

**BENTON-FRANKLIN COUNCIL OF GOVERNMENTS**

**MINUTES**

October 16, 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 Past-President, Bob Olson.
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/Excused	
Benton City	Lloyd Carnahan (Present)	
Benton County	Jim Beaver (Present)	
Benton PUD	Lori Kays-Sanders/Absent	
Connell	Bruce Blackwell (Present)	
Franklin County	Brad Peck/Excused	
Kahlotus	Patti Hamilton/Excused	
Kennewick	Bob Olson (Present)	
Mesa	David Ferguson/Absent	
Pasco	Al Yenny (Present)	
Port of Benton	Bob Larson/Excused	
Port of Kennewick	Skip Novakovich/Excused	Don Barnes (Present)
Port of Pasco	Ron Reimann/Excused	
Prosser	Randy Taylor/Excused	
Richland	Dave Rose/Excused	Phil Lemley (Present)
West Richland	Tony Benegas (Present)	
WSDOT	Brian White/Excused	

**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/Excused	Bryson Bailey (Present)
Prosser EDA	Deb Heinz/Excused	
WorkSource Tri-Cities	Jack Fitzgerald/Absent	
Baker Giles	Carol Woo/Excused	
A.S. Klein Engineering	Andrew Klein/Excused	
Elite Construction & Dev.	Trini Garibay/Excused	
U.S. Bank	Thomas Fisher/Excused	
Baker Boyer Bank	Amanda Waltman (Present)	

*A quorum was noted for BFCG. Lacking one member for EDD quorum, though no action items for EDD upon agenda.*

Staff Present: Brian Malley, Andy Gomez, Stephanie Seamans, Geoff Wagner.

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

A. EXECUTIVE DIRECTOR'S REPORT –

*Agenda Revisions* – Agenda Item 6A2 and 11A provided via email this week and hard copies available today – Item 6B2 has been updated to reflect late arriving invoices, with voucher summary total now \$22,975.53.

*Notes & Comments* - Mr. Malley indicated he'd like to hear from membership regarding potential Board meeting presentations for 2016. He added that staff have focused some effort on agency archival materials and that work will continue into the spring. Mr. Malley mentioned he'd consulted with Executive Committee and later met with landlord (CBRC) and indicated a willingness to extend the lease likely for an additional two years. He added that Budget work has begun and Committee is scheduled to meet soon. He mentioned that 2016 will be the 50<sup>th</sup> anniversary of the agency and some recognition effort will be made to celebrate those 50 years.

B. COMMITTEE REPORTS (Not otherwise on Agenda)

C. STAFF REPORTS (Not otherwise on the Agenda)

1. Congestion Management Process Update – Geoff Wagner provided an update of Congestion Management Process efforts. Currently, travel time data is being collected and an evaluation will be made against prior data. It was explained that WSDOT is responsible for State Routes, but that SR 240 was added to this effort due to WSDOT lacking data upon the SR 240 Bypass. Andy Gomez added that some of the state routes are lacking data, and that staff is working with WSDOT to ensure data is available upon all necessary routes. He further explained that traffic counts are conducted in the spring, with travel time data collected in the fall. It was explained that CMP committee will need to discuss state routes, the availability of data from WSDOT, and what CMP efforts will include going forward. There was some discussion about SR 395 and possibly adding that for data collection – Mr. Gomez indicated that the CMP committee would discuss at upcoming meetings.
2. Travel Demand Model Update – Andy Gomez provided a quick overview of model elements and purpose. He explained that local jurisdictions are relied upon for both Planning department forecasts of population and employment, and Public Works project anticipated to be completed during the evaluation period. He shared that this model will forecasts conditions out to 2040, when complete. He indicated that base-year (2015) data is currently being worked upon and that local staff will be contacted to develop forecasts. This model will also include a required element to reflect public transportation usage. The Traffic Analysis Zone (TAZ) structure has been greatly refined and should result in a much better tool for evaluation varying land uses. At this time, the model has been provided consultant firm so they can work upon detailed refinement of model network.
3. Hanford Advisory Board (HAB) Update – Mr. Malley shared that HAB information was within packet and that Dawn Wellman is expected to present information at December Board or January Board meeting. He indicated if any members have HAB related questions, to please contact him.

6. Administration

A. INFORMATION ONLY (No action necessary)

1. BFCG Financials – September 30, 2015
2. BFCG/EDD Financials – September 30, 2015

B. CONSENT CALENDAR

1. MINUTES OF SEPTEMBER 18, 2015 BFCG BOARD MEETING
2. VOUCHER SUMMARY – OCTOBER, 2015

ACTION: Jim Beaver, and Bruce Blackwell 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: 12:26 P.M.
10. Convene Economic Development District (EDD): 12:26 P.M.
11. Reports and Comments:
  - A. BFEDD Loan Trial Balance Report – Stephanie Seamans shared that she’s attended varying chamber meetings and events, bringing regional players aware of BFCG funding tools. She indicated that meetings with local jurisdictions have been productive, as have TRIDEC, HAEIF, and SBDC events. She shared that loan program activities have been picking up. She added that HAEIF is expected to begin their municipal grant program early in 2016.
  - B. Comprehensive Economic Development Strategy/Preliminary Schedule – Ms. Seamans indicated that CEDS committee had recently met, but asked members to contact her for other potential committee members in the region. She expressed that a schedule is being provided with general deadlines identified and potential meeting dates. The process will required a SWOT analysis, project applications and evaluation – some of which are new, and some that carry forward from prior CEDS efforts.
12. EDD Consent Calendar (NONE)
13. EDD Discussion Calendar (NONE)
14. Adjourn Economic Development District: 12:30 P.M.
15. Reconvene BFCG: 12:30 P.M
16. BFCG Consent Calendar
  - A. 2016-2021 Metropolitan/Regional TIP  
Resolution 04-15: Adoption of the 2016-2021 BFCG TIP

ACTION: Phil Lemley made, and Jim Beaver seconded, a motion to approve Resolution 04-15, as presented.

MOTION CARRIED UNANIMOUSLY.

17. BFCG Discussion Calendar
  - A. DRAFT Regional Boundaries Report – Andy Gomez informed the Board that the DRAFT Regional Boundaries Report is not a requirement, but is provided for clarity of how varying boundaries are determined and their implications upon planning efforts and funding. He explained that most geographies begin with Census results, such as the Urbanized Area and Metropolitan Planning Areas, but that some are state defined (RTPO). He shared that this report is a summary of terminology and boundaries, to provide clarity to those in the region – these boundaries are all already approved and require no action. Mr. Malley emphasized that the agency does have some control – and works with local agencies – in determining urban/rural determinations.
  - B. 2015 BFCG Transportation Committees Operating Procedures – Mr. Gomez advised the Board that the committee procedures had not been revised since 1977 and that this review of procedures in being done in advance of upcoming Bylaws revisions expected. This document is focused upon TAC and PAC, with clarity provided on how those committees will operate.

18. Public and/or Board Comment

Kim Shugart shared that Visit Tri-Cities will meet Nov 12<sup>th</sup>, which coincides with Tri-City Chamber and National Monument Dedications events that same day. She is hopeful that time changes will make attendance possible.

Lloyd Carnahan indicated that Benton City Red Mountain roundabout will go to bid December 5<sup>th</sup> with construction anticipated to begin this winter.

19. Date and Place of Next Meeting

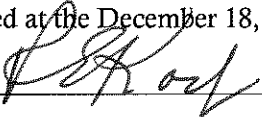
El Chapala, Kennewick

Date: TBD

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

20. Adjourn: 12:48 P.M.

Approved at the December 18, 2015 meeting:

  
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Bob Koch, President