



**BENTON-FRANKLIN COUNCIL OF GOVERNMENTS**

**MINUTES**

May 15, 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 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	Lloyd Carnahan (Present)	
Benton County	Jim Beaver/Absent	
Benton PUD	Lori Kays-Sanders (Present)	
Connell	Bruce Blackwell/Excused	
Franklin County	Brad Peck (Present)	
Kahlotus	Patti Hamilton/Excused	
Kennewick	Bob Olson (Present)	
Mesa	David Ferguson/Absent	
Pasco	Al Yenney (Present)	
Port of Benton	Bob Larson/Excused	
Port of Kennewick	Skip Novakovich (Present)	
Port of Pasco	Ron Reimann/Absent	
Prosser	Randy Taylor/Excused	
Richland	Dave Rose/Excused	Phil Lemley/Present
West Richland	Tony Benegas (Present)	
WSDOT	Don Whitehouse/Absent	

**Economic Development District (EDD) Private Sector Members**

<i>Representing</i>	<i>Member</i>	<i>Alternate</i>
Visit Tri-Cities	Kris Watkins (Present)	
TRIDEC	Carl Adrian (Present)	
Prosser EDA	Deb Heinz/Excused	
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 (Present)	
Baker Boyer Bank	Amanda Waltman/Excused	

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

Staff Present: Brian Malley, Sally Mohr and Andy Gomez

3. Introduction of Visitors – Brian Malley introduced Kristin Meira, Executive Director of the Pacific Northwest Waterways Association (PNWA).
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 and in hard copy today (Revised amount \$23,383.01). Mr. Malley indicated item 13B contains some minor revisions than in original packet, upon pages 16 & 21, that Sally will detail when discussed.

*Notes & Comments* - Mr. Malley indicated that he and CommEco staff met with representatives from EDA on May 5<sup>th</sup> where review was made of reporting, financials, and history. He shared it was a productive visit and that the staff focus remains getting available funds loaned out to clients. He shared that Andy and he will attend MPO/RTPO Coordinating meetings next Monday/Tuesday and will present BFCG/Tri-City MPO information to that group. Mr. Malley added that staff have been working hard upon the website update, and that is should be ready to roll out in the near future. Mr. Malley has been preparing financials and submitting information to auditor's office in preparation for annual audit. He indicated the intent to pull together the budget committee in near future.

B. COMMITTEE REPORTS (Not otherwise on Agenda)

C. STAFF REPORTS (Not otherwise on the Agenda)

1. WSDOT Local Programs Presentation Recap – Andy Gomez shared that Stephanie Tax/WSDOT presented before a joint TAC/PAC meeting May 7<sup>th</sup>. She reviewed LAG manual changes with those present. One item of importance is that progress billings will be handled through Olympia, and not regional local programs office going forward. She shared information upon both State and Federal budgets, indicating there is uncertainty to timing and budget levels at this time. Andy indicated he'd provide information to TAC/PAC members as it becomes available.

6. Administration

A. INFORMATION ONLY (No action necessary)

1. BFCG Financials – April 30, 2015
2. BFCG/EDD Financials – April 30, 2015

B. CONSENT CALENDAR

1. Minutes of April 17, 2015 Board Meeting.
2. Voucher Summary – May, 2015

ACTION: Skip Novakovich made, and Lloyd Carnahan 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 – Kristin Meira/Executive Director of Pacific Northwest Waterways Association (PNWA).

Mrs. Meira provided an informational presentation of the river system, PNWA membership, history, work, and current topics of interest to the PNWA.

9. Recess BFCG: 12:38 P.M.
10. Convene Economic Development District (EDD): 12:38 P.M.

11. Reports and Comments:

- A. BFEDD Loan Trial Balance Report – Sally Mohr shared that all loans are current at this time, indicating that funding is available for use and that staff have been actively promoting. Approximately \$1.6 million is currently available through RRLF program.

12. EDD Consent Calendar – (None)

13. EDD Discussion Calendar

- A. GESA Associate Board Member Application – Mrs. Mohr indicated she's listened to prior meeting audio and that she understands the concerns. She explained that the Associate Board Members have no voting authority, and this program is aimed at preparing individuals for potential future Board membership. She indicated she'd been approached as an applicant from current Associate Board Member, who was recruiting for the program. At this time, Mrs. Mohr has submitted an application for the program and has not heard of GESA decision. She indicated she would keep Mr. Malley informed of any news. Mr. Malley indicated he would keep BFCG and EDD Boards informed of any development.

B. RRLF Management Plan/*Resolution 01-15 Adoption of Benton-Franklin RRLF Management Plan*

Mrs. Mohr indicated that staff have been working hard upon management plan revision, to bring within compliance of EDA. This past week, they met with RRLF Loan Advisory committee earlier in the week with a couple of changes to note – first, that the loan limit was increased to \$300k (previous limit \$150k) and secondly that the target job cost ratio be modified to be consistent with that of USDA at 1 job/\$65k lent. The first change is primarily aimed at providing the ability to serve real-estate related transactions that have become more common. The job cost ratio modification is intended to ease lending criteria and build consistency between varying loan programs.

ACTION: Carl Adrian made, and Skip Novakovich seconded, passing resolution 01-15 for adoption of Benton-Franklin RRLF Management Plan.

MOTION CARRIED UNANIMOUSLY.

C. RRLF Loan Modification Request – Progressive Machine

Mrs. Mohr provided details of loan modification request and indicated RRLF Loan Advisory Committee had recommended approval of the modification.

ACTION: Skip Novakovich made, and Carl Adrian seconded, a motion to approve the loan modification request for Progressive Machine, as presented.

MOTION CARRIED UNANIMOUSLY.

14. Adjourn Economic Development District: 12:53 P.M.
15. Reconvene BFCG: 12:53 P.M
16. BFCG Consent Calendar (None)
17. BFCG Discussion Calendar (None)
18. Public and/or Board Comment – Mr. Malley indicated that the meeting with EDA provided clarity that the funds through EDA need to have a higher utilization rate and that our EDD has funds in sequestration at this time (approximately \$420k). He indicated staff focus in prior year was within CREDiT loan program and that RRLF program would now become a higher priority to ensure that sequestered funds are not de-obligated by EDA. Mrs. Mohr added that through the RRLF, our committees need to understand EDD role as gap financier, and that this sometimes requires looking at only 3-4 of the 5 “Cs”. Mr. Malley provided a one-sheet detail of the loan programs and encouraged members to direct anyone who has interest to BFCG staff. They both indicated that EDA has been very helpful in guiding EDD toward compliance. This translates to a need to loan out approximately \$120k of RRLF funds in the next six months.

19. Date and Place of Next Meeting

El Chapala, Kennewick  
Friday, June 19, 2015  
Lunch at 11:30 a.m., Meeting starts promptly at 12:00 Noon

20. Adjourn: 1:00 P.M.

Approved at the June 19, 2015 meeting:

  
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Bob Koch, President