

BENTON-FRANKLIN COUNCIL OF GOVERNMENTS

MINUTES

April 17, 2015 - 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 Executive Committee Member, 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	Lloyd Carnahan (Present)	
Benton County	Jim Beaver (Present)	
Benton PUD	Lori Kays-Sanders/Excused	
Connell	Bruce Blackwell (Present)	
Franklin County	Brad Peck (Present)	
Kahlotus	Patti Hamilton/Excused	
Kennewick	Bob Olson (Present – joined meeting shortly after roll call)	
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/Excused	
Richland	Dave Rose/Excused	Phil Lemley/Excused
West Richland	Tony Benegas (Present)	
WSDOT	Don Whitehouse (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/Excused	Bryson Bailey (Present)
Prosser EDA	Deb Heinz (Present)	
WorkSource Tri-Cities	Jack Fitzgerald/Absent	
Baker Giles	Carol Woo (Present)	
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	

Staff Present: Brian Malley and Andy Gomez

3. Introduction of Visitors
4. Public Comment
5. Reports and Comments

A. EXECUTIVE DIRECTOR'S REPORT –

Agenda Revisions – Brian Malley reported that Agenda Items 6B2 (Voucher summary) had been revised and made available upon website earlier in the week (Revised amount \$31,842.52). Related to Hanford Advisory Board, a report provided by Art Tackett was provided via email and members were encouraged to review – though not part of this agenda. Additionally, the resume of HAB delegate Dawn Wellman was provided via email rather than within packet, due to its' length.

Notes & Comments - Mr. Malley indicated that staff have been working upon updates to agency logo, website, and newsletter with expectation to roll those out in coming weeks. Agency has new Facebook and Twitter accounts that will be linked within website in the near future - these efforts aimed at improving the level of communication and effectiveness of outreach from the agency.

Staff are keeping their eyes/ears open regarding potential state Transportation Package, which is currently being negotiated. He encouraged members to provide any input related during the meeting.

Lastly, Mr. Malley shared that the recently formed Wellness Committee, guided by Fatima Traore, had been successful with BFCG receiving the WellCity Award for CY 2015. This award will lead to a reduction in insurance premiums of 2% during 2016.

B. COMMITTEE REPORTS (Not otherwise on Agenda)

C. STAFF REPORTS (Not otherwise on the Agenda)

1. Human Services Transportation Committee – Andy Gomez indicated the Human Service Transportation Committee recently met, aimed at an ongoing outreach for Human Service Transportation projects. Recent efforts resulted in minimal list of projects submitted and there is a desire to gain greater participation and application of projects in future efforts.

6. Administration

A. INFORMATION ONLY (No action necessary)

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

B. CONSENT CALENDAR

1. Minutes of March 20, 2015 Board Meeting.
2. Voucher Summary – April, 2015

ACTION: Skip Novakovich made, and Bruce Blackwell 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: 12:10 P.M.
10. Convene Economic Development District (EDD): 12:10 P.M.
11. Reports and Comments:
 - A. BFEDD Loan Trial Balance Report – Brian Malley indicated that staff have been working diligently with clients to bring them current. He indicated that two businesses referenced within the report have since had activity; JigSaw having made an \$8k payment on Wednesday and Progressive Machine having discussed with staff a loan modification request that likely will appear before the Board in near future. Brad Peck mentioned that JigSaw property is actively being marketed for sale at this time.
 - B. Lender’s Roundtable – Mr. Malley shared that Lender’s Roundtable, a quarterly meeting attended by local lenders as well as representative from state/federal contacts, is scheduled for April 22nd
 - C. RRLF Management Plan/Update – The DRAFT plan has been provided to EDA and, pending comments, is anticipated to be before the Board in May for adoption. Please contact Sally with any comments upon DRAFT.
12. EDD Consent Calendar – (None)
13. EDD Discussion Calendar
 - A. GESA Associate Board Member Application – Mr. Malley indicated that Sally Mohr had been approached about serving upon the GESA Associate Board, which he indicated appears to be structured toward grooming and preparing potential future Board Members. Mr. Malley indicated that legal staff have been consulted, and that Sandra Adix indicated there appears no conflict of interest, but indicated the BFCG Board should be aware in the interest of full disclosure. Brad Peck mentioned that legal requirements are not only absence of conflict of interest, but to avoid the *appearance* of any conflict of interest – indicating participation upon Associate Board could place her within a difficult position. He urged close evaluation of these sort of participating efforts. Discussion followed regarding the application and Mrs. Mohr’s participation – with two members (Heinz/Blackwell) expressing it could place her in an awkward position. Andrew Klein indicated his support, expressing it provides a good opportunity for professional development. Mr. Malley indicated he’d provide Sally member input, with understanding she would submit application prior to deadline and report back to EDD Board with further details of position.
 - B. BFEDD and CEDS Strategy Committee Appointment, Cos Edwards – Mr. Malley indicated that prior EDD appointed member, Jack Fitzgerald, has not yet attended a BFCG/EDD meeting and that there is a desire to secure an EDD member who is able to be active within the Board. He was advised that Cos Edwards had tendered his resignation, at which point Mr. Malley indicated the item be tabled until a later meeting when further information is available.

14. Adjourn Economic Development District: 12:21 P.M.

15. Reconvene BFCG: 12:21 P.M

16. BFCG Consent Calendar

A. TIP Amendment: BFCG Amd. 15-Apr

B. BFCG Public Participation Plan

ACTION: Skip Novakovich made, and Bob Olson seconded, a motion to approve the BFCG Consent Calendar.

MOTION CARRIED UNANIMOUSLY

17. BFCG Discussion Calendar

- A. CMP Corridor Results – Andy Gomez detailed the Congestion Management Process (CMP) and data collection effort that accompanies. He indicated that committees have met and established CMP corridors where congestion is recognized. The report provided shows preliminary results of data collection efforts, and urged any questions be communicated to Transportation Programs Office staff.
- B. DRAFT Unified Planning Work Program (UPWP) – Andy Gomez explained the UPWP is required each year to lay out the efforts of staff anticipated throughout the coming year. The UPWP is currently in DRAFT form, and that comments are encouraged. Staff will meet with representatives from WSDOT, FTA, FHWA and local TAC/PAC chairs within the next month. The items of greatest significance within the UPWP pertain to the development of the 5-year update to Regional/Metropolitan Transportation Plan (RTP/MTP). He mentioned ITS, and Freight Analysis components that also are anticipated within the next year. He shared the final pages show unfunded projects – namely a household travel survey, that has not been completed in our area since late 70s. He explained that household travel surveys are instrumental for quality traffic modeling, essentially providing a “travel diary” for travelers in the region. Home/Work location, activities, time, destinations, duration of travel, and travel mode are all valuable information in building a model of value and accuracy for member agencies. He indicated further information would be provided TAC/PAC with regard to these unfunded efforts.
- C. Hanford Advisory Board (HAB Nomination – Mr. Malley indicated that BFCG Board had made a nomination in December, as well as approved alternate at that time. Mr. Malley was notified shortly after that nomination that Vicky Freedman would be unable to serve as she could not be compensated for her time spent attending HAB meetings. He indicated that Pam Brown-Larsen provided the name of a second potential nominee, Dawn Wellman, who does not have similar time constraints and is willing to serve as BFCG HAB delegate. He indicated that Dawn Wellman did meet with the Executive Committee earlier in the month, indicating her resume has been provided. She is willing to attend both HAB meetings and BFCG meetings to report HAB activities.

ACTION: Bob Larson motioned, and Lloyd Carnahan seconded, to nominate Dawn Wellman as BFCG HAB delegate.

MOTION CARRIED UNANIMOUSLY.

Brad Peck indicated he is willing to continue as HAB alternate, but that if another member desired to serve he would be willing to step aside. Tony Benegas indicated a willingness to serve, expressing he's worked upon the site for twenty years.

ACTION: Brad Peck motioned, and Skip Novakovich seconded, that Tony Benegas be nominated as BFCG HAB alternate.

MOTION CARRIED UNANIMOUSLY.

- D. 2015 Standing Committee Appointments – Brian Malley indicated that BFCG Bylaws require that three standing committees be approved annually. These committees consist of: Executive & Policy Committee, Budget Committee, and Community Development Council. He shared that these committees, along with other agency committees are provided in packet for member reference. He noted the HAB delegate/alternate will be altered to reflect prior meeting action, and that the WorkSource EDD Board position should be shown as vacant until member is confirmed.

ACTION: Lloyd Carnahan motioned, and Skip Novakovich seconded, to approve the standing committees as presented.

MOTION CARRIED UNANIMOUSLY.

18. Public and/or Board Comment – Mr. Malley reminded members that TAC and PAC meeting is a joint meeting to be held at BFT May 7th. Next month's meeting will not have Transportation action items, but RRLF Management is expected for adoption. He indicated a speaker from the Pacific Northwest Waterways Association will have a presentation at the May meeting.

19. Date and Place of Next Meeting


El Chapala, Kennewick

Friday, May 15, 2015

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

20. Adjourn: 12:43 P.M.

Approved at the May 15, 2015 meeting:



Bob Koch, President