



**BENTON-FRANKLIN COUNCIL OF GOVERNMENTS**

**MINUTES**

September 15, 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**

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

**Economic Development District (EDD) Private Sector Members**

<b><i>Representing</i></b>	<b><i>Member</i></b>	<b><i>Alternate</i></b>
Visit Tri-Cities	Kris Watkins/Excused	Kim Shugart (Present)
TRIDEC	Carl Adrian/Excused	David Chavey-Reynaud (Present)
Prosser EDA	Deb Heinz (Present)	NONE
WorkSource Tri-Cities	Jack Fitzgerald/Excused	Tiffany Scott/Excused
Baker Giles	Carol Woo /Excused	NONE
A.S. Klein Engineering	Andrew Klein /Excused	NONE
Elite Construction & Dev.	Trini Garibay/Absemt	NONE
U.S. Bank	Thomas Fisher/Excused	NONE
Baker Boyer Bank	Amanda Jones (Present)	NONE

*Gail Brown joined the meeting at 12:51, providing a quorum for both BFCG and EDD. The order of agenda items acted upon varies from the written agenda. Minutes reflect the order of agenda, not necessarily the timing of discussion at meeting. All action items were discussed, and any action taken, after quorum was reached.*

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.

*Notes & Comments* – Mr. Malley mentioned that the State Auditor has provided Board members their report, with an exit conference held last Tuesday. Mr. Malley explained that the audit staff indicated late in August that a finding may be forthcoming. Mr. Malley indicated staff prepared a response to their preliminary finding, ultimately deciding there was no basis for a finding but that a Management Letter would be provided. Mr. Malley explained that concerns are primarily aimed at preparation of the final audit submittal documents, and that outside assistance may be necessary to assist with preparation of final submittals in the future.

Mr. Malley shared dates and location of several upcoming area meetings: (TRIDEC) Air Service Task Force – Sep 19<sup>th</sup>, FMSIB yesterday and today in Pasco including a (Port of Benton) Supply Chain Logistics tour, (WSDOT) Commute Trip Reduction workshop Sep 22<sup>nd</sup>, (All aboard WA) Passenger Rail Summit – Sep 16<sup>th</sup>, DOE Acquisition Strategy – Oct 9<sup>th</sup>.

Mr. Malley mentioned an effort amongst COG Directors aimed at increasing the level of RTPO funding statewide. He explained that program funding has largely been level since inception, while the requirements and workloads have increased significantly since 1991. He explained that these efforts have resulted in a request to WSDOT to look to increase RTPO funding, and that appearances are that WSDOT will submit a funding request during the '18 session. Mr. Malley added that HSTP funding of approximately \$40k (a component of RTPO efforts) have been committed to BFCG to address the rural nature of the effort and associated outreach. It was explained that TMAs have traditionally not been provided funding, but that in the case of BFCG there exist a rural planning area that are not seen with other state TMAs.

Mr. Malley added he'll be working closely with Budget Committee in the near future.

Mr. Malley reiterated BFCG is working to secure contractual arrangements for loan packaging services.

B. COMMITTEE REPORTS (NONE)

C. STAFF REPORTS (Not otherwise on the Agenda)

1. **Obligation Target Delivery Report** – Tanna Dole explained a spreadsheet detailing current status of fund obligations and project delivery. She explained how the materials detail varying funding types and anticipated flow of funds through the year 2021. Please contact Tanna with any questions.
2. **2018 DRAFT Metropolitan/Regional (TIP)** – Tanna Dole explained that the DRAFT TIP is available upon the website later this afternoon. Open House was held Aug 30<sup>th</sup>, with few attendees but ample opportunity for local staff to interact with those from other agencies, learning of the planned projects in adjacent areas. Tanna urged members to contact staff with any questions. Comments and questions are due by Sep 21<sup>st</sup>.
3. **MPO/RTPO Coordinating Meeting recap** – Tanna shared that coordinating meetings were held Aug 21-22 in Walla Walla. The Rucklehouse Center indicated they are entering second phase of effort evaluating various aspects of Growth Management Act (GMA). Workshops are anticipated in 2018, and staff will provide information about those events as the dates near. FMSIB Director, Brian Ziegler, presented the Road/Rail Conflict Study, and the next steps with that process. Mr. Ziegler did indicate a call for projects is anticipated early in '18. WA State Freight Advisory Committee is represented by RTPOs SRTC and CWCOCG.
4. **MAP-21 Target Setting Framework Mtg #15** – Tanna explained that statewide goals have been set and sub-area figures have been provided MPOs. MPOs are required to adopt targets by Feb '18 – BFCG anticipate scheduling a TAC explanation in the coming months.
5. **WSDOT Secretary Millar Visit recap** – Brian explained that Transportation Secretary Millar visited the area last month and, with the assistance of WSDOT, schedule a 3 hour visit/tour of areas of interest in our region. Secretary Millar indicated he'd not seen much of the Tri-City area, other than quick stops while passing through. BFCG staff met with Board Chair, PAC chair, WSDOT staff, and BFCG staff highlighting the growth in our region, the economic sectors of greatest importance, and also discussed some specific projects that have completed, or that are planned/underway. Staff emphasized the importance of the pace of growth being realized in the region, embracing the approach of practical solutions but also indicating the young, fast-growing nature of our MPO does seem to dictate the need for additional capacity in some areas.
6. **Regional Travel Demand Model Update** – Tanna shared that Caliper (consultant) has provided the model files, and that Jacob will be distributing necessary files in the near

future. The results are anticipated to be presented to workgroup in the next couple of weeks. Brian added that the schedule has slipped somewhat, and thanked all those who've contributed throughout the process. He described the effort as monumental and feels the enhancements will be of great benefit going forward.

6. Administration

A. INFORMATION ONLY (No action necessary)

1. BFCG Financials – Aug 31, 2017
2. BFCG/EDD Financials – Aug 31, 2017
3. Voucher Summary – August, 2017

B. CONSENT CALENDAR

1. MINUTES OF JULY 21, 2017 BFCG BOARD MEETING
2. VOUCHER SUMMARY – SEPTEMBER, 2017

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

MOTION CARRIED UNANIMOUSLY.

7. Recess BFCG: 12:35 P.M.

8. Convene Economic Development District (EDD): 12:35 P.M.

9. EDD Discussion Calendar

- A. BFEDD Loan Activity & Trial Balance Report – Stephanie Seamans explained that site visits have been ongoing and that a few loans have closed in the last month. .
- B. BFEDDD Activity Report – Stephanie Seamans indicated one loan was considered this month, which did not move forward that the Sunshine Portable loan has closed. Multiple packages are currently being reviewed by staff.

Stephanie added that staff met with fifteen clients who inquired about financing over the last month. This is higher than typical.

She added that EDA Planning grant has been secured. Stephanie continues to work with local partners upon their respective EDA funding requests. Timing and project readiness continue to be areas of EDA focus.

Ms. Seamans reiterated that contractual arrangements are being pursued for Loan packaging services. This has also been communicated to loan review committees, as well as local advertising. Efforts last year were not productive in producing responses. Commissioner Peck questioned if a wage evaluation has been completed, based on the

low response. She explained that proposals are being sought for part-time, as needed assistance.

The Small Cities Group is expected to meet next week and review CPAT process they've worked through. September 28<sup>th</sup>, the Lender's Roundtable is scheduled.

- 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. Mr. Malley indicated significant progress has been made toward our utilization target, but we likely are ~100k short and will result in sequestration of some funds. This does require some additional review of future applications, but that the process is workable and he is confident the pipeline will soon have us targeted usage.

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

11. Adjourn Economic Development District: 12:51 P.M.

12. Reconvene BFCG

13. BFCG Discussion Calendar

- A. 2016 BFCG State Auditor's Report – Brian Malley explained that he'd covered the topic earlier in agenda. He urged members to review the SAO report, and (preliminary) agency response to DRAFT finding. He urged any further questions be directed to his attention.
- B. Proposed 2018 Regional Traffic Count Program – Tanna Dole explained the agency had completed an effort in 2016, and we now are planning for the 2018 effort of similar nature. She provided a spreadsheet estimated the expense, and funds expected to be used for the effort. Staff will work closely with TAC members in determining a final proposal for adoption next month, allowing for RFPs later this year rather than in the spring. She added the jurisdiction staff have been very happy with the effort and that staff are working diligently to keep expenses as low as possible.
- C. Corridor Sketch Initiative (CSI) – Minutes of Workshops – Tanna Dole explained that Phase I began in 2016, followed by Phase II this year. Workshops have been held locally and across the state – these minutes a reflection of local meetings. She urged members to review the meeting minutes, and provide any input by Sept 21<sup>st</sup>. Links within the document take reader directly to an interactive map, providing some sense of how other regions approached the CSI task.
- D. Ben Franklin Transit Service Changes – Brian Malley indicated that BFT had undergone an extensive route study, resulting in service changes that will begin next Monday. Service during the week is free to all riders, and the details of the service changes are discussed

within packet materials. Matt Watkins added that service changes were partially aimed at reducing the time involved for riders to get to their destination – through increased frequency and some route changes.

- E. BFCG 2017-2022 STIP Amendment (BFCG Amd 17-SEP) 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: Matt Watkins made, and Bob Larson seconded, a motion to approve TIP Amendment BFCG Amd 17-SEP, as presented.

MOTION CARRIED UNANIMOUSLY

- 14. Public and/or Board Comment – Mr. Malley inquired if the Board desires PAC legislative breakfast this year. He mentioned several other events scheduled of the same nature. Consensus was that members could attend TC legislative council reception, as an alternative.

15. Date and Place of Next Meeting

Location: El Chappala

Friday, October 20, 2017

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

- 16. Adjourn: 1:04 p.m.

Approved at the October 20, 2017 meeting:

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Bob Koch, Board President