



BENTON-FRANKLIN COUNCIL OF GOVERNMENTS

MINUTES

July 21, 2017 – 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 – completed by Executive Director, Brian Malley.

BFCG Regular Board Members

<i>Jurisdiction</i>	<i>Delegate</i>	<i>Alternate</i>
Ben Franklin Transit	Bob Koch (Present)	Shon Small/Jim Beaver
Benton City	Linda Lehman (Present)	NONE
Benton County	Jim Beaver/Excused	Shon Small
Benton PUD	Lori Sanders (Present)	Barry Bush
Connell	Bruce Blackwell (Present)	NONE
Franklin County	Brad Peck/Excused	Rick Miller/Bob Koch
Kahlotus	Dave Wooten/Absent	John Rogers
Kennewick	Matt Boehnke (Present)	Steve Young
Mesa	David Ferguson/Absent	NONE
Pasco	Matt Watkins (Present)	Rebecca Francik
Port of Benton	Bob Larson/Excused	Roy Keck
Port of Kennewick	Skip Novakovich (Present)	Don Barnes
Port of Pasco	Ron Reimann/Absent	Jean Ryckman/Jim Klindworth
Prosser	Randy Taylor/Excused	Steve Becken
Richland	Dave Rose (Present)	Brad Anderson/Phil Lemley
West Richland	Brent Gerry (Present)	Gail Brown/Richard Bloom
WSDOT	Todd Trepanier/Excused	Randy Giles

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	David Chavey-Reynaud/Excused
Prosser EDA	Deb Heinz/Excused	NONE
WorkSource Tri-Cities	Jack Fitzgerald/Excused	Tiffany Scott/Excused
Baker Giles	Carol Woo (Present)	NONE
A.S. Klein Engineering	Andrew Klein (Present)	NONE
Elite Construction & Dev.	Trini Garibay/Absent	NONE
U.S. Bank	Thomas Fisher/Excused	NONE
Baker Boyer Bank	Amanda Jones (Present)	NONE

A quorum was noted present 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 that Voucher Summary was revised late, to reflect late-arriving invoices. WSDOT TIP Amendment, Item 13E has been added with copies available.

Notes & Comments – Mr. Malley mentioned that the State Auditor is nearing completion and that it is going well. He expects their effort to be complete by end of August. Mr. Malley indicated he'd spent last Monday & Tuesday at PNW Executive Director's retreat in Eugene. He mentioned the retreat as valuable time to learn what is going on in other PNW COGs and in learning of the varying approaches to issues in the respective areas. He mentioned the member services are significantly different in Oregon, as compared to their counterparts in Washington.

Mr. Malley added that a "Inland Seaport Concept" meeting is set for Monday, July 24th, and that most interested stakeholders appear invited to that meeting.

Mr. Malley mentioned that WSDOT is hosting a CTR workshop August 1st, and encouraged those able to attend. He provided some brief history for the region, with respect to CTR inclusion, and recent exemptions. He explained the workshops are aimed at gaining program ideas, interest, and suggestions going forward. He urged those interested to contact staff, to hope to coordinate rides to Union Gap.

Mr. Malley added that Secretary Roger Millar is expected to visit August 15th, and that staff will coordinate with membership on that topic.

B. COMMITTEE REPORTS (NONE)

C. STAFF REPORTS (Not otherwise on the Agenda)

1. 2018 TIP Expanded Development Schedule – Tanna Dole shared that the item details the specific dates of importance in TIP development. Please contact Geoff Wagner with any questions.
2. Road Rail Conflict Final Report – Tanna Dole explained that this report was generated from prior member input, and that it leads to a prioritized listing of road/rail conflicts. She explained that a prioritization effort has been completed, that likely will lead to funding of those toward the top of listing. Staff urged review of the report with regard to ranking of member respective jurisdiction projects. Tanna urged members to contact staff with any questions.
3. Washington State Marine Cargo Forecast Report – Tanna Dole indicated that the report provided was recently made available at the link provided, and urged member review. This report was funded through the Marine Ports association and FMSIB, and discusses a variety of modes, and provides forecasts for movements that may be of interest to members.

6. Administration

A. INFORMATION ONLY (No action necessary)

1. BFCG Financials – June 30, 2017
2. BFCG/EDD Financials – June 30, 2017

B. CONSENT CALENDAR

1. MINUTES OF JUNE 16, 2017 BFCG BOARD MEETING
2. VOUCHER SUMMARY – JULY, 2017

ACTION: Matt Watkins made, and Matt Boehnke seconded, a motion to approve the Consent Calendar, as presented.

MOTION CARRIED UNANIMOUSLY.

7. Recess BFCG: 12:20 P.M.

8. Convene Economic Development District (EDD): 12:20 P.M.

9. EDD Discussion Calendar

- A. BFEDD Loan Activity & Trial Balance Report – Stephanie Seamans detailed the condition of current loan portfolio, indicating all loans are current at this time. Staff will provide updates, as needed.
- B. BFEDDD Activity Report – Stephanie Seamans indicated that the Sunshine Portable loan has closed. Multiple packages are currently being reviewed by staff.

She explained that an application was received from a Kennewick business, who had a change of space use which negated the need for application. There is a possibility they will be back later with a separate application.

Ms. Seamans indicated that David Porter from EDA had visited and met with a variety of local contacts, organized by BFCG staff. Stephanie will continue to work with members upon their applications being considered for EDA funding.

Somos Pasco visioning exercise is anticipated to hold a “Pivot Event” in the future. Information about those efforts will be distributed, as information comes available.

Stephanie reported that a CEDS Committee meeting is scheduled for Aug 14th with a tour of the Wine Effluent Treatment facility. She urged anyone with interest to contact Stephanie.

- C. EDA Sequestration/Status Report – Brian Malley explained that recently BFCG had been contacted regarding utilization of EDA funds and again facing sequestration of EDA funds. A letter was written requesting extension, as several inquiries are “within pipeline” and BFCG has the intent of reading utilization rates by end of next reporting period. Staff indicated a focus upon “pipeline” going forward to achieve the rate of use desired by EDA.
- D. RRLF Loan Request/Bod Pod Provision Nutrition, LLC – Stephanie Seamans indicated that the Loan Review Committee (LRC) had met earlier in the week and put the application before BFEDD Board with recommendation for approval. She explained that the request is for equipment to be used to an employee of CBRC in a space dedicated by CBRC for use within their facility. She explained that LRC had provided specific items to be addressed, to be

considered for financing of the equipment. The applicants were able to provide the elements suggested by LRC – one of which is a written agreement for space by CBRC, reduced request to \$50k, and a revised cash-flow. She added that the LRC has had their concerns met and that the request is recommended for approval. Amanda Jones explained that the LRC had guided the applicant to more favorable situation, with security in their arrangement with CBRC, a lower request, and also a non-compete clause.

ACTION: Amanda Jones motioned, with Kim Shugart seconding, a motion to approve the loan request, as presented.

MOTION CARRIED UNANIMOUSLY.

10. EDD Board – Comments/New Business (None)

11. Adjourn Economic Development District: 12:44 P.M.

12. Reconvene BFCG

13. BFCG Discussion Calendar

- A. WSDOT/Washington Transportation Plan (WTP) 2035 Phase II – Tanna Dole explained that Richard Warren and Mark Nickerson spoke to the PAC about the WTP, Phase II. It is a heavily policy laden document, focused upon four priority investment areas. WSDOT has promised to have a DRAFT available for review in the near future. Staff will provide more information as it becomes available.

- B. WSDOT/Washington State Freight System Plan – Tanna Dole expanded that the Freight System Plan also is in need of DRAFT for review. She added that both TAC and PAC members were invited. Mr. Malley explained that both WTP and Freight System Plan were due to be adopted in 2017, and that outreach was necessary at this time. He explained that the lack of DRAFT of Freight System Plan was somewhat disappointing, and that staff will continue to acquire information. He emphasized the importance of the two plans and indicated WSDOT is not likely to associate a “project list” within these efforts. Members expressed frustration of the presentation lacking a plan being prepared for actual comment.

Mr. Malley indicated that MPO Directors had expressed some reluctance to providing policy board time upon these two presentations, if the presentations were to include progress charts upon a schedule without meaningful information being made available. He expressed his regrets in the presentations not being further along with the DRAFT preparation.

- C. 2017 Target Delivery Goal – Tanna Dole explained that the obligation of funds is still well lower than our target goal. The goal of \$3.1 million by August 1st – indicating that members have indicated they will reach the goal, with a few large projects ready to move forward. Staff will continue to work with TAC members upon specifics aimed toward reaching target goal.

- D. MAP-21 Safety Target Setting – Tanna Dole explained this topic has been discussed many times and that TAC members have been provided this same information. There are five measures for which Safety Performance Measures will be measured. She indicated that WSDOT will provide statistical breakdowns by Metropolitan Planning Area (MPA) and that we are waiting for the five-year rolling set of data for that geography. She explained that WSDOT will be preparing an annual report, after which the MPOs must adopt their respective targets. She explained two attached graphs display the likely targets expected for

our MPA. The WSDOT has adopted “Target Zero” by 2030, and MPAs are expected to show progress in four of the five emphasis areas...with goal being at, or below, your baseline. She indicated that the next area for clarity is determining what penalties will be associated to the respective MPOs, as compared to the statewide penalties and targets. Staff will continue to provide pertinent information as warranted.

- E. BFCG 2017-2022 STIP Amendment (BFCG Amd 17-JUL) Tanna Dole explained that the projects were received just prior to the meeting, and contain projects of preservation nature upon WSDOT projects in the region. Projects included have been discussed with pertinent affected agencies. It is recommended by staff for approval.

ACTION: Skip Novakovich made, and Brent Gerry seconded, a motion to approve TIP Amendment BFCG Amd 17-JUL, as presented.
MOTION CARRIED

- 14. Public and/or Board Comment – Mr. Malley mentioned that BFCG staff had met regarding the vacant SBDC position in the region. He explained that WSU/TC had prepared a detailed proposal that is expected to be finalized with SBDC, laying out how the position would be filled and some expectations of the local contributing entities. He explained that the SBDC appears likely to be filled this fall – or that the agreements will at least be in place in that timeframe. Stephanie Seamans explained that WSU/TC does desire local participation, perhaps in form of sponsorship of functions or events, to supplement the commitment of WSU/TC. Local agency representatives expressed their support, though were not able to make formal commitments at that time. Amanda Jones expressed that this has been an obvious need in the community since the retirement of Bruce Davis last year.

Skip Novakovich expressed that the Inland Seaport Concept has been discussed amongst some members with perhaps a perception an EIS be prepared, and that a regional entity may be better equipped to act on behalf of collective membership.

Linda Lehman explained a wind turbine proposal has been proposed for portions of the Horse Heaven Hills, explaining that a letter had been written to the Benton County. She explained that her letter had been sent to the energy company, who explained the proposal had been shifted 7 miles to the east (near Badger Canyon vicinity). She added that the new location may have it's own challenges, as it appears in the flight path of Navy training paths. She explained that there is likely more information to come, and that she'll be happy to provide more information as she learns more upon the subject. Lori Sanders explained that – without incentives – the turbines are not profitable for anyone, but the landowner. With incentives set to expire, it is possible these mentioned project may not materialize.

- 15. Date and Place of Next Meeting

It is expected that the August BFCG/EDD Board meeting will be cancelled, due to lack of action items.

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

Friday, September 15, 2017

- 16. Adjourn: 1:20 p.m.

Approved at the September 15, 2017 meeting:


Bob Koch, Board President