

**BENTON-FRANKLIN COUNCIL OF GOVERNMENTS**

**MINUTES**

August 21, 2015 - 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	Lloyd Carnahan (Present)	
Benton County	Jim Beaver/Absent	
Benton PUD	Lori Kays-Sanders/Absent	
Connell	Bruce Blackwell (Present)	
Franklin County	Brad Peck/Excused	
Kahlotus	Patti Hamilton/Excused	
Kennewick	Bob Olson/Absent	
Mesa	David Ferguson/Absent	
Pasco	Al Yenney (Present)	
Port of Benton	Bob Larson/Absent	
Port of Kennewick	Skip Novakovich (Present)	
Port of Pasco	Ron Reimann/Absent	
Prosser	Randy Taylor/Excused	
Richland	Dave Rose (Present)	
West Richland	Tony Benegas (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 (Present)	
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 Waltman (Present)	

*A quorum was noted for both BFCG and EDD.*

Staff Present: Brian Malley, Andy Gomez, Katie Fast, and Stephanie Seamans

3. Introduction of Visitors – Brian White was introduced as interim WSDOT/SCR Regional Administrator and Stephanie Seamans as BFCG Community and Economic Development Manager. Also present were Trish Jessop, Becky Carr, and Teresa Schutt from That Place, LLC.
4. Public Comment
5. Reports and Comments

A. EXECUTIVE DIRECTOR'S REPORT –

*Agenda Revisions* – Agenda revised to add Item 13C – discussion of That Place, LLC RRLF loan application. Materials for items 6B4 and 13B were provided via email Wednesday, due to late advisory committee meetings. Action items carried forward from July meeting have had dates revised to reflect date of today's meeting.

*Notes & Comments* - Mr. Malley indicated that he and agency staff, along with TAC and PAC chairs and vice-chairs, met with Senator Murray's staff, Josephine Eckert, earlier in the week. The meeting provided an opportunity to advise Ms. Eckert of regional priorities and needs, while also discussing the status of pending federal legislation.

Mr. Malley shared that the '14 annual audit is progressing well and that lead auditor would be sending an invite to BFCG Board members for the exit conference in near future.

Mr. Malley indicated that Ms. Seamans will begin at the agency mid-September, and that meetings are being arranged, in advance of her arrival. Correspondence can be expected upon Small Cities meeting, Lenders Roundtable, and CEDS process.

B. COMMITTEE REPORTS (Not otherwise on Agenda)

C. STAFF REPORTS (Not otherwise on the Agenda)

6. Administration

A. INFORMATION ONLY (No action necessary)

1. BFCG Financials – July 31, 2015
2. BFCG/EDD Financials – July 31, 2015

B. CONSENT CALENDAR

1. Minutes of June 19, 2015 Board Meeting
2. Minutes of July 17, 2015 Board Meeting
3. Voucher Summary – July, 2015
4. Voucher Summary – August, 2015

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

MOTION CARRIED UNANIMOUSLY.

7. Washington Intergovernmental Review Process (IGR)/District Clearinghouse (None)
8. Information Presentation (None)
9. Recess BFCG: 12:08 P.M.
10. Convene Economic Development District (EDD): 12:08 P.M.
11. Reports and Comments:
  - A. BFEDD Loan Trial Balance Report – Katie Fast provided a recap of RRLF loan program activity for the past month, and indicated detailed information is available within the report. Staff have been very active in fielding inquiries, and indicated RRLF Loan Review Committee met on Wednesday and have two items for consideration today.
12. EDD Consent Calendar
  - A. Authorization for Secondary Signatory Authority on Accounts (Resolution 03-15)

ACTION: Skip Novakovich made, and Dave Rose seconded, a motion to approve BFCG Resolution 03-15, as presented.

MOTION CARRIED UNANIMOUSLY.

13. EDD Discussion Calendar
  - A. Community and Economic Development Department Manager/Stephanie Seamans – Mr. Malley shared that Ms. Stephanie Seamans has been offered and accepted the position of Community and Economic Development Manager. He indicated she has great experience with loan programs similar to those of BFCG and added that her experience with CEDS process makes her a great fit to the position. He provided Ms. Seamans an opportunity to tell the Board about herself and recent experience working with Confederated Tribes of the Umatilla Indian Reservation (CTUIR). Ms. Seamans indicated she was raised in the Tri-City area and has many contacts, both professional and personal, in the area. She shared that she looks forward to working the member contacts and is happy to be relocating to the Tri-City area. Mr. Malley added that he believes she'll be a great addition to BFCG staff and an excellent resource for BFCG's member agencies.
  - B. RRLF Loan Application (ISO-Pacific Nuclear Assay Systems, Inc.) – Katie Fast provided a summary of loan application for \$200k, prior history with ISO-Pacific, and RRLF Loan Advisory Committee recommendation of approval.

ACTION: Dave Rose made, and Carl Adrian seconded, a motion to approve RRLF loan to Iso-Pacific Nuclear Assay Systems, Inc., as presented.

MOTION CARRIED UNANIMOUSLY.
  - C. RRLF Loan Application (That Place, LLC.) – Katie Fast shared RRLF Loan Advisory Committee elements of concern, and indicated a committee recommendation to *NOT* approve the loan request. Staff and members of the Loan Review Committee (LRC) indicated there were concerns with security, repayment, impaired equity, losses, and debt service coverage. Representatives from That Place were asked to provide input, indicating that several steps have recently been taken to improve profitability. These steps include purchasing is now being completed three times per week resulting in little to no waste, reduced labor force from 29 to 15

employees, and coordination with Kent Toyota to improve operating efficiencies. Board members desired that the LRC learn more about the anticipated use of funds, providing an exit strategy, and consultation with Kent Toyota.

ACTION: Dave Rose made, and Carol Woo seconded, a motion to send application back to RRLF Loan Advisory Committee for review, proposing a tiered distribution, with regular review of progress toward profitability as criteria for future disbursement.

MOTION CARRIED UNANIMOUSLY.

14. Adjourn Economic Development District: 12:45 P.M.

15. Reconvene BFCG: 12:45 P.M

16. BFCG Consent Calendar

- A. TIP Amendment – BFCG Amd. 15-Jul
- B. TIP Amendment – BFCG Amd. 15-Aug
- C. BFCG Procurement Policy

ACTION: Skip Novakovich made, and Al Yenney seconded, a motion to approve Consent Calendar, as presented.

MOTION CARRIED UNANIMOUSLY.

17. BFCG Discussion Calendar (None)

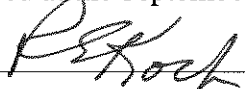
18. Public and/or Board Comment (None)

19. Date and Place of Next Meeting

EI Chapala, Kennewick  
Friday, September 18 2015  
Lunch at 11:30 a.m., Meeting starts promptly at 12:00 Noon

20. Adjourn: 12:48 P.M.

Approved at the September 18, 2015 meeting:

  
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Bob Koch, President