning Specialist – Mr. Malley encouraged members to have any interested individuals make contact with Tanna. Information can be found upon the agency website.

6. Administration

A. INFORMATION ONLY (No action necessary)

1. BFCG Financials – February 29, 2016
2. BFCG/EDD Financials – February 29, 2016

B. CONSENT CALENDAR

1. MINUTES OF FEBRUARY 19, 2016 BFCG BOARD MEETING
2. VOUCHER SUMMARY – MARCH, 2016

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

**MOTION CARRIED UNANIMOUSLY.**

(To allow agenda to proceed prior to BFCG recess, Agenda Items 16 and 17 were addressed at this time – Agenda item numbers were retained and are detailed in minutes below)

7. Recess BFCG: 12:23P.M.
10. Convene Economic Development District (EDD): 12:23 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 JigSaw paid off in full this month. That Place is not current, but staff are working with agents on potential purchase of property aimed at gaining BFCG loan payoff.

- B. EDD Updates – Ms. Seamans indicated she’s been working with local chamber events, MCEI, and other partners to stay abreast of regional efforts.
- C. CEDS Update – Ms. Seamans shared that CEDS effort continues. A conference call is expected Monday to determine if current effort will be annual update, or five-year document. Staff have requested clarity and suggests an annual update is due at this time. We will report decision. The strategy committee has met three times, completed SWAT analysis, vision statement, and listing of projects from area entities.
- D. Business Loan Services Announcement – Ms. Seamans shared that an announcement is out at this time for recruitment for both BFCG staff and contracted loan services. Katie Fast has indicated a willingness to assist during transition. Mr. Malley indicated agency had RFQ prepared to secure additional help. With the announcement of retirement, the agency intent is to hire a full-time staff and have contractual arrangement with individuals who can assist with packaging efforts. He indicated he will consult with Executive Committee on salary range for position. He urged any members who may be able to provide salary ranges, to please contact Stephanie.

12. EDD Discussion Calendar

- A. RRLF Loan: LoneStar Innovations, LLC, Loan Application – Ms. Seamans indicated a Loan Review Recommendation to approve, as presented. She explained elements of the LRC discussion and provided clarity on use of funds and timing of refinance of existing debt.

ACTION: Lori Sanders made, and Deb Heinz seconded, a motion to approve Loan request, as presented.

MOTION CARRIED UNANIMOUSLY.

13. Adjourn Economic Development District: 12:38 P.M.

(BFCG Agenda Items below had been discussed prior to convening EDD)

16. BFCG Consent Calendar

- A. 2016-2018 TIP Amendment (BFCG Amd. 16-Mar)
- B. Federal Functional Classification Requests – Richland/4, Kennewick/6

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

MOTION CARRIED UNANIMOUSLY.

17. BFCG Discussion Calendar

- A. Resolution 01-16

Supporting naming of State Highway 395 after Thomas Stephen Foley – Mr. Malley indicated that Good Roads and Transportation Association requested support for naming of US 395 after Tom Foley, and that Spokane chapter of Good Roads had same request.

ACTION: Deb Heinz made, and Skip Novakovich seconded, a motion to approve BFCG Resolution 01-16, as presented.

MOTION CARRIED UNANIMOUSLY.

- B. DRAFT SFY 2017 UPWP – Ms. Dole shared that the DRAFT 2017 Unified Planning Work Program (UPWP) is now available and within packet. She indicated the document is much like 2016 UPWP with minor alterations. She urged review and comments please be submitted. The final UPWP will be before the group for adoption likely in May.

- C. Small and Diverse Business Contract Goals for State Funded Projects – Brian White/WSDOT indicated the contract goals had been pulled back, but were beginning implementation at WSDOT. WSDOT continues to receive comments and anticipates the

goals will continue to be refined with future guidance provided. Mr. Malley urged that comments be provided WSDOT on the topic, and that they be shared with BFCG.

- D. FAST Act Distribution Policy – Mr. Malley indicated that a AWC/PSRC informational item had been provided within packet as was an example letter from Pierce County. The Governor will soon convene the “Gang of Eight” to discuss distribution of FAST ACT funds. He shared that the most recent opportunity to review distribution was with MAP-21, which was a short term act. The FAST Act again provides an opportunity to discuss distribution formula. MPO/RTPO Directors are urging local correspondence to Governors staff, Committee Chairs, and Legislators indicating a desire to open a dialogue upon the formula used for distribution.
- E. FAST Act Freight Network – Brian Malley explained that the FAST Act contains two new programs aimed at Freight projects. There are both a formula (state) program and also grant (national) program. He explained that eligibility for FAST Act funds will be tied to designation of a FAST Act Freight Network. He indicated that a committee is currently working upon criteria to define the network. Mr. Malley indicated that US 395 is currently not upon the network, but that staff have been advocating for its’ inclusion. He urged members to review FAST Act program criteria against anticipated projects, and provide suggested corridors (or segments) to BFCG staff so they may advocate for inclusion within FAST Act Freight Network. He emphasized that there are mileage limitations that will be dictate what is included statewide. He added that maps will be provided TAC members on Monday, for their consideration and input. Mr. Malley added that some potential projects may include SR397/Oregon Avenue, A Street I/C, Foster Wells I/C as examples.
- F. Federal TMA Certification Review – Tanna Dole reported that BFCG’s TMA Certification Review is scheduled for March 29<sup>th</sup> and 30<sup>th</sup>. This review is to determine if MPO is in compliance with assorted requirements. This will be the first TMA Certification for the area. Mr. Malley indicated members are welcome to attend, if interested. He shared that staff have done good job preparing, and we’ll report outcomes.
- G. Election of BFCG Officers – Mr. Malley explained officers are elected at the March meeting annually. He explained that one officer had lost their fall election, and that both Bob Koch and Dave Rose had expressed a willingness to serve. Mr. Malley indicated that Skip Novakovich is willing to serve.

ACTION: Jim Beaver made, and Deb Heinz seconded, a motion to elect Bob Koch as BFCG Board President, Skip Novakovich as Vice-President, and Dave Rose as Secretary.

MOTION CARRIED UNANIMOUSLY

18. Public and/or Board Comment –

Mr. Malley shared that Bylaws call for Immediate Past President (whether or not an elected official) to serve upon Executive Committee. He reported that he’d spoken both with City of Kennewick’s Marie Mosley and Bob Olson about Mr. Olson serving upon BFCG Executive Committee, and reported that Mr. Olson will continue to serve in such capacity.

19. Date and Place of Next Meeting

El Chapala, Kennewick  
Date: April 15, 2016  
Lunch at 11:30 a.m., Meeting starts promptly at 12:00 Noon

20. Adjourn: 12:39 p.m.

Approved at the April 15, 2016 meeting:

  
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Bob Koch, BFCG Board President