



BENTON-FRANKLIN COUNCIL OF GOVERNMENTS

MINUTES

January 19, 2018 – 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

<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	Lee Barrow/Excused	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	Blanche Barajas (Present)	Ruben Alvarado
Port of Benton	Bob Larson (Present)	Roy Keck
Port of Kennewick	Skip Novakovich (Present)	Don Barnes
Port of Pasco	(Pending)	Jean Ryckman/Jim Klindworth
Prosser	Randy Taylor/Absent	Steve Becken
Richland	(Pending)	
West Richland	Ken Stoker (Present)	Gail Brown
WSDOT	Todd Trepanier (Present)	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 (Present)
Prosser EDA	Deb Heinz (Present)	NONE
WorkSource Tri-Cities	Tiffany Scott (Present)	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/Excused	NONE
Community First Bank	Amanda Jones (Present)	NONE

Staff Present: Brian Malley, Tanna Dole, Stephanie Seamans, and Emily Weimer

Mr. Malley indicated a quorum present for both BFCG and BFEDD. An opportunity was provided new delegates to briefly provide their background – Blanche Barajas, Ken Stoker, and Tiffany Scott provided some of their respective backgrounds. Mr. Malley thanked each for their participation with BFCG Board and indicated he looks forward to working with them. Mr. Malley added that some of the delegates have not yet been identified, and the Annual Official roll-call of Delegates and Alternates would happen in February. He also mentioned that BFCG staff would look to organize an introductory meeting for new delegates to provide an overview of agency functions and activities – he indicated this would likely happen in latter portion of February, after all delegates are known.

3. Introduction of Visitors – Matt Watkins, Bruce Blackwell
4. Public Comment – Bruce Blackwell indicated it was nice to everyone in attendance.
5. Reports and Comments

A. EXECUTIVE DIRECTOR'S REPORT –

Agenda Revisions – Brian Malley indicated January is a busy month, and that some items were updated this week within the packet. The Voucher Summary was updated as late as this morning and should reflect a total of \$28,690.93. He indicated this summary is slightly higher than normal, in that it includes several annual memberships in addition to regular monthly expenses. He added the agency financials and that of BFEDD were added earlier in the week. One addition to the agenda is Agenda Item 11B – a resolution authorizing pursuit of annual EDA planning grant. He explained this resolution is required by EDA annually, and is completed each year.

Notes & Comments – Mr. Malley mentioned Annual Assessment letters and invoices went out earlier today in the mail, setting up of employee HRA accounts, staff reviews to begin next week, and quite a bit of year-end reporting.

B. COMMITTEE REPORTS -

Mr. Malley indicated that a Nominating Committee is often formed prior to annual election of BFCG officers. Mr. Malley shared that BFCG does expect several new delegates, and also that there is chance the Board may not meet in February, when Nominating Committee is typically formed. Thus, he suggested the Board consider forming a committee this month, to allow deliberation and preparation prior to March elections. President Koch inquired if there were any volunteers interested in serving upon the Nominating Committee. Three members – Amanda Jones, Linda Lehman, and Blanche Barajas volunteered. Mr. Malley indicated he'd work with those volunteers and Executive Committee members on listing of delegates and nomination procedures.

Mr. Malley added that the agency was successful in securing a \$10k grant to provide intern assistance with the agency archival efforts, and thanked Benton County for their support.

C. STAFF REPORTS (Not otherwise on the Agenda)

1. WSDOT Survey of Local Agencies with NHS miles – Tanna Dole explained that there are two request for information – NHS mileage, and FMSIB Road/Rail conflicts (following agenda item). Packet memos identify any agencies who have not yet responded to these queries. Both topics typically handled through TAC members. Please contact the office with any questions on either request.
2. FMSIB/Information Request - Regional Road-Rail Conflict locations – (see above item)

6. Administration

A. INFORMATION ONLY (No action necessary)

1. BFCG Financials – Dec 31, 2017
2. BFCG/EDD Financials – Dec 31, 2017

B. CONSENT CALENDAR

1. MINUTES OF DECEMBER 15, 2017 BFCG BOARD MEETING
2. VOUCHER SUMMARY – JANUARY, 2017

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

MOTION CARRIED UNANIMOUSLY.

7. Recess BFCG: 12:13 P.M.

8. Information Presentation (None)

9. Convene Economic Development District (EDD): 12:13 P.M.

- A. BFEDD Loan Activity & Trial Balance Report – Stephanie Seamans indicated staff are working with contracted loan officer on current applicants. She mentioned that Dickey’s BBQ is expected to pay off their loan soon. Staff met with six inquiries in December, and work to determine if agency programs are appropriate fit to their needs.
- B. BFEDDD Activity Report – Stephanie Seamans shared some information about recent CEDS update activity, indicating meetings are likely to begin the first few weeks of February. She added the agency will have a booth at the Women in Business event, and also that she will be providing instruction at CBC Mobile Vending University – which previously was held at Pasco Specialty Kitchen.

She added she'd met with Pasco Downtown merchants yesterday, along with city representatives – indicating she met with a number of business owners and gave kudos to Pasco staff in preparing that event.

Stephanie added that BFCG tries to attend as many pertinent meetings as possible – one group being MCEI, that may be of interest to this group in some of the topics they deliberate upon.

10. EDD Board – Comments/New Business

A. Regional Revolving Loan Fund/Loan Request – Sundown Marine

Stephanie Seamans briefed the Board upon this application for \$129,536 in funding for land purchase, and building of a facility to serve as new home for Sundown Marine. HAPO is providing the bulk of funding, with applicants infusion of \$80k. Mr. Malley added that the LRC met on Wednesday of this week, with a recommendation for approval as detailed in packet.

ACTION: Kim Shugart made, and Bob Larson, a motion to approve loan for Sundown Marine as presented.

MOTION CARRIED UNANIMOUSLY

B. **Resolution 01-18**/Authorization to Pursue EDA Planning Grant

Stephanie Seamans read through text of resolution, required annually by EDA.

ACTION: Amanda Jones made, and Lori Sanders, a motion to approve **Resolution 04-17**, as presented.

MOTION CARRIED UNANIMOUSLY

11. Adjourn Economic Development District: 12:22 P.M.

12. Reconvene BFCG

13. BFCG Discussion Calendar

- A. Strava Data – Emily Weimer shared that Strava Data is a subscription data service utilized by WSDOT to provide data on bicycle and pedestrian movements on a geographical basis. At this time, BFCG staff and members are being asked to consider if Strava data would be beneficial to the planning efforts in our region. She explained that users of the “App” can register for free. This data can provide Origin and Destination information for planning purposes, as well as “Heat Maps” indicating the level of usage the transportation system realizes. Data is available through a subscription service and a cost is naturally associated with this data. She estimates the cost at around \$2,000/year. She explained that the MPO had taken bicycle counts at one point, and that the expense of those counts was viewed as costly (Approximately \$6-7k), relative to the volume of riders. Tanna Dole added that the TMA Certification indicated greater attention should be paid to other modes – which is one reason this dataset is being contemplated by staff and the Tri-MATS

committees. The Strava data is currently being considered for a partnership with “StreetLight”, which may further the functionality of the data. Staff will continue to monitor the topic and work with members on its consideration.

- B. 2018 TIP Amendment Schedule – Tanna Dole shared that the amendment schedule is largely for information. TAC members have been advised of the schedule.
- C. Complete Streets – Active Community Environment Grant

Tanna Dole indicated that BFCG had received an “ACE” grant, to assist local jurisdictions with development of appropriate ordinances and approaches to building Complete Streets. A workshop is scheduled for March 7th, and information will be forthcoming as details are firmed up. Len Pavelka will be the lead upon this effort and questions can be directed to either Len or Tanna.

- D. Transition2040 – Metropolitan/Regional Transportation Plan Amendment

Tanna Dole explained that Transition2040 has been updated, with additional detail primarily focused upon the Travel Demand Model results and evaluation. This has gone through a comment period and appeared in DRAFT format in prior meetings. Staff are looking for approval of the amendment to Transition2040 at this time. Tanna urged review of the MTP, and particularly Chapter 6. .

ACTION: Matt Boehnke made, and Skip Novakovich seconded, a motion to approve Transition2040 Plan Amendment, as presented.

MOTION CARRIED UNANIMOUSLY

- E. Approval of WA State Target Zero for Regional MAP-21 Safety Performance Goal
Tanna Dole explained that our MPO is required to adopt a target, and that all Washington MPOs have agreed to follow WSDOT’s lead as “Target Zero” for their respective MPOs. Performance Measures are evaluated at the state level and staff are urging adoption at this time.

ACTION: Bob Larson made, and Lori Sanders seconded, a motion to approve WA State Target Zero for the Regional MAP-21 Safety Performance Goal, as described.

MOTION CARRIED UNANIMOUSLY

- F. 2018 BFCG TIP Project Prioritization and Fiscal Constraint

Tanna detailed attachment 14F, which explains fiscal constraint and project timing anticipated for utilization of regional STP allocated funds. This item related to obligation targets and project programming. She explained that staff work closely with TAC members upon this topic and it provides clarity upon timing and levels of funding available. Staff recommend adoption at this time.

ACTION: Skip Novakovich made, and Matt Boehnke seconded, a motion to approve 2018 BFCG TIP Project Prioritization and Fiscal Constraint, as presented.
MOTION CARRIED UNANIMOUSLY

G. January 2018 TIP/STIP Amendment (BFCG Amd 18-Jan)

ACTION: Bob Larson made, and Skip Novakovich seconded, a motion to approve BFCG Amd. 18-Jan, as presented.
MOTION CARRIED UNANIMOUSLY

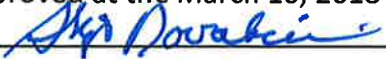
14. Public and/or Board Comment – Todd Trepanier provided members information about the Rattlesnake Ridge, explain that WSDOT finds itself navigating the concerns due to close proximity to I-82. He explained that this concern is not due to saturation or water pressure, or pressure from the ridge itself. The cause is widely accepted to be caused by gravity – causing the ridge to slide slowly as resistance builds from below. It is unclear if the pace will increase, currently at 1.6 feet per week. Experts are now forecasting the south side will come to a slow stop, but that the west side could approach I-82. Barriers have been placed, and monitoring will continue. He added that alternate routes – should I-82 become closed – would be on US 97, or SR 240/Vernita Bridge for those traveling from Tri-Cities to “west-side” destinations. There are also some concerns that irrigation may be impacted in some areas. He stated it is more likely that the Yakima River will not be greatly impacted, but that nearby irrigation canals could see impact. There was a short period of Q&A following.

15. Date and Place of Next Meeting

Location: El Chappala (Tentative)Friday, February 16, 2018
Lunch at 11:30 a.m., Meeting starts promptly at 12:00 Noon

16. Adjourn: 1:06 p.m.

Approved at the March 16, 2018 meeting:



Skip Novakovich, Board President