

**BENTON-FRANKLIN COUNCIL OF GOVERNMENTS**

**MINUTES**

June 17, 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 Vice President, Skip Novakovich.
2. Roll Call - The roll call was completed by BFCG Transportation Manager, Tanna Dole.

**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/Excused	
Benton PUD	Lori Kays-Sanders/Absent	
Connell	Bruce Blackwell (Present)	
Franklin County	Brad Peck (Present)	
Kahlotus	Absent	
Kennewick	Matt Boehnke (Present)	
Mesa	David Ferguson/Absent	
Pasco	Al Yenney/Absent	
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/Excused	
West Richland	Brent Gerry (Present)	
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/Absent	
Baker Giles	Carol Woo (Present)	
A.S. Klein Engineering	Andrew Klein/Absent	
Elite Construction & Dev.	Trini Garibay (Present)	
U.S. Bank	Thomas Fisher/Absent	
Baker Boyer Bank	Amanda Jones (Present)	

*A quorum was noted for BFCG and EDD.*

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

3. Introduction of Visitors – None
4. Public Comment – None
5. Reports and Comments

A. EXECUTIVE DIRECTOR'S REPORT –

*Agenda Revisions* – No revisions.

*Notes & Comments* – Tanna Dole shared that Transportation Planning Specialist position has been filled with applicant to begin in mid-July. The applicant is a recent graduate from University of Illinois with Master's degree in Urban and Regional Planning, and studies in both economics and environmental science.

Mrs. Dole shared that the agency has again been designated AWC “WellCity” award, which demonstrates a commitment to a healthy workplace and healthy eating habits. The award also results in a 2% savings upon insurance premiums.

Stephanie Seamans shared that the agency SAO materials had been submitted on time and that all accounts are reconciled to the penny. Fund balances are in good order. Both Stephanie and Gwen Luper assisted in preparation and review of submitted materials. The agency audit is expected to begin any day and is expected to be wrapped up by mid-July.

Ms. Seamans indicated that BFEDD had again run recruitment advertisements for Loan Officer position, and that only a couple of applications were received. We are reviewing those applications to judge whether the applicants will be interviewed. She shared Mr. Malley indicated BFEDD may contract for services through the end of the year.

B. EXECUTIVE COMMITTEE REPORTS (NONE)

C. STAFF REPORTS (Not otherwise on the Agenda)

1. Complete Streets Workshop –Jacob Gonzalez shared that a workshop will be held June 28<sup>th</sup> at BFT Administration building. The ALSC, WSDOT, Dept. of Health, and BFCG are helping host the event which will highlight how Complete Streets strategies can improve the health and movement of individuals throughout communities, through the creation of compact communities. He added that TIB has programs aimed at Complete Streets projects, and that eligibility is restricted to those that have formally adopted Complete Streets ordinances. More information can be found upon the TIB website.
2. Subcommittee for Performance Based Planning /Project Delivery - Tanna Dole shared that both TAC and PAC groups had gained consensus that no subcommittee would be formed and that information and decisions would flow through traditional TAC/PAC cycle. It was mentioned that if specific topics require detailed discussion, that members may be requested to meet upon those topics.
3. MAP-21 Performance Measures/Update – Tanna Dole share the notice of proposed rule-making was published April 22<sup>nd</sup>, and that staff have attended meetings on the subject since that time. WSDOT has responded to ASHTO on behalf of those attending – TAC and PAC comments are requested by next week. The Statewide, Non-metro, and Metro planning rules have also been finalized and working group is now addressing target measures. Staff are keeping informed and providing information to TAC/PAC members.
4. Statewide distribution of Federal Funding – Mrs. Dole mentioned that the Governor will convene a group to review and potentially adjust the split of Federal Funding that is directed to local agencies. She provided the anticipated makeup of that committee. She shared some background upon the topic and committed to bringing further information at next meeting.

5. Regional Traffic County Program/Update – Tanna Dole informed the Board that contractor (IDAX) has completed 630 of the counts and that there will be some “resets” required due to tube issues, street sweepers, etc. that will need to be completed this fall. The data will be provided to local agencies along with a presentation before TAC and PAC in the coming months.

Mrs. Dole also passed along thanks from Geoff Wagner to those agencies that assisted with the HOV/SOV Windshield Study in May. The cities of Richland, Pasco, Kennewick, and MSA are contributing staff time to the effort. Information will be collected and provided in coming months.

6. Administration
  - A. INFORMATION ONLY (No action necessary)
    1. BFCG Financials – May 31, 2016
    2. BFCG/EDD Financials – May 31, 2016
  - B. CONSENT CALENDAR
    1. MINUTES OF MAY 20, 2016 BFCG BOARD MEETING
    2. VOUCHER SUMMARY – JUNE, 2016

ACTION: Bruce Blackwell made, and Matt Boehnke seconded, a motion to approve the Consent Calendar, including vouchers received through June 20<sup>th</sup>, as presented.  
MOTION CARRIED UNANIMOUSLY.

7. Recess BFCG: 12:15P.M.
8. Convene Economic Development District (EDD): 12:15 P.M.
9. EDD Discussion Calendar
  - a. BFEDD Loan Activity & Trial Balance Report – Stephanie Seamans indicated that collection process is underway for That Place, LLC. Amici’s has been behind, but recently made payment to come current. Details of other current loans are also included. Inquiries continue to roll in, and staff have been selective upon which applicants to address immediately, while recognizing the Loan Officer position is vacant. The agency is currently relying upon existing staff and contractual services to address program needs. Staff have been busy trying to work through issues with delinquent borrowers.

10. Adjourn Economic Development District: 12:18 P.M.

11. Reconvene BFCG

12. BFCG Consent Calendar
  - A. Approval of BFCG 2016 Regional Active Transportation Plan

ACTION: Matt Boehnke made, and Bruce Blackwell seconded, a motion to approve Consent Calendar, as presented.  
MOTION CARRIED UNANIMOUSLY.

13. BFCG Discussion Calendar
  - A. Travel Demand Model for Transition2040/Update – Jacob Gonzalez indicated that staff have been working with planning staff of local agencies to build forecasts to year 2040. He added that, according to OFM forecasts, the model area are forecast to reach a population of nearly 450,000 by that time. The model will help highlight the transportation needs of the area and provide a useful tool both on a regional basis and for evaluation of specific

area projects. He added that land use designations, transit usage, and locations of employers are all key factors in the development of the model. The aim is to provide a valuable tool that has the level of detail necessary for local agencies to utilize when considering local improvements. He added that the request from local planning staff is a large effort and the only comprehensive regional data collection of it's' type. Local traffic counts, ridership data, and other local data sources will help refine the model inputs. He added that travel characteristics will be used from similar-sized metro areas, as our region has not completed a household travel survey in decades. .

14. Public and/or Board Comment –

Skip Novakovich mentioned that the SR 224/SR 225 roundabout Ribbon-Cutting recently was held with a nice ceremony. Linda Lehman mentioned that prior BFCG Board members, Lloyd Carnahan had been invited to speak as he was instrumental in advocating for the projects funding and completion.

Linda Lehman shared that Benton City will be holding a “Pet Election” in the near future. Information can be found in today's Tri-City Herald and upon Facebook. The effort will raise funds for a homeless pet shelter and those animals' needs.

Stephanie Seamans added that BFEDD had a booth at FABREO event the past two days. It was noted that several past loan clients had their own booths and several contacts were made for potential future loans.

15. Date and Place of Next Meeting

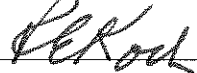
El Chapala, Kennewick

Date: July 15, 2016

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

16. Adjourn: 12:30 p.m.

Approved at the July 15, 2016 meeting:

  
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Bob Koch, BFCG President