

**BENTON-FRANKLIN COUNCIL OF GOVERNMENTS**

**MINUTES**

May 20, 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/Excused	
Benton PUD	Lori Kays-Sanders/Excused	Barry Bush (Present)
Connell	Bruce Blackwell (Present)	
Franklin County	Brad Peck/Excused	
Kahlotus		
Kennewick	Matt Boehnke (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/Absent	
Richland	Dave Rose (Present)	
West Richland	Brent Gerry/Excused	
WSDOT	Brian White/Excused	

**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/Excused	
WorkSource Tri-Cities	Jack Fitzgerald/Absent	
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 Jones (Present)	

*A quorum was noted for BFCG and EDD.*

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

3. Introduction of Visitors – Jay Freeman/Historic Downtown Kennewick Partnership
4. Public Comment – Jay Freeman indicated his attendance is aimed at getting familiar with BFCG processes, and to build relations with Port of Kennewick and other area partners.
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. Agenda Item 9C has been added and will be provided verbally to BFEDD Board.

*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. He shared that there are a few intriguing applicants for the TPS position, and that he expects an offer will be made soon for that position. Mr. Malley added the Loan Officer position has been re-advertised, as interest in the position has been light. Recruitment has been challenging with regard to Medical benefits provided to dependents. At this time, the agency is still open to both a salary position and contractual arrangement.

Mr. Malley added that agency financials are due at month end to State Auditor's Office. He mentioned that accounts are in balance and that reporting remains to be submitted.

Mr. Malley indicated it appears likely the BFCG will not meet in the month of August – but that official notice of cancellation of meetings will be provided later.

Mr. Malley shared that a Complete Streets Workshop is planned for June 28<sup>th</sup>. BFCG is helping to spread notice of the workshop.

He also mentioned that the Washington State Transportation Commission is meeting in the Tri-Cities September 21<sup>st</sup>. He mentioned the likelihood of an area Transportation Commission the day prior to their scheduled meeting.

Additionally, he mentioned that September is being targeted to hold a BFCG 50<sup>th</sup> Anniversary function that same month. Date will be provided, when locked down.

Lastly, Mr. Malley indicated the agency had signed a two-year lease with CBRC and that he'd work with Executive Committee upon the path forward beyond that timeframe.

B. EXECUTIVE COMMITTEE REPORTS

Mr. Malley indicated that recruitment for the Loan Officer position has been light, and that he'd met with Executive Committee to discuss increasing the salary range for the position as well as consider the agency's policy upon provision of medical benefits to dependents of agency staff. Mr. Malley indicated the Executive Committee desired any salary range and/or medical benefit discussions be presented within the context of annual agency budget preparation and discussion. Mr. Malley indicated he intends to begin the 2017 budget earlier with these topics in mind.

Amanda Jones mentioned that she'd sat upon Loan Officer interview panel, and that there was an applicant who committee felt would be a great asset to program and members. She emphasized the benefits of the loan programs to business startups and agency members. She indicated a staff person who could work with applicants from beginning to end, inclusive of business plans and budgets and financials, would be a great benefit to applicants and result in

greater levels of success. She urged the membership to consider increasing their support with regard to this position.

C. STAFF REPORTS (Not otherwise on the Agenda)

1. Intelligent Transportation System (ITS) Update - Tanna Dole reported that the ITS Architecture workshop had been held in December of '15, finally resulting in agency representatives coordinating with BFCG staff to build a comprehensive inventory of ITS assets in the region. Geoff Wagner has this information now available online, and this effort will be dynamic and added upon as further ITS assets are added to the area.
2. Regional Traffic Count Program Update – Tanna Dole shared that the Regional Traffic Count Program is underway and on schedule. The HOV/SOV windshield survey also was conducted at 25 locations earlier this week. Geoff Wagner led this effort, and desires to pass along thanks to WSDOT, MSA, cities of Richland and Pasco for their assistance with this effort. Mr. Malley indicated this effort is important to display status and progress of ridership rates. It is an important piece of information related to calibration of model along select corridors in the area.
3. Millennium Bulk Terminal/Longview – Draft SEPA EIS Public Hearings/Open House – Tanna Dole shared that DRAFT SEPA is available for the Millennium Bulk Terminal/Longview and that an open house is scheduled for the TRAC in Pasco June 2<sup>nd</sup>. Information is provided within the packet and members are urged to review the site and provide comments where appropriate. It was noted the volume of increased train traffic, the existing capacity, and locations of at-grade crossings in our area.

6. Administration

A. INFORMATION ONLY (No action necessary)

1. BFCG Financials – April 30, 2016
2. BFCG/EDD Financials – April 30, 2016

B. CONSENT CALENDAR

1. MINUTES OF MARCH 18, 2016 BFCG BOARD MEETING
2. VOUCHER SUMMARY – MAY, 2016

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

MOTION CARRIED UNANIMOUSLY.

7. Recess BFCG: 12:28P.M.

8. Convene Economic Development District (EDD): 12:28 P.M.

9. EDD Discussion Calendar

- a. BFEDD Loan Activity & Trial Balance Report – Fatima Traore provided information upon current loan clients, indicating that JigSaw, Progressive Machine, and Center for Psych have all paid off their loans. Efforts continue upon Amicci's – with payments arriving irregularly. Mr. Malley shared that That Place, LLC did not provide any payments since taking out their loan last fall. The business is now closed. The agency hold security against equipment and the couple's home. BFCG staff are being pushed to work with Real Estate agent, who is looking to lease the property. He indicated he's looking for BFEDD Board direction upon the collection from That Place, LLC. He shared agency staff is working with legal staff in determining a path forward. BFEDD Board discussion centered upon value of secured equipment and UCC position. Mr. Malley indicated landlord has UCCs upon specific "built-in" type equipment that is listed by serial#. The second UCC is again against specific leased equipment. BFEDD's UCC is more generally stated to include all equipment. Consensus was reached that staff should collaborate and

urge a suitable offer be made to That Place, LLC. Staff will report back on further progress.

- b. RRLF Loan Modification Request/Iso-Pacific Nuclear  
Ms. Traore indicated Iso-Pacific Nuclear has requested a deferral of 6-months on payments, while interest continues to accrue. Mr. Malley indicated this client has a strong history of payment, and this request is due to delayed contracts.

ACTION: Dave Rose made, and Carl Adrian seconded, a motion to approve Iso-Pacific Nuclear loan payment deferral, as presented.

MOTION CARRIED UNANIMOUSLY.

- c. CEDS Update – Mr. Malley shared that the applicant, Tri-City Tap & Barrel had been reviewed by Loan Review Committee, and that their recommendation was to deny the application.

ACTION: Carl Adrian made, and Matt Boehnke seconded, a motion to deny Tri-City Tap & Barrel loan application

MOTION CARRIED UNANIMOUSLY.

- 10. EDD Consent Calendar
  - A. Approval of April 14, 2016 EDD Board Meeting Minutes

ACTION: Thomas Fisher made, and Bruce Blackwell seconded, a motion to approve Consent Calendar as presented.

MOTION CARRIED UNANIMOUSLY.

- 11. Adjourn Economic Development District: 12:38 P.M.

- 12. Reconvene BFCG

- 13. BFCG Consent Calendar
  - A. 2017 Unified Planning Work Program (UPWP)
  - B. 2016-2018 TIP Amendment (BFCG Amd. 16-May)
  - C. BFCG Letter to Governor Inslee; Ref. FAST Act Funding Distribution

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

MOTION CARRIED UNANIMOUSLY.

- 14. BFCG Discussion Calendar
  - A. Appointment of 2016 BFCG Standing Committees  
Mr. Malley shared that approval of BFCG Standing Committees occurs annually and the makeup of those committees is largely through the election of BFCG officers. He clarified that the Community Development Council is largely ceremonial and aimed at gaining appropriate representation upon Executive & Budget committees. He shared that Jim Beaver has served as Community Development Council chair, and that a position is available upon Executive Committee for Private Sector EDD representative.

ACTION: Skip Novakovich made, and Matt Boehnke seconded, a motion to approve BFCG Standing Committees as presented.

(Amended Motion) ACTION: Skip Novakovich made, and Matt Boehnke seconded, a motion to approve BFCG Standing Committees as presented, with the addition of Amanda Jones appointment to Executive Committee in EDD Private Sector position.

MOTION CARRIED UNANIMOUSLY.

- B. Subcommittee for Performance Based Planning – Project Delivery – Ms. Dole indicated that the formation of this committee was discussed at TAC/PAC levels and it was agreed that staff would present options for review with any topics of difficulty addressed through formation of Ad-hoc committee at that time. Mr. Malley indicated staff will present options upon topics of interest through Tri-MATS structure and that decisions flow in a timely manner in concert with development of MTP/TIP/STP distributions.
- C. Notice of Proposed Rule Making: Assessing Performance of the National Highway System, Freight Movement on the Interstate System, and Congestion Mitigation and Air Quality Program – Tanna Dole indicated the agency focus is upon congestion measures. She shared that performance measures require collection of data upon a wider assortment of roadways, with local roadways consisting of a greater percentage of NHS system. These rules are not yet final, and BFCG staff are monitoring the topic while WSDOT is largely formulating responses to the development of these measures and applicable rules. The data required for monitoring is expected to be a nationwide set, with much of the collection of data expected to be the responsibility of state DOTs.

15. Public and/or Board Comment –

Linda Lehman/Benton City indicated the city has an interest in a Benton City bypass to direct truck traffic around the city, rather than through the downtown corridor. The city's downtown revitalization efforts have been hampered by the volume of traffic passing through the city. Mr. Malley indicated the funded Red Mtn. interchange could possibly provide another alternative to truck traffic traveling to SR 240, rather than passing through the city of Benton City. Ms. Lehman indicated the city is interested in directing truck traffic along 7<sup>th</sup> Street of 13<sup>th</sup>/Babs Avenue – though the northern portion of 13<sup>th</sup> does not align well with existing SR 225. Mrs. Lehman was urged to have TAC representative contact BFCG transportation staff to discuss the topic.

16. Date and Place of Next Meeting


El Chapala, Kennewick

Date: June 17, 2016

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

17. Adjourn: 1:18 p.m.

Approved at the June 17, 2016 meeting:



Skip Novakovich, BFCG Vice-President