

# BENTON-FRANKLIN COUNCIL OF GOVERNMENTS

## MINUTES

July 15, 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/Absent	
Benton County	Jim Beaver/Absent	
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 (Present)	
Port of Benton	Bob Larson (Present)	
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	Todd Trepanier (Present)	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/Absent	
Prosser EDA	Deb Heinz /Absent	
WorkSource Tri-Cities	Jack Fitzgerald/Absent	
Baker Giles	Carol Woo (Present)	
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 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 the voucher summary and EDD financials had been made available online earlier in the week.

*Notes & Comments* – Mr. Malley shared that the annual SAO audit has been underway since June and that the Entrance conference was held the other day. Audit is progressing well and anticipated to be complete in next couple of weeks.

Mr. Malley indicated the agency had received their DRAFT TMA Certification Report, from several months ago. The report largely was complimentary regarding progress made with MPO planning efforts. There are a few corrective action items, mostly that will be addressed in upcoming MTP efforts. He shared one corrective action item regards meetings and where and when those are held. Staff will be working upon that topic over the coming months.

Work is underway with the 2017 agency budget, with careful evaluation of revenue sources and staffing needs. A Committee meeting is expected in the next couple of weeks.

Mr. Malley indicated a BFCG 50<sup>th</sup> Anniversary event is scheduled for September 20<sup>th</sup>, 5-7 p.m. which coincides with timing of Transportation Commission visit that will be mentioned later in the agenda. Staff are very busy in preparation for these events.

B. EXECUTIVE COMMITTEE REPORTS (NONE)

C. STAFF REPORTS (Not otherwise on the Agenda)

1. Human Services Transportation Plan –Tanna Dole indicated the HSTP Advisory Committee hosted a discussion panel June 21<sup>st</sup>, with aims at effective outreach and how to better engage eligible groups with needs for the upcoming project cycle. A call for HSTP projects is anticipated this fall.
2. Regional Traffic Count Program Update – Ms. Dole indicated the 630 locations have been completed with a need to revisit twelve locations for re-counts later this fall. The date is expected to be delivered to BFCG in July and will be provided local agencies ASAP after their receipt.
3. Pavement Management – Tanna indicated one of the Performance Metrics regards Asset Management (condition of pavement). In preparing for that metric, BFCG staff have surveyed local agencies to determine what data exists at this time, in what format, and the appropriate points of contact. The item provided details what local agencies currently have in place.

6. Administration

A. INFORMATION ONLY (No action necessary)

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

B. CONSENT CALENDAR

1. MINUTES OF JUNE 17, 2016 BFCG BOARD MEETING
2. VOUCHER SUMMARY – JULY, 2016

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

MOTION CARRIED UNANIMOUSLY.

7. Recess BFCG: 12:11P.M.

8. Convene Economic Development District (EDD): 12:11 P.M.

9. EDD Discussion Calendar

- a. BFEDD Loan Activity & Trial Balance Report – Stephanie Seamans indicated Brews TapHouse paid off their loan in full this month. That Place, LLC has required a significant amount of effort on collections, and yesterday the sale of equipment was completed to incoming tenant in same property. The sale was for \$15,000 and will be applied toward balance due. Amici's has indicated a desire to pay off their loan in near future.

Inquiries have been steady, and staff have been selective about which applicants to take forward to committee. Collection efforts have required a significant amount of staff time. There currently is a small backlog of inquiries.

Mr. Malley shared that EDA funds are out of sequestration at this time, but that early pay-offs, such as Brews TapHouse, could put EDD back under pressure to get funds out into community.

- b. Resolution 03-16 – Authorization for Secondary Signatory on accounts

Mr. Malley indicated the desire to have a second person upon all EDD accounts and that of BFCG. Ms. Seamans has served in this capacity with prior employer and is willing to be designated.

Commissioner Peck inquired if SAO staff have indicated a need for a second signature upon accounts, to which Mr. Malley indicated they've not made mention.

ACTION: Kim Shugart made, and Matt Boehnke seconded, a motion to approve the Resolution 03-16, as presented.

MOTION CARRIED UNANIMOUSLY.

10. Adjourn Economic Development District: 12:16 P.M.

11. Reconvene BFCG

12. BFCG Consent Calendar

- A. Approval of 2016-2021 TIP Amendment (BFCG Amd. 16-JUL)

ACTION: Skip Novakovich made, and Brent Gerry seconded, a motion to approve BFCG 2016-2021 TIP Amendment, as presented.

MOTION CARRIED UNANIMOUSLY.

13. BFCG Discussion Calendar

- A. 2017 TIP Development Schedule – Tanna Dole explained the schedule provided is for the 2017 TIP development and is an annual effort, including the components of public outreach. She expects DRAFT TIPs to be available upon the agency website by August 5<sup>th</sup>. Tanna added that a joint TIP/MTP/BFT Service Plan is scheduled for September 7<sup>th</sup>, in the format of a Transportation Fair. Staff will be discussing and contacting pertinent agency contacts who may have some involvement in that meeting.

- B. New BFCG Transportation Staff – Tanna shared that Emily Weimer has joined the Transportation staff. Emily has a great mix of education and experience and will be attending a future meeting to meet Board members. She has a skillset that should complement the other transportation staff well.
- C. Critical Urban and Rural Freight Corridor Candidates – Tanna Dole shared that the designation process for Critical Urban and Rural Freight Corridors is complete and has been submitted as provided in the packet. It was mentioned that staff consulted with TAC members and were firm on keeping US 395 designated in the Tri-City area. It was mentioned there were strict mileage caps on this effort throughout the state, and that Spokane RTC reduced their mileage a small amount (2/10<sup>th</sup> of a mile), which allowed us to keep US 395 designated. These designations are tied to eligibility to federal funding programs – though there is not a current project upon US 395, staff see it important to be designated for future funding opportunities. Mr. Malley explained the limitations on mileage would not allow for the designation of US 395 in the rural areas.
- D. Columbia River Crossing Study/Tri-Cities (CRCS/TC) – Brian Malley indicated that a few other area projects have received comment (from FHWA) regarding whether appropriate consideration has been given the varying potential locations of a Columbia River crossing. In that vein, there is a desire to determine if local agencies have interest in moving prior CRCS/TC study forward in the near future. He explained that staff had met with WSDOT representatives, who indicated that if there is a local interest, it would be best to get a funding request before the 2017 Legislative session.

Mr. Malley indicated that TAC member concerns were obviously the cost of such an effort, but also that any NEPA efforts may be outdated prior to any actual project funding being available. There were comments that other regional projects should “stand on their own”, rather than relying upon another project to support their need.

Mr. Malley shared that PAC members expressed that there must be a reasonable funding plan and expectation of funding, prior to moving forward with the study.

Mr. Malley suggested that, as an agency, it would be prudent to evaluate the varying options with updated model, once the MTP is completed. He added that rather than focusing upon a Columbia River Crossing, an evaluation could be completed looking at a northerly corridor adjacent the Metropolitan area near norther boundary. He encouraged members to review the prior CRCS/TC study, to refresh their memories. He indicated it would be prudent to consider whether the region is looking far enough out with regards to movement of commerce, and that much has changed since the CRCS/TC study.

Todd Trepanier added that he’s seen issues in many areas who failed to plan well, and that the Tri-City network was well planned and appears well laid out. The foundation exists for a “ring road” concept that is already partially complete and an evaluation of this “outer” ring may well be due, given the growth anticipated in the region.

Brent Gerry indicated the region should demonstrate an evaluation of such a corridor, particularly if such an evaluation can support the FHWA review of Red Mountain I/C project. Bob Larson indicated a desire to begin the EIS process, and that funding should be pursued at this time. Skip Novakovich inquired at what would FHWA consider a demonstration of adequate evaluation, as they consider the Red Mountain project. He shared concern the (secured) funding may well be in jeopardy, if not built on its’ anticipated timeline. Brian White indicated FHWA might expect a completed study before they make any Red Mountain decision. Commissioner Peck added that an evaluation of hazardous materials and their transport should also be considered. Mr. Malley then indicated that BFCG staff should invited and present at future Red Mountain meetings, so that staff can hear directly from FHWA their concerns. He shared that new facilities, new

available properties for development, and anticipated growth might well warrant a meeting with FHWA to explain what is expected in our region. Bob Larson added that the Manhattan National Park will also be drawing significant tourism in the near future. Brian White indicated FHWA has expressed concern of urban sprawl. Brian Malley indicated the planned I/C is within Urbanized Area at this time. Should the region decide the desire for a funding ask for a study, this decision should be made in the Oct-Nov timeframe.

- E. Visit from the Washington State Transportation Commission (WSTC) – Tanna Dole shared that the WSTC will arrive September 20<sup>th</sup>, with a tour to be coordinated that afternoon. BFCG staff will develop the tour, in conjunction with local representatives and WSTC staff. September 21<sup>st</sup>, WSTC will hold a day-long meeting focused on transportation issues and concerns in the Tri-City area. BFCG staff have developed a preliminary agenda and have some ideas currently on paper. BFCG staff are urging some thought to both the tour and meeting, and urged comment and suggestions be provided BFCG by August 1<sup>st</sup>. Mr. Malley indicated there is the possibility not each agency will be provided a time to discuss their jurisdiction – so please anticipate the possibility we may ask an individual to speak on behalf of other “like” agencies (for example, one speaker representing all Ports). Mr. Malley reiterated that the BFCG 50<sup>th</sup> Anniversary event will be set for 5-7 pm on the 20<sup>th</sup>, and that WSTC Board and staff will be invited to that event.

14. Public and/or Board Comment –

15. Date and Place of Next Meeting

***The BFCG/EDD Board meeting for August is anticipated to be cancelled, due to lack of action items.***


EI Chapala, Kennewick

Date: September 16, 2016

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

16. Adjourn: 1:05 p.m.

Approved at the September 16, 2016 meeting:



Brad Peck, Acting Chair