



BENTON-FRANKLIN COUNCIL OF GOVERNMENTS

MINUTES

May 19, 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 Chair, Jim Beaver.
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/Excused	Shon Small/Jim Beaver
Benton City	Linda Lehman/Excused	NONE
Benton County	Jim Beaver (Present)	Shon Small
Benton PUD	Lori Sanders (Present)	Barry Bush
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 (Present)	Rebecca Francik
Port of Benton	Bob Larson (Present)	Roy Keck
Port of Kennewick	Skip Novakovich/Excused	Don Barnes
Port of Pasco	Ron Reimann/Absent	Jean Ryckman/Jim Klindworth
Prosser	Randy Taylor (Present)	Steve Becken
Richland	Dave Rose/Excused	Brad Anderson/Phil Lemley (Present)
West Richland	Brent Gerry/Excused	Gail Brown/Richard Bloom (Present)
WSDOT	Todd Trepanier/Excused	Randy Giles (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	David Chavey-Reynaud (Present)
Prosser EDA	Deb Heinz/Excused	NONE
WorkSource Tri-Cities	Jack Fitzgerald (Present)	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 (Present)	NONE

A quorum was noted present for BFCG and EDD.

Staff Present: Brian Malley, Tanna Dole, Jacob Gonzalez and Stephanie Seamans.

3. Introduction of Visitors (None)

4. Public Comment – (None)

5. Reports and Comments

A. EXECUTIVE DIRECTOR'S REPORT –

Agenda Revisions – Brian Malley indicated that two IGRs have been added to agenda, both for projects the City of Prosser is pursuing USDA funding upon. Item 10E has been added. Item 10F refers to makeup of the CEDS committee and is an addition. The Voucher Summary, and Agenda Items 10C and 10D were provided mid-week on the agency website.

Notes & Comments – Mr. Malley mentioned an upcoming presentation at the July PAC meeting, where WSDOT will present both the Washington State Transportation Plan (WTP) and Freight System Plan – both of which are anticipated for adoption this year. He added there is potential to schedule a BNSF presentation in July, or perhaps a later date in 2017.

Mr. Malley added that staff have been working with TRIDEC and other area entities to discuss the status and local funding component of SBDC Advisory services. He explained that BFCG refers many of their clients to SBDC for consultation upon business plans, financials, and other aspects young startups struggle to accomplish. He indicated by the level of participation at the meeting, it appears there is strong interest in the community to have the SBDC position filled. He added that WSU/TC gave a strong indication it may have interest in providing some of the required local matching funds. Further discussion is anticipated.

Mr. Malley indicated the transition of HAIEF materials is going well.

Mr. Malley explained that submittals to the SAO are due May 31, and that much of the work has been completed – BFCG submits for the agency, including loan funds, as well as Benton County and Regional PFDs.

Mr. Malley added that MPO/RTPO Coordinating meetings are scheduled for next Monday and Tuesday, which he will attend. Also on Monday, a meeting is set with our EDA contact, Sharon Metiva.

B. COMMITTEE REPORTS (NONE)

C. STAFF REPORTS (Not otherwise on the Agenda)

1. 2017 STBG/TAP Target Delivery Goal – Tanna Dole explained that the region has specific annual targets with regard to obligation of STBG/TAP funds. In most recent prior years, our region had over-obligated available funds – so there has been no push to obligate funds. At this time, this condition no longer exists – with the region currently having a 2017 obligation target of \$2.7 million. Staff are working very closely with TAC members to program and move forward with projects to accomplish sufficient obligation of funds. Please contact Tanna with any questions.

2. SFY 2018 DRAFT UPWP – Tanna Dole shared that the DRAFT UPWP has been upon the agency website, and that comments are being received through May 26th. The UPWP has been presented in prior months, and is anticipated for adoption in June.
3. WSDOT Corridor Sketch Phase II/Workshop #2 – Tanna Dole explained that Phase I of the Corridor Sketch Initiative (CSI) was held in March, focused upon SR 395, SR 240, and SR 224. A second workshop is scheduled for June 7th, at Benton PUD. Materials will be provided TAC members and Federal land agencies, as they become available.
4. **Transition2040** Forecast Modeling Scenarios – Jacob Gonzalez explained that the Travel Demand Model prepared in conjunction with the MTP, is nearing a point of being shared with TAC members. We are still working on a few of the project details with TAC members, and anticipate refinement of the model effort over the summer months.

Mr. Malley indicated staff have worked through a schedule with TAC members, to allow work to continue over the summer months, with intent of amending this work into the MTP upon completion.

6. Administration

A. INFORMATION ONLY (No action necessary)

1. BFCG Financials – April 30, 2017
2. BFCG/EDD Financials – April 30, 2017

B. CONSENT CALENDAR

1. MINUTES OF APRIL 21, 2017 BFCG BOARD MEETING
2. VOUCHER SUMMARY – MAY, 2017

ACTION: Randy Taylor made, and Phil Lemley seconded, a motion to approve the Consent Calendar, as presented.

MOTION CARRIED UNANIMOUSLY.

7. Washington Intergovernmental Review Process (IGR)/District Clearinghouse – Mr. Malley explained that both IGR items are in pursuit of USDA grant funding. He added that Board options upon IGR items are approval, endorsement, or denial. After review, Staff recommendation is for approval of both IGR 02-2017 and 03-2017.

IGR 02-2017 (Prosser Community Center Improvement Project) –

ACTION: Bob Larson made, and Phil Lemley seconded, a motion to approve IGR 02-2017, as presented.

MOTION CARRIED UNANIMOUSLY.

IGR 03-2017 (Prosser Police Cars) -

ACTION: Phil Lemley made, and Matt Boehnke seconded, a motion to approve IGR 03-2017, as presented.

MOTION CARRIED UNANIMOUSLY.

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

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

10. EDD Discussion Calendar

- A. BFEDD Loan Activity & Trial Balance Report – Stephanie Seamans detailed the condition of current loan portfolio. All other loans are current at this time. Staff will provide updates, as needed.
- B. BFEDDD Activity Report – Stephanie Seamans indicated that funds are currently available, and that multiple packages are currently being reviewed by staff. One potential loan has been conditionally approved by the LRC, with a few other inquiries anticipated in June.

The Comprehensive Economic Development Strategy (CEDS) was submitted last month, as was the EDA Planning Grant application. Staff are working with EDA.

Ms. Seamans indicated she has been actively working with SOMOS Pasco, with more news to come in June/July. EcoDevo staff toured APEL this last month – Ms. Seamans indicated they have received a few inquiries from tenants at APEL. She added there is open space for tenants, at this time – with some shared space, setup for lab work and empty spaces wired and set for lab-type environment. APEL is pursuing options to fund venting hoods for their open spaces.

Staff met with Pasco Downtown Development Authority's Executive Director, briefing him upon BFCDG efforts.

Ms. Seamans added she's coordinating with EDA contact, David Porter, for an anticipated visit in June.

- C. Loren Austin Welding & Manufacturing Loan Modification Request – Ms. Seamans shared that the LRC met this past Wednesday, and reviewed the modification request. She explained that payment from the Corp of Engineers has been delayed, which has led to a modification request.

ACTION: Lori Sanders made, and Andrew Klein seconded, a motion to approve Loan Modification Request, as presented.
MOTION CARRIED UNANIMOUSLY.

- D. ISO-PACIFIC Nuclear Assay Systems, Inc. Loan Modification Request – Ms. Seamans explained that ISO-PACIFIC has been responsive to requirement of initial loan modification request and that LRC has specific conditions detailed within memo upon this current modification.

ACTION: Lori Sanders made, and Kim Shugart seconded, a motion to approve Loan Modification Request, as presented. Discussion followed.
MOTION CARRIED UNANIMOUSLY.

- E. Resolution 02-2017 – Mr. Malley explained that prior to 2014, staff presented the board with an annual resolution to authorize pursuit of EDA Planning Grants. In that the planning grant is annual, wording was modified in 2014 to authorize pursuit of the EDA planning grant on a continual basis. EDA contacts have indicated a preference for annual authorization – which is why this item appears before the EDD Board today.

ACTION: Matt Watkins made, and Matt Boehnke seconded, a motion to approve Resolution 02-2017, as presented.
MOTION CARRIED UNANIMOUSLY

- F. CEDS Committee Makeup – Ms. Seamans indicated there are a couple of representative positions upon the committee that require to be filled. Ms. Seamans has spoken with a few members today, able to fill the minority and Workforce positions. She asked for suggestions for Institutions of Higher Learning, and Labor Groups. Please contact Stephanie with any suggestions.

11. EDD Board – Comments/New Business (None)

12. Adjourn Economic Development District: 12:40 P.M.

13. Reconvene BFCG

14. BFCG Discussion Calendar

- A. Metropolitan/Regional Transportation Plan (MTP/RTP) *Transition2040* – Tanna Dole indicated that Transition2040 has been an extensive staff effort, including public outreach and input. Jacob Gonzalez added that the public involvement process was a significant component of the document preparation. The document itself is prepared in a reader-friendly format with a variety of graphics and information about the region. The document provides a 20-year look into the transportation system and can be used as a tool for analysis going forward.

ACTION: Bruce Blackwell made, and Matt Boehnke seconded, a motion to adopt Metropolitan/Regional Transportation Plan, *Transition2040*, as presented.
MOTION CARRIED UNANIMOUSLY

- B. STBG/TAP Project Prioritization for FFY 2019-2021 – Tanna Dole indicated the listing before the Board reflects the results of the most recent competitive process. TAC and PAC recommendation is for approval.

ACTION: Bob Larson made, and Bruce Blackwell seconded, a motion to approve STBG/TAP Project Prioritization for FFY 2019-2021, as presented.
MOTION CARRIED

- C. 2017-2022 TIP Amendment (BFCG Amd. 17-MAY) – Tanna Dole explained that the TIP amendment reflects the project details, as associated with prior agenda item.

ACTION: Bob Larson made, and Matt Boehnke seconded, a motion to approve 2017-2022 TIP Amendment (BFCG Amd. 17-MAY), as presented.
MOTION CARRIED

15. Public and/or Board Comment (NONE)

16. Date and Place of Next Meeting

Location: El Chappala

Friday, June 16, 2017

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

17. Adjourn: 12:48 p.m.

Approved at the June 16, 2017 meeting:



Skip Novakovich, Board Vice-President