



BENTON-FRANKLIN COUNCIL OF GOVERNMENTS

MINUTES

December 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 (Present) | |
| Benton PUD | Lori Kays-Sanders/Absent | |
| Connell | Bruce Blackwell (Present) | |
| Franklin County | Brad Peck (Present) | |
| Kahlotus | Patti Hamilton/Excused | |
| Kennewick | Bob Olson (Present) | |
| Mesa | David Ferguson/Absent | |
| Pasco | Al Yenney/Excused | Rebecca Francik (Present) |
| Port of Benton | Bob Larson (Present) | |
| Port of Kennewick | Skip Novakovich (Present) | |
| Port of Pasco | Ron Reimann/Absent | |
| Prosser | Randy Taylor (Present) | Paul Warden (Present) |
| Richland | Dave Rose (Present) | |
| West Richland | Brent Gerry (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/Absent | |
| WorkSource Tri-Cities | Jack Fitzgerald/Excused | |
| 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/Excused | |

A quorum was noted for BFCG and EDD.

Staff Present: Brian Malley, Andy Gomez, Stephanie Seamans, and Fatima Traore.

3. Introduction of Visitors – Dave Anderson/Dept. of Commerce, Melissa Carpenter/Gov. Inslee’s Office, Wes Romine/City of Kennewick Planning, Rick Simon/City of Richland Planning, Rick White/City of Pasco Planning, Tony Kalmbach & Gloria Boyce/Ben Franklin Transit.
4. Public Comment (None)
5. Reports and Comments

A. EXECUTIVE DIRECTOR'S REPORT –

Agenda Revisions – Agenda Item 6A2 (revised) and 6B2 (added) provided via email Wednesday evening.

Notes & Comments - Mr. Malley indicated agency staff have been meeting with area jurisdictions since the October meeting – having met with Richland, Kennewick, Prosser EDA, Benton City, WSU-TC, PNNL, and Port of Benton – in efforts to stay aware of ongoing efforts and upcoming projects. Other focus areas have been preparation of agency budget, gaining familiarity with federal Transportation Act (FAST), as well as RTPO funding discussions at statewide level. He added that there has been much discussion regarding area PFDs as well.

Mr. Malley added that he’d sent a number of items to Board members and urged their review of Gas Tax Revenues, and State Committee recruitment items. He shared that Board presentations for ’16 are expected to include Transportation Commission and Hanford Advisory Board. He asked members to contact him regarding other topics.

B. COMMITTEE REPORTS

2016 BFCG Recommended Administrative Budget - Mr. Malley indicated that he’d prepared a preliminary 2016 Administrative Budget and met with BFCG Budget Committee members on November 5th. He added detail as to major reserve account activity in 2015, indicating a building reserve had been established of \$30k, an increase in Working Capital Reserve of \$10k, with no utilization of reserves and an expected surplus of approximately \$30k for CY 2015. He explained that he and agency staff have been busy with work products and efforts throughout the year, utilizing little travel funds budgeted and being conservative with spending. He indicated he’d provide more information and be happy to answer questions about proposed budget, when discussed under Agenda Item 17A.

C. STAFF REPORTS (Not otherwise on the Agenda)

1. Federal Transportation Bill Update – Andy Gomez shared that a federal transportation bill had been past (FAST), and provided some detail as to new categories for funding opportunities and also new requirements for planning efforts. He shared that the packet contains summaries from NARC and AMPO – and that more information and detail would be provided as it becomes available.
2. 2016 Road-Rail Conflict Study – Andy Gomez explained that WSDOT has provided a request and template for RTPOs to complete in coordination with area jurisdictions. This effort is aimed at identifying statewide needs and inventory of road/rail conflicts. He added that staff will work with TAC/PAC members in confirming information and collecting information for additions to the listing requested.
3. Ben Franklin Transit Comprehensive Service Plan Study - Tony Kalmbach/BFT shared that Ben Franklin Transit has begun a service study, aimed at identifying service needs and gaps to existing service. They have contracted with a consultant who will be evaluating the BFT service and making recommendations, based on a variety of evaluation measures. Public input will be collected at variety of events aimed at reaching the entire ridership area.
4. Transportation Demand Management Update – Andy Gomez explained that the packet contains a recent folio provided by Commute Trip Reduction Board. The folio contains an overview of what CTR Board intends to approach Legislature in 2016 for modifications to existing CTR legislation. He explained that TDM committee is expected to meet at conclusion of legislative session to hear about outcome. Mr. Malley added that staff will continue to monitor CTR Board discussions and

report, as necessary. He added that Tri-City area has been exempted (most recently) due to lack of funding available to support new programs. He explained that CTR Board have indicated they'd like Tri-City area "to be part of CTR story", though understands there is varying level of support in our membership. He explained that, if CTR suggestions are adopted, the Tri-City area could soon be required to implement some CTR program. He added that there is language in the FAST act allowing for similar programs, and also explained that current CTR program allows for targeted programs at either corridors or employment areas – where the local agencies can determine their programs' focus. He urged membership to make contact with legislators regarding their thoughts on CTR Board proposals to go before legislature.

6. Administration

A. INFORMATION ONLY (No action necessary)

1. BFCG Financials – October 31, 2105 & November 30, 2015
2. BFCG/EDD Financials – October 31, 2015 & November 30, 2015

B. CONSENT CALENDAR

1. MINUTES OF OCTOBER 16, 2015 BFCG BOARD MEETING
2. VOUCHER SUMMARY – DECEMBER, 2015

ACTION: Dave Rose, 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

Growth Management Act/25th Anniversary Award Presentation (Sacagawea Heritage Trail) - Dave Anderson/Dept. of Commerce provided an explanation of 25th Anniversary of WA state Growth Management Act, and indicated that statewide planners had voted upon varying planning efforts to determine those that deserved special recognition. He added that the Sacagawea Heritage Trail efforts had been selected by statewide peers as an example of excellent regional collaboration and planning. He indicated that Benton and Franklin County staff had received awards at statewide county event, then presenting awards to city planning staff from the cities of Kennewick, Pasco, and Richland.

Melissa Carpenter/Governor Inslee's Office was also in attendance and praised those present for their contributions to the planning effort.

Kim Shugart/Visit-TC indicated that the Rivershore Enhancement Council is happy to see the agencies recognized and that future efforts will include signage and wayfinding to expand the usefulness of the system, and provide a better experience for visitors to the area.

BFCG Board Member Recognition - Brian Malley indicated that in recent elections, BFCG Board members had not been victorious in their election campaigns, or elected to not to run – resulting in the loss of four current BFCG Board members. He explained that Tony Benegas/West Richland had lost his election and that Paul Warden elected not to run for another term. He shared that two BFCG Board Members had served in such a valuable capacity for many years, that he'd had plaques prepared and desired to recognize both Bob Olson and Lloyd Carnahan for their contributions at this time. Mr. Malley read the following: "In recognition of your contributions on behalf of the people of Benton and Franklin Counties, the Benton-Franklin Council of Governments Board presents this award to - Bob Olson, City of Kennewick BFCG Delegate - Recognizing twenty-four years of dedicated service upon Benton-Franklin COG PAC committee, including sixteen years upon Executive and Budget Committees, and four years as BFCG President. Thank you for your strong leadership and demonstrated commitment to regional collaboration" followed by, "In recognition of your contributions on behalf of the people of Benton and Franklin Counties, the Benton-Franklin Council of Governments Board presents this award to - Lloyd Carnahan, Benton City BFCG Delegate - Recognizing thirty-two years of dedicated service upon Benton-Franklin COG PAC committee, including seven years upon Executive and Budget Committees, and dedicated service upon Small Cities and

CEDS committees. Thank you for your strong leadership and demonstrated commitment to regional collaboration”

Mr. Malley thanked the two for their involvement in multiple capacities upon agency committees and/or boards. He added that an involved membership is key for advancement of issues and policy. He stated that these two Board Members have been very giving of their time and thanked them for their efforts. BFCG Board President, Bob Koch, added that he’s had the pleasure of serving upon a variety of committees with both and thanked them for their service for such an extended period of time. Dave Rose echoed the same sentiments and added their contributions would be missed.

9. Recess BFCG: 12:59 P.M.
10. Convene Economic Development District (EDD): 12:50 P.M.
11. Reports and Comments:
 - A. BFEDD Loan Activity & Trial Balance Report – Stephanie Seamans provided a summary of recent activity. She added that JigSaw collection efforts have not resulted in any response. She added that certified letter indicating foreclosure would soon occur, had been received and signed for. There was some discussion about path forward, with explanation of staff discussions to go forward with foreclosure vs. Franklin County going forward first. Further consultation will occur between county and BFCG staff – who will report back to LRC.
 - B. EDD & CEDS Update – Ms. Seamans indicated that CEDS committee had met, and also that she’d consulted with David Porter about CEDS timeline and some specific projects. She indicated an initial SWOT analysis had been prepared and distributed for comment. She also added that some agencies have indicated they will not have EDA applications for this cycle. Additional information will be provided, as it becomes available.
12. EDD Consent Calendar (NONE)
13. EDD Discussion Calendar (NONE)
14. Adjourn Economic Development District: 1:00 P.M.
15. Reconvene BFCG: 1:00 P.M
16. BFCG Consent Calendar
 - A. 2016-2018 STP/TAP Project Prioritization for STIP

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

MOTION CARRIED UNANIMOUSLY.

17. BFCG Discussion Calendar
 - A. 2016 BFCG Administrative Budget – Brian Malley explained that Budget Committee had met twice to discuss budget proposed before Board. He shared that ’15 expenses had been tracked and that ’16 proposed figures were in line with ’15 expenses. He explained that adopted ’15 budget had anticipated the use of \$40k in reserves, but that careful attention to expenditures would result in no use of reserves. He shared that he would not expect any surplus from what is proposed for CY 2016. No COLA is proposed for CY 2016. There are a number of costly efforts expected in ’16, but great attention has been given to limit expenditures and further cuts could be supported. He indicated the proposed budget would require utilization of \$45k in reserves and that overall assessments would increase 5.4% over adopted ’15 levels. He further explained that assessments had been largely flat for nearly twenty years – and that this level of assessment, as indicated in ’14, was not sustainable. He indicated that the Budget Committee recommended approval of proposed budget and asked if any members had questions. No

questions were asked. Mr. Malley indicated this item would require adoption by resolution, which had been provided in packet.

ACTION: Dave Rose made, and Bob Larson seconded, a motion to approve Resolution 05-15, as presented.

MOTION CARRIED UNANIMOUSLY.

- B. 2016 BFCG/EDD Board and Advisory Committee Schedules – Mr. Malley indicated that meeting dates had been provided within packet for CY 2016. He added that these dates will be available upon agency website and that members could contact office, if they desire the calendars be provided via email.
- C. STP Next Steps – Andy Gomez explained that “Operating Review Committee” would likely be discussed at future TAC/PAC meetings aimed at discussion regarding the programming and prioritization efforts required of MPOs, to coincide with available funding levels. He added that there likely will need to be some different makeup required, as the funding “pools” have changed since the committee was last acting. More information will be provided at future meetings.
- D. Corridor Sketch Initiative – Troy Suing/WSDOT explained that WSDOT will be beginning evaluation of individual corridors in a two-phased approach beginning soon. Corridor Sketches will feed into the Highway System Plan going forward and be the basis of anticipated improvements and/or approaches to deal with issues unique to each corridor. More information will become available as WSDOT begins the efforts in our region.

18. Public and/or Board Comment

Dave Rose questioned if any members had had perfect attendance in 2015....to which Brian Malley thanked Dave for the question, and answered that three Board Members had either attended every meeting, or had their alternates in attendance. He identified Port of Kennewick (Skip Novakovich), Benton City (Lloyd Carnahan), and TRIDEC (Carl Adrian) whose agencies attended each 2015 meeting. Mr. Malley explained that, in the interest of keeping all members happy, he'd decided to provide a gift of a gourmet bag of popcorn to each member present, rather than solely those who'd achieved perfect attendance. He urged members to select a flavor of their choosing as they depart today's meeting, thanked them for their attendance, and wished them a happy holiday season.

19. Date and Place of Next Meeting

El Chapala, Kennewick
Date: January 15, 2016
Lunch at 11:30 a.m., Meeting starts promptly at 12:00 Noon

20. Adjourn: 1:25 P.M.

Approved at the January 15, 2016 meeting:



Bob Koch, President