



## **BENTON-FRANKLIN COUNCIL OF GOVERNMENTS**

### MINUTES

December 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 – Brian Malley conducted roll-call of BFCG and BFEDD Members

#### **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/Excused	NONE
Benton County	Jim Beaver/Excused	Shon Small
Benton PUD	Lori Sanders (Present)	Barry Bush
Connell	Bruce Blackwell (Present)	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/Absent	Steve Becken
Richland	Dave Rose (Present)	Brad Anderson/Phil Lemley
West Richland	Brent Gerry (Present)	Gail Brown/Richard Bloom
WSDOT	Todd Trepanier	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/Excused	NONE
WorkSource Tri-Cities	Tiffany Scott/Excused	NONE
Baker Giles	Carol Woo (Present)	NONE
A.S. Klein Engineering	Andrew Klein /Excused	NONE
Elite Construction & Dev.	Trini Garibay/Absent	NONE
U.S. Bank	Thomas Fisher (Present)	NONE
Baker Boyer Bank	Amanda Jones (Present)	NONE

*Mr. Malley indicated a quorum present for both BFCG and BFEDD. He thanked departing BFCG Board members, Bruce Blackwell and Dave Rose for their participation upon the Board and service to their communities. Mr. Malley extended additional appreciation to Dave Rose for his service upon the Executive and Budget Committees during his time upon BFCG Board.*

Staff Present: Brian Malley & Tanna Dole

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

A. EXECUTIVE DIRECTOR'S REPORT –

*Agenda Revisions* – Brian Malley indicated that the Voucher Summary was lacking one item, that has been added to packet online. The corrected total amount is \$25,272.12. He added the '18 budget was added earlier in the week, when notice was sent out to Board.

*Notes & Comments* – Mr. Malley mentioned that staff have been very busy working on a variety of ongoing topics. He wished everyone a Happy Holiday and indicated varying staff may have time schedule off – so please get in any questions early and anticipate replies may not be immediate.

B. COMMITTEE REPORTS - BUDGET COMMITTEE/2018 BFCG RECOMMENDED ADMINISTRATIVE BUDGET

Mr. Malley mentioned that the Budget Committee had met twice recently and reviewed the 2018 Budget which is before the Board recommended for approval by the Budget Committee. He covered assumption of the budget, including 2% COLA, details of the AWC Insurance options provided staff including coverage of spousal and dependent care. He explained that spousal and dependent coverage has been discussed over the last 3-4 years, and expressed his thanks to the committee for their consideration and healthy discussion in this aspect. He explained that spousal and dependent coverage not being provided has been a recruitment and retention challenge – most current staff will not be impacted by this change, but it is felt providing these benefits will improve recruitment efforts going forward. He explained that he's reviewed YTD expenses across all programs, and is happy to report annual expenses are tracking budgeted amounts very closely. He reminded members that the '17 budget was thought to have little excess, and he's happy to report no use of reserves is likely thought \$32.5k was anticipated. Mr. Malley reviewed staffing levels anticipated, indicating that loan packaging efforts are being handled through a consultant at this time – the pace of efforts have been deliberately slow, to allow contractor to become familiar with programs and also that she is new to the area and fully employed at local bank. This approach is anticipated

throughout 2018. Within the Transportation Programs Office, Mr. Malley explained that staff retirements are expected toward the latter part of 2018, and have proposed to fill a position mid-year to ease the transition of staff. He reiterated that this would be a temporary increase in Transportation staff levels, but back to five for the long term. On the Administrative side, contractual assistance for year-end entries and preparation of financial statements will be kept within budget.

Mr. Malley indicated that membership assessment within the recommended budget are increased by 10% over the current year, indicating that overall assessments have been relatively flat over the last twenty years. Mr. Malley indicated a graphic within the packet shows the actual assessment levels, as opposed to levels that would have kept pace with the CPI over the last twenty years. He expressed that it will become increasingly difficult for the agency to operate without local assessments increasing at modest levels to keep pace with inflation and increased expenses. Mr. Malley added that the recommended budget shows use of reserves in the amount of \$40k, which is not a sustainable over the long term.

Mr. Malley expressed that he, staff, and budget committee consider agency funds to be those of the membership, and that increases are not taken lightly. He expressed they will continue to operate in a frugal manner, but that the assessment increases recommended are instrumental to the operation of the agency. Commissioner Peck inquired about the method assessment formulas are derived, mentioning the appearance of significant disparities between varying members. Mr. Malley explained that the assessment formulas are set by Board action, and he reviewed the details of the currently adopted formulas. He indicated he felt some discussion regarding assessment formulas may be warranted, and would be happy to prepare information if the members desired. Commissioner Peck asked for clarification of source of formulas. Mr. Malley explained the formulas are entirely internal to BFCG and not influenced by state/federal input.

Mr. Malley continued explaining that revenues are expected to be at '17 levels, with the exception of transportation revenues tied to one-time efforts to occur during '18. He added there are some expenses anticipated for the "A Street" property held as an asset of RRLF. He added improvements are being done, in conjunction with new leases for the tenants currently in the property. He asked if there were any other questions upon the recommended budget – which there were none. Mr. Malley thanked the budget committee members for their service and attention through the process.

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

1. WSDOT 2017 Project Delivery Plan – Tanna Dole explained that what members will find in their packets is an eight-year look at the projects anticipated to be completed in our region. She asked WSDOT delegate to explain in greater detail. Randy Giles contributed that this plan reflects current funding levels and delivery plans of WSDOT. He added that agency focus is upon asset management, with safety and spot-improvements obvious throughout the plan. Mr. Giles reviewed both the Benton and Franklin county listings – and urged members to contact Tanna or WSDOT with any questions about the details within the plan. Mr. Giles further explained some of the preservation project to include bridge painting the region as well as a couple of sound-wall projects.

2. DRAFT *Transition2040* Amendment – Tanna Dole explained that Chapter 6 is being updated to reflect the details of modeling efforts. There were also some updated information from the Marine Cargo Forecast added. A sheet appears within the packet detailing the specific items being amended – adding that we are currently in a public comment period and that this would come back before the Board for Action likely in January.
3. Sidewalk Inventory – Pilot Project – Tanna shared that Emily has begun the Sidewalk Inventory project, and has prepared a pilot project focused upon four geographic areas located in four different cities. She explained that the MTP survey indicated walkability and bike/ped pathways were a top priority in our region. She indicated that ArcGIS Collector will be utilized during this effort and is working closely with the local jurisdictions to augment agency efforts with those of the local agencies. Once this effort is complete, staff will report back to the TAC/PAC/Board with the results. These efforts will support member-agency grant requests and should help identify areas of need. Commissioner Peck inquired the intent of the pilot project – to which Ms. Dole explained that this effort is intended to benefit the member jurisdictions with their planning efforts. Mr. Malley added that this effort could help support Safe Routes to School applications and/or TAP funding requests. He explained that staff are looking to assist the local agencies with their grant requests and feel this pilot project will help determine the level of effort in this regard going forward.
4. FMSIB request for information – Road/Rail Conflicts – Tanna Dole mentioned that FMSIB is asking local jurisdictions to review and confirm the listing of road/rail conflicts. FMSIB has contacted the MPO/RTPOs to coordinate this review. Within the packet, members will find the Benton & Franklin locations – TAC members have been asked to review and submit any comment by Dec 28<sup>th</sup>.
5. WSDOT survey of local agencies with NHS miles – Tanna Dole indicated this request is from WSDOT and relates to performance measures. TAC members have this request at this time, and have been encouraged to complete their review. Mr. Malley explained that NHS stands for National Highway System, and is inclusive of Principal Arterials.
6. Administration
  - A. INFORMATION ONLY (No action necessary)
    1. BFCG Financials – Nov 30, 2017
    2. BFCG/EDD Financials – Nov 30, 2017
  - B. CONSENT CALENDAR
    1. MINUTES OF OCTOBER 20, 2017 BFCG BOARD MEETING
    2. VOUCHER SUMMARY – DECEMBER, 2017

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

MOTION CARRIED UNANIMOUSLY.

7. Recess BFCG: 12:48 P.M.

8. Information Presentation (None)

9. Convene Economic Development District (EDD): 12:48 P.M.

10. EDD Discussion Calendar

A. BFEDD Loan Activity & Trial Balance Report – Brian Malley indicated that Stephanie is not feeling well today, and that he'd cover EDD items. He explained that staff have met with a number of applicants recently. He added that all loans are current at this time. He estimates about half of the funds are currently disbursed. He urged further questions to be directed to Fatima and/or Stephanie.

B. BFEDDD Activity Report – Brian Malley indicated that Stephanie has been working very closely with EDA and that financial reporting has been extremely cumbersome with transition to new EDA process. He expects that RRLF LRC will likely meet more frequently in '18. He urged other questions to be directed to Stephanie.

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

12. Adjourn Economic Development District: 12:53 P.M.

13. Reconvene BFCG

14. BFCG Discussion Calendar

A. Tri-Cities Legislative Council – 2018 Transportation Priorities – Brian Malley explained that BFCG staff were asked to develop a listing of regional priorities, whether they be project specific or policy aimed. This items has been discussed over the last two months with TAC and PAC committees. He indicated that two versions appear within the packet, for Board consideration. He explained that the differences between the two are largely the order in which information is presented. Version 1 begins with a description of growth in our region and anticipated needs, which was recommended by TAC. Version 2 contains the same information, but begins with specific projects needs and later describes the growth in the area, which was recommended by PAC. Mr. Malley explained that the BFCG had committed to provide an adopted "2018 Transportation Priorities" to Tri-Cities Legislative Council this month. Tanna Dole added that the TAC/PAC discussions centered upon whether future or past needs be most prominent in the document.

ACTION: Skip Novakovich made, and Brad Peck seconded, a motion to approve Version 2 , as presented.

MOTION CARRIED UNANIMOUSLY

- B. Delegating Authority to Legally Bind/Required by CFR 200.415(a)– Brian Malley indicated that he'd learned recently that CFR 200.415(a) requires the agency formally adopt a resolution authorizing the Executive Director to legally bind the agency when submitting for reimbursement requests. He indicated he has before the Board a resolution that addresses this requirement.

ACTION: Brad Peck made, and Bruce Blackwell, a motion to approve **Resolution 04-17**, as presented.

MOTION CARRIED UNANIMOUSLY

- C. 2018 BFCG Administrative Budget

**Resolution 05-17** – Adoption of the 2018 BFCG Administrative Budget

Mr. Malley indicated that the resolution within the packet, is written for the budget recommended out of Budget Committee and covered in detail previously at this meeting.

ACTION: Skip Novakovich made, and Brent Gerry seconded, a motion to approve **Resolution 05-17**, as presented.

MOTION CARRIED UNANIMOUSLY

- D. 2018 UPWP Amendments

- 2018 Regional Traffic Count Description and Funding
- Active Community Environments Grant

Tanna Dole explained that these amendments provide the detailed funding of Traffic Count project and also addition of the Active Community Environments grant.

ACTION: Dave Rose made, and Bruce Blackwell seconded, a motion to approve 2018 UPWP Amendments, as presented.

MOTION CARRIED UNANIMOUSLY

- E. Destruction of Warrants BFCG Warrants #23631 through 23999

Mr. Malley explained that Franklin County, who handles the BFCG accounts had changed banking institutions earlier in the year. He explained this resulted in warrant stock tied to old accounts that are not of use.

ACTION: Dave Rose made, and Bruce Blackwel seconded, a motion to approve destroy warrants #23631-#23999, as described.

MOTION CARRIED UNANIMOUSLY

F. 2018 Hanford Advisory Board (HAB) – Alternate Appointment

Mr. Malley explained that he'd learned earlier in the week that HAB "Alternate" nomination was to expire in June, and that new nominations are soon due to DOE. He added that Dawn Wellman will continue as BFCG's HAB delegate. He indicated that Phil Lemley has expressed he is willing to continue as BFCG HAB Alternate.

ACTION: Dave Rose made, and Bob Larson seconded, a motion to nominate Phil Lemley as BFCG HAB Board Alternate.

MOTION CARRIED UNANIMOUSLY

14. Public and/or Board Comment – Brian Malley indicated that he'd struggled with the Baum's relocation last year, and was sure to locate their business location this time around. He indicated he has a small gifts of popcorn and Holiday Cards for members, and asked everyone to be sure to grab one on their way out today. He expressed his appreciation to all members for their participation throughout the year.

15. Date and Place of Next Meeting

Location: El Chappala

Friday, January 19, 2018

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

16. Adjourn: 1:06 p.m.

Approved at the January 19, 2018 meeting:

  
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Bob Koch, Board President