



# BENTON-FRANKLIN COUNCIL OF GOVERNMENTS

## MINUTES

September 18, 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/Excused	
Benton PUD	Lori Kays-Sanders/Absent	
Connell	Bruce Blackwell (Present)	
Franklin County	Brad Peck (Present)	
Kahlotus	Patti Hamilton/Excused	
Kennewick	Bob Olson/Absent	
Mesa	David Ferguson/Absent	
Pasco	Al Yenney/Absent	
Port of Benton	Bob Larson (Present)	
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/Excused	Troy Suing (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/Excused	
WorkSource Tri-Cities	Jack Fitzgerald (Present)	
Baker Giles	Carol Woo (Present)	
A.S. Klein Engineering	Andrew Klein/Excused	
Elite Construction & Dev.	Trini Garibay/Absent	
U.S. Bank	Thomas Fisher (Present)	
Baker Boyer Bank	Amanda Waltman/Excused	

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

Staff Present: Brian Malley, Andy Gomez, Katie Fast,

3. Introduction of Visitors (None)

4. Public Comment – Brad Peck mentioned that today was 68<sup>th</sup> Anniversary of U.S. Air Force. Lloyd Carnahan shared that Benton City days are this weekend, and urged those able to attend.

5. Reports and Comments

- A. EXECUTIVE DIRECTOR'S REPORT –

*Agenda Revisions* – Agenda revised to add Items 13 A through C – which are recommendations out of RRLF Loan Review Committee that met Wednesday the 16<sup>th</sup>. Item 6B2 has been updated to reflect late arriving invoices and 6A (financials) were provided via email on 16<sup>th</sup>.

*Notes & Comments* - Mr. Malley indicated that RRLF program has disbursed \$235,000 thus far since May and three potential loans being considered today. He commended Katie Fast for her efforts in reaching disbursement targets established in conjunction with EDA representatives earlier in the year.

He added that he and Fatima Traore had attended a full-day USDA training for statewide IRP programs yesterday. USDA will be onsite Monday and Tuesday of next week, for annual review.

Mr. Malley shared that the '14 annual audit is complete and all should have received an email from SAO staff with powerpoint summary and audit report. He urged Board members to review the materials. He indicated there is an SAO finding based on preparation of the financial statements and shared that an action plan had been provided SAO, with intent of CPA completing the year-end statements. Skip Novakovich indicated he'd read through materials and felt responses to SAO were handled well. He explained that Gwen Luper (prior Executive Director) had been retained to assist with year-end financial closing entries. Brad Peck inquired that if funding was available, yet not spent, what funds were used for payment to prior Executive Director, for assistance in statement preparation. Mr. Malley explained that Mrs. Luper had assisted with Year-end entries but was not instrumental in the preparation of the financial statements – thus only a portion of the available funding was utilized. Mr. Peck indicated that sometimes organizations will take a function with a problem and contract it out, where current FTEs may already be based on doing that function – and there is no offset....indicating that to be something to keep an eye on.

Mr. Malley indicated that he and Andy Gomez will attend Innovation and Partnerships in Transportation Planning, at the urging of WSDOT Secretary of Transportation.

Mr. Malley shared that budget preparations have begun and will continue over the next few weeks. He indicated Budget committee will meet in near future.

- B. COMMITTEE REPORTS (Not otherwise on Agenda)

- C. STAFF REPORTS (Not otherwise on the Agenda)

1. 2015 Bicycle-Pedestrian Plan – Andy Gomez provided an update of ongoing efforts with the Bike/Ped plan, indicating public meetings had been held and were well attended with much input upon specific issues the public feels need addressed. Committee meetings have taken place throughout the year, and many comments were received regarding new content for the plan. Len Pavelka is guiding the preparation of this plan, and members are urged to contact Len with any questions or comments.

6. Administration

- A. INFORMATION ONLY (No action necessary)

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

- B. CONSENT CALENDAR

1. MINUTES OF AUGUST 21, 2015 BFCG BOARD MEETING
    2. VOUCHER SUMMARY – SEPTEMBER, 2015

ACTION: Skip Novakovich, and Bob Larson 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: 12:15 P.M.

10. Convene Economic Development District (EDD): 12:15 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 the IsoPacific loan approved last month is waiting upon disbursement. She shared status of other active loans, with JigSaw kids as being delinquent at this time. Staff have been very active in fielding inquiries, and indicated RRLF Loan Review Committee met on Wednesday and have three items for consideration today. She shared that Progressive Machine was recently restructured and is performing well.

Mr. Malley shared with the Board that Community Action Connections has indicated they no longer wish to fund childcare loans, so the CREDiT program will no longer be servicing childcare applicants as a unique program.

12. EDD Consent Calendar

13. EDD Discussion Calendar

A. RRLF Loan Application (Copper Top Taphouse & Growler Fills) – Katie Fast briefed the Board upon application, applicant background, and RRLF Loan Review Committee (LRC) recommendation of approval.

ACTION: Carl Adrian made, and Skip Novakovich seconded, a motion to approve RRLF loan to Copper Top Taphouse & Growler Fills, as presented.

MOTION CARRIED UNANIMOUSLY.

B. RRLF Loan Application (That Place, LLC) – Katie Fast indicated that staff had met with applicants and manager, to discuss Board concerns from prior Board meeting. She shared that applicant has returned to job at Battelle – providing an additional source for repayment. She indicated the LRC would approve \$125,000 loan, with first disbursement to be \$75,000 with further disbursements to be made after LRC review of financials. BFCG staff will monitor progress monthly. She also indicated that staff has been cut to ten employees. Brad Peck inquired if LRC would be responsible for granting further disbursements, or whether it would come before BFCG EDD Board. Mrs. Fast indicated her understanding was LRC would review progress and approve further disbursements.

ACTION: Skip Novakovich made, and Bruce Blackwell seconded, a motion to approve RRLF loan to That Place, LLC., as presented.

MOTION CARRIED UNANIMOUSLY.

C. RRLF Loan Application (Jason Lundvall Insurance) – Katie Fast shared that this application was tabled by LRC in prior month, to determine if security interest could be made upon accounts receivable for insurance agency. LRC member researched the topic, and it was determined that this security interest is allowed, and documents are being prepared. She shared that the applicant first approached RRLF last spring, and he currently has \$25,000 of his own funds in the business along with a State Farm loan of \$25,000. Thomas Fisher inquired about anticipated use of funds, and how operations have been since

opening. There was a lengthy discussion regarding need for funds and whether applicant requires the full amount as working capital at this time. Specific expenses were reviewed, and discussion continued regarding the scale of loan and whether the loan would result in applicant's equity taken out of business.

ACTION: Skip Novakovich made, and Brad Peck seconded, a motion to approve loan in the amount of \$15,000 – if agreeable to the applicant – with terms otherwise as presented.

MOTION CARRIED UNANIMOUSLY.

14. Adjourn Economic Development District: 12:50 P.M.

15. Reconvene BFCG: 12:50 P.M

16. BFCG Consent Calendar

- A. Coordinated Regional Traffic Counts
- B. TIP Amendment – BFCG Amd. 15-Sept

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

MOTION CARRIED UNANIMOUSLY.

17. BFCG Discussion Calendar

- A. DRAFT 2016-2012 MPO/RTPO TIP – Andy Gomez informed the Board that the DRAFT TIP is available upon the agency website for review, with adoption anticipated in October. He urged review and comments be provided Tanna Dole. He shared that public meetings have been held.
- B. Metropolitan/Regional Transportation Plan – Mr. Gomez advised the Board that the MTP/RTP update is underway and in early stages. Mr. Gomez provided some background about the requirements and process anticipated for the development of the plan. The plan is required to be adopted by May of 2017, and further correspondence will be provided on the topic.
- C. STP Status – Andy Gomez indicated that the obligation of funds that had lagged in prior years, has been remedied through regional efforts to obligate funds. Currently, the region has now “over-obligated” against available funds. WSDOT has indicated that funds are likely to be limited in 2016 for obligation. He expects WSDOT to provide firm figures in October.
- D. TDM Committee – Mr. Gomez expressed that the TDM committee has met historically about once per year. He advised members that this committee is expected to meet later in the year.
- E. Intelligent Transportation System (ITS) Plan – Andy Gomez indicated that the region has never produced an ITS Plan, though it is a requirement of TMAs. Our region has relied upon WSDOT State Plan. A program is now available to assist in preparing an ITS Plan. Jurisdictions are being asked to identify those who will participate within the ITS Plan development. He shared that grant program funds may be available to member agencies, once a plan is in place. A workshop is anticipated for December.

18. Public and/or Board Comment (None)

19. Date and Place of Next Meeting

El Chapala, Kennewick  
Friday, November 20, 2015  
Lunch at 11:30 a.m., Meeting starts promptly at 12:00 Noon

20. Adjourn: 1:08 P.M.

Approved at the October 16, 2015 meeting:



Bob Olson, Past-President