



## **BENTON-FRANKLIN COUNCIL OF GOVERNMENTS**

### MINUTES

June 16, 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 Vice-President, Skip Novakovich.
2. Roll Call – completed by Executive Director, Brian Malley.

#### **BFCG Regular Board Members**

<i><b>Jurisdiction</b></i>	<i><b>Delegate</b></i>	<i><b>Alternate</b></i>
Ben Franklin Transit	Bob Koch/Excused	Shon Small/Jim Beaver
Benton City	Linda Lehman/Excused	NONE
Benton County	Jim Beaver/Excused	Shon Small
Benton PUD	Lori Sanders/Absent	Barry Bush
Connell	Bruce Blackwell (Present)	NONE
Franklin County	Brad Peck (Present)	Rick Miller/Bob Koch
Kahlotus	Dave Wooten/Absent	John Rogers
Kennewick	Matt Boehnke (Present)	Steve Young
Mesa	David Ferguson/Absent	NONE
Pasco	Matt Watkins (Present)	Rebecca Francik
Port of Benton	Bob Larson/Absent	Roy Keck
Port of Kennewick	Skip Novakovich (Present)	Don Barnes
Port of Pasco	Ron Reimann/Absent	Jean Ryckman/Jim Klindworth
Prosser	Randy Taylor/Excused	Steve Becken
Richland	Dave Rose (Present)	Brad Anderson/Phil Lemley
West Richland	Brent Gerry (Present)	Gail Brown/Richard Bloom
WSDOT	Todd Trepanier (Present)	Randy Giles

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

<i><b>Representing</b></i>	<i><b>Member</b></i>	<i><b>Alternate</b></i>
Visit Tri-Cities	Kris Watkins/Excused	Kim Shugart/Excused
TRIDEC	Carl Adrian/Excused	David Chavey-Reynaud (Present)
Prosser EDA	Deb Heinz (Present)	NONE
WorkSource Tri-Cities	Jack Fitzgerald (Present)	Tiffany Scott
Baker Giles	Carol Woo (Present)	NONE
A.S. Klein Engineering	Andrew Klein/Excused	NONE
Elite Construction & Dev.	Trini Garibay/Absemt	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 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 item 5C is an addition, related to BFT Board action and prompts some discussion with BFCG Board. The Voucher summary has been updated, with \$16,621.12 as the amount for approval. Item 9D is being handed out in hard copy, and TRIDEC representatives will assist in detailing that item. 9E is a RRLF Loan request that was before LRC this past Wednesday.

*Notes & Comments* – Mr. Malley mentioned that the State Auditor submittals were completed in May for BFCG, Benton County PFD, and Regional PFD.

Mr. Malley indicated that a meeting is scheduled for June 27<sup>th</sup> @ 9 a.m. to discuss interest in SBDC Advisor position in our region and potential funding options. He explained that TRIDEC had assembled a group that met approximately a month ago – where WSU/TC gave a strong indication they may be able to provide some of the needed funding. Mr. Malley added that this occurred the day prior to Chancellor Keith Moo-Young's announcement that he would be stepping down. Mr. Malley explained that BFCG staff feel the SBDC Advisor services could greatly benefit the clients who approach BFCG for funding and business start-up guidance.

Mr. Malley noted that the MPO/RTPO Coordinating meetings typically held in Seattle will be held in Walla Walla on August 21<sup>st</sup> and 22<sup>nd</sup>. He indicated he'd asked a couple of the Executive Committee members to be in attendance.

Mr. Malley explained that staff had recently attended Alliance for Live-able and Sustainability Communities (ALSC), primarily to gain an understanding what efforts the ALSC Board is involved with and their perceived future direction. Mr. Malley explained that the primary meeting purpose appeared to be selection of new ALSC Board Officers – to which he explained BFCG staff would not participate without a clear understanding of ALSC actions and the level of support from the membership. The general consensus of current ALSC attendees was that the group aims to influence local policies aimed at sustainability. He added that staff will attend ALSC meetings, during the near future, and monitor the activity while reporting back information to BFCG Board.

Mr. Malley added that the transition of agency accounts with Franklin County bank transition is going well.

B. COMMITTEE REPORTS (NONE)

C. STAFF REPORTS (Not otherwise on the Agenda)

1. Transportation Research Board (TRB) Conference Summary – Mr. Malley explained that the public outreach efforts related to long-range plan, had been the subject of a presentation prepared and given by Jacob Gonzalez at the Recent TRB Applications Conference. He explained that BFCG staff have not historically presented at national conferences, and that it was nice to see Jacob's work selected and staff efforts acknowledged. He added that a

fellowship was secured to help offset the expense of his attendance. Mr. Malley added that the applications conference is a good opportunity to learn about techniques being applied in other MPOs across the nation, in addition to providing an opportunity to work closely with model consultants, Caliper, who were also in attendance.

2. Local Update of Census Addressing (LUCA) Workshop – Mr. Malley mentioned that BFCG staff have coordinating with local agency staff earlier this week for the Census Bureau LUCA task. He explained that the LUCA effort is to ensure that local streets and address ranges are accurately reflected prior to the 2020 Census. Mr. Malley emphasized that the bulk of federal assistance and programs are distributed on the basis of Census population figures – so the importance of accurate and complete address information is critical to maximizing funds to the region. He mentioned that it appeared most jurisdictions were represented, in evaluating the attendance list. Mr. Malley asked that members reiterate the importance of the LUCA effort when reporting back to their jurisdiction staff and governing bodies. He did not notice a City of Richland representative, and indicated that both Benton and Franklin Counties were in attendance. Mr. Malley added that the counties often handle the LUCA effort for the smaller jurisdictions.
3. MAP-21 Safety Target Setting – Mr. Malley explained that WSDOT and the MPOs had agreed to utilize Target Zero as their goal Safety Target setting. Essentially, developing a target line from current values down to zero by the year 2030. He added that WSDOT has provided individual trend lines for each MPA, but that the success will be measured at the state level. He explained that his understanding is that the safety program funding will be at, or above, the levels currently available to safety projects – in that he anticipates it will be very difficult to attain the targets set. Mr. Malley indicated that Tanna would provide more information related to the Safety Target setting.
4. Dept. of Energy RFPs – BFT Board request & coordination – Mr. Malley shared that he and Tanna Dole met yesterday with BFT General Manager, Gloria Boyce. He explained that Ms. Boyce had been given direction at the most recent BFT Board meeting, to develop a policy statement or letter aimed at sending to Department of Energy, with the hopes the upcoming RFPs of the major contracts could include a commitment to improve coordination efforts and strategies of the “Hanford Commute”.

Mr. Malley explained that at the meeting, some history of the region was provided Ms. Boyce, and inquired if there was interest amongst the BFCG Board to draft a similar styled request.

Brad Peck questioned to what level is the request prescriptive, or is the correspondence anticipated to be a suggestion? Mr. Malley explained that BFT staff were working upon their correspondence today and that the intent is for BFCG staff to review, once drafted.

Mr. Malley indicated that DOE does hold ex-officio membership to BFCG Board, but that he is not aware of their attendance during his tenure or in recent years. Mr. Peck asked under what authority would BFCG make a request. Brent Gerry indicated that the mayors have been meeting with DOE, and that perhaps they could convey these thoughts. Matt Watkins indicated that the RFP process provides the most opportune time to correspond on the issue of transportation. Mr. Malley added that, if a unified message is desired on the subject of Transportation in the region, the MPO would be the appropriate body to make that correspondence. Brad Peck suggested staff develop an understanding of DOE’s obligations, in advance of preparing any correspondence – to ensure the “ask” is fitting with the obligations of DOE. Mr. Malley indicated any correspondence and information on the subject will be

brought through TAC/PAC/Board for consideration. He added that staff will be happy to take input from the mayor's and their correspondence – but also that DOE should be consulting with the MPO on such topics.

6. Administration

A. INFORMATION ONLY (No action necessary)

1. BFCG Financials – May 31, 2017
2. BFCG/EDD Financials – May 31, 2017

B. CONSENT CALENDAR

1. MINUTES OF MAY 19, 2017 BFCG BOARD MEETING
2. VOUCHER SUMMARY – JUNE, 2017

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

MOTION CARRIED UNANIMOUSLY.

7. Recess BFCG: 12:27 P.M.

8. Convene Economic Development District (EDD): 12:27 P.M.

9. 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. Approximately \$700 is available 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.

Ms. Seamans indicated she has been actively working with SOMOS Pasco, with more news to come in June/July. Community support will be an important component of this effort.

Ms. Seamans indicated that FABREO was attended yesterday, and that there were several other service providers there, who they brought aware of BFCG programs.

She added that a survey was completed at the most recent Lender's Roundtable, with results indicating that more information about local development efforts was desired. She added that recent agendas have been somewhat dominated by reporting SBA results and that less time may be dedicated toward the SBA statistical items on a regular basis.

Mr. Malley added that the Road/Rail conflict listing was reviewed by staff, and found that Kennewick's downtown crossing came up at #52 on the Road/Rail listing reviewed. He suggested that staff review this listing and that more information may be available in the coming months when we hear upon freight topics.

Stephanie reported that seven inquiries were handled this past month – coming from a wide variety of areas, while still working without a Loan Officer. She urged anyone aware of a person with the appropriate skillset to contact her or Brian.

- C. CEDS Strategy Committee Appointments – Ms. Seamans explained that specific Interests be represented upon the CEDS Strategy Committee, and detailed the suggested changes – with all being willing to serve.

ACTION: Amanda Jones made, and Thomas Fisher seconded, a motion to approve CEDS Strategy Committee Appointments, as presented.  
MOTION CARRIED UNANIMOUSLY.

- D. BFEDD Narrative – NuScale Power Whitepaper – Mr. Malley explained that David Chavey-Reynaud had contacted him last week, requesting the BFEDD Board consider the narrative provided, for inclusion within a supportive White Paper to be sent to NuScale Power. He added that NuScale is a producer, or assembler, or small modular reactors and they are being recruited by TRIDEC at this time.

David Chavey-Reynaud added that NuScale is the first company in the U.S. to receive their permits, and that this paper is intended to demonstrate local support for NuScale efforts and their locating in the Tri-City area.

Brad Peck inquired why no County representatives are listed, and indicated that the counties are the land use authorities in each county. It would be appropriate for them to be included upon the request for support.

ACTION: Amanda Jones made, and Bruce Blackwell seconded, a motion to approve the narrative, as presented. Discussion followed regarding the provision of support and staff services with a suggestion to strike the last sentence. It was suggested that the sentence could indicate support, without offering BFCG services specifically.

ACTION: Amanda Jones amended her motion, with Bruce Blackwell seconding, a motion to approve the narrative, striking “offers it’s forum, resources, and assistance to support local manufacturing and assembly of SMR components.” and replacing with “BFCG/EDD supports local manufacturing and assembly of SMR components “.

MOTION CARRIED UNANIMOUSLY.

- E. RRLF Loan Request/Sunshine Portables – Stephanie Seamans explained that this request is for a Pasco business that was previously being operated out of residential zone in Kennewick. The business has built a facility, and has partial financing with a local bank – with an ask to RRLF of approximately \$170k. The Loan Review Committee has recommended approval, contingent upon reviewing the final loan write-up. She explained that this application has been in process for an extended period.

ACTION: Brad Peck made, and Matt Boehnke seconded, a motion to approve Loan request, as presented.

MOTION CARRIED UNANIMOUSLY

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

11. Adjourn Economic Development District: 12:55 P.M.

12. Reconvene BFCG

13. BFCG Discussion Calendar

- A. SFY 2018 Unified Planning Work Program (UPWP) – Brian Malley explained that the SFY 2018 UPWP is before the Board, with recommendation from both TAC and PAC for approval. This item appeared in the packet as DRAFT the prior two months.

ACTION: Bruce Blackwell made, and Matt Boehnke seconded, a motion to approve SFY 2018 UPWP, as presented.

MOTION CARRIED UNANIMOUSLY

- B. 2017-2022 TIP Amendment (BFCG Amd. 17-JUN) – Mr. Malley explained that the projects within this amendment are from recent STBG/TAP funding competition and are recommended for approval from both TAC and PAC.

ACTION: Brent Gerry made, and Bruce Blackwell seconded, a motion to approve TIP Amendment BFCG Amd 17-JUN, as presented.

MOTION CARRIED

- C. Corridor Sketch Phase II – Mr. Malley indicated that WSDOT held a workshop recently, which was well attended and the focus was upon all regional corridors, outside of SR 224, SR 240, and SR 395. He emphasized the importance of local involvement on Corridor Sketch efforts, and indicated that BFCG staff will continue to inform members as these efforts progress.
- D. STBG/TAP Project Status Report & 2017 Target Delivery Goal Status – Mr. Malley indicated that Tanna Dole has provided updated spreadsheets on the project funding and target goals. Tanna is working very closely with TAC members to deliver these projects and a desire to closely obligate the level of funding desired in the necessary timeline.

Brad Peck indicated that if there are concerns with regard to project delivery, that contact to the PAC members is desired. Matt Boehnke indicated his support for PAC contact, as well.

14. Public and/or Board Comment – Mr. Malley added that while attending LRC meeting on Wednesday, that the guidance provided by LRC members is much the same that might have been provided by a SBDC counselor. He explained that the LRC has the client interests in mind, and that while not every inquiry leads to a loan, the LRC members' time is very valued and appreciated by both BFCG staff and the clients we serve.

Stephanie Seamans added that David Porter/EDA will be in town next week and that a variety of meetings are already set to allow local agencies to meet with EDA. She encouraged anyone interested to contact her ASAP to discuss scheduling.

15. Date and Place of Next Meeting

Location: El Chappala  
*Lunch at 11:30 a.m., Meeting starts promptly at 12:00 Noon*

Friday, July 21, 2017

16. Adjourn: 1:07 p.m.

Approved at the July 21, 2017 meeting:

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Bob Koch, Board President