



## BENTON-FRANKLIN COUNCIL OF GOVERNMENTS

### MINUTES

May 18, 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 p.m., by Board President Skip Novakovich.
2. Roll Call – Brian Malley first introduced new Visit Tri-Cities Executive Director, Michael Novakovich who represents Visit Tri-Cities upon the BFEDD Board. He then listed those who'd asked to be excused before continuing roll call.

#### BFCG Regular Board Members

<i><b>Jurisdiction</b></i>	<i><b>Delegate</b></i>	<i><b>Alternate</b></i>
Ben Franklin Transit	Bob Koch/Excused	Shon Small/Jim Beaver
Benton City	Linda Lehman (Present)	NONE
Benton County	Jim Beaver/Absent	Shon Small
Benton PUD	Lori Sanders (Present)	Barry Bush
Connell	Lee Barrow (Present)	NONE
Franklin County	Brad Peck (Present)	Rick Miller/Bob Koch
Kahlotus	Dave Wooten/Excused	John Rogers
Kennewick	Matt Boehnke (Present)	Steve Young
Mesa	Patti Bailer/Excused	NONE
Pasco	Blanche Barajas/Excused	Ruben Alvarado (Present)
Port of Benton	Bob Larson (Present)	Roy Keck
Port of Kennewick	Skip Novakovich (Present)	Don Barnes
Port of Pasco	Vicky Gordon/Absent	Jean Ryckman/Jim Klindworth
Prosser	Mary Ruth Edwards (Present)	Steve Becken (Present)
Richland	Brad Anderson/Absent	Phil Lemley (Present)
West Richland	Ken Stoker (Present)	Gail Brown
WSDOT	Todd Trepanier/Excused	Troy Suing (Present)

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

<i><b>Representing</b></i>	<i><b>Member</b></i>	<i><b>Alternate</b></i>
Visit Tri-Cities	Michael Novakovich (Present)	Kim Shugart
TRIDEC	Carl Adrian /Excused	David Chavey-Reynaud (Present)
Prosser EDA	Deb Heinz /Excused	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 /Excused	NONE

Staff Present: Brian Malley, Tanna Dole, and Stephanie Seamans. Mr. Malley indicated a quorum present for BFCG and BFEDD.

Board President, Skip Novakovich, asked for a moment of silence, in respect for those killed earlier in the day at the Santa Fe' High School shooting in Texas.

3. Introduction of Visitors – Bruce Blackwell.
4. Public Comment (NONE)
5. Reports and Comments

A. EXECUTIVE DIRECTOR'S REPORT –

*Agenda Revisions* – Brian Malley indicated that copies of the agenda, and a few complete packets were available in hard copy format. He mentioned that the Voucher Summary was inserted into the online packet Wednesday as was item 10A, an RRLF Loan Request that was discussed by Loan Review Committee that day – leading to consideration later in today's agenda.

*Notes & Comments* – Mr. Malley mentioned that BFCG staff held two "Intro to BFCG" meetings with new BFCG Board delegates and alternates, late last month and thanked those that were able to attend. He mentioned that he felt this was time well spent and hoped the delegates and alternates found the sessions valuable. He urged any with follow-up questions to contact him. He then added that if other delegates, or alternates, desire a similar session BFCG staff are happy to accommodate and requested that those parties contact Mr. Malley to set a time and date.

Mr. Malley mentioned that BFEDD has entered into a Loan Packaging contract for services with a second individual, Rick Peenstra, who comes highly regarded from several whom BFEDD interact with. He added that the loan request being considered today was prepared by Rick, and that BFEDD continues to also work with Leslie Peterson on prospective loan requests.

Mr. Malley indicated he'd met recently with the Manager of the Central Washington branch of the State Archive, who visited the agency to gain an understanding of the type and volume of archive materials in the basement at current BFCG office. He indicated that State Archivist impressions – after hearing the approach - were that the agency could likely put a large dent, if not complete, the archive effort over a few month period. Mr. Malley mentioned that BFCG was successful in applying for a Historical Preservation Grant through Benton County, which will help to cover intern assistance upon this effort. He added that the State Archive has urged the agency to apply for a state grant to complete electronic archival of agency documents, indicating that July '18 is the timeframe for that grant application process.

Mr. Malley indicated that the recruitment of Transportation Programs staff will soon be underway, to fill the staffing needs of anticipated retirements later in the year.

Mr. Malley added he'll be sending in the State Auditor Submittals for BFCG, Benton County PFD, and Tri-City Regional PFD by May 30<sup>th</sup>.

Mr. Malley shared that several improvements have been completed at BFEDD property on A Street in Pasco. He explained the EDD became owner of this property, and then indicated that efforts are underway to extend leases with current tenants, for another five years.

Mr. Malley added that BFCG staff met earlier in the week with NADO Associate Director, Carrie Kissel and MCEDD (Mid-Columbia EDD) staff. He explained that this meeting was to help shed light upon the Human Services Transportation Plan process within Washington State, explaining that Klickitat County is struggling with transportation services – some of which are coordinated through MCEDD. MCEDD met with Ben Franklin Transit representatives also. Challenges are with some of their workforce traveling from adjacent counties, including Benton County. He added that MCEDD has a revolving loan fund, similar to BFEDD and that their process has been lauded by EDA...leading to the desire to meet with MCEDD staff.

Lastly, Mr. Malley reminded members of the Energy Northwest tour upcoming and thanked Lori Sanders for organizing this tour for membership. Ms. Sanders shared that Energy Northwest will provide lunch prior to the tour. Mr. Malley indicated to keep an eye for email, which should have been received from Kevin Shaub. Ms. Sanders shared some of the security requirements associated with the tour.

**B. COMMITTEE REPORTS (NONE)**

**C. STAFF REPORTS**

**1. 2020 Census Affiliate Efforts**

- Census Transportation Planning Package (CTPP)
- Primary Statistical Area Participant (PSAP)

Tanna Dole explained that BFCG is a Census Bureau Affiliate and that the agency coordinates "Pre-Census" efforts on behalf of membership. She explained what these efforts are aimed at, emphasizing the importance of an accurate and complete count of individuals. She explained that nearly all federal funding for assorted programs are distributed on the basis of Census population results, and that our region has known areas where accurate counts are a challenge. She urged members to direct staff time toward these pre-Census 2020 efforts.

Ms. Dole added that the Census Transportation Planning Package, is represented nationally by a committee upon which our own Jacob Gonzalez serves. These data packages provide datasets important for the future planning efforts of MPOs.

Mr. Malley added that these efforts are of particular importance in our region, due to the rapid growth in the region, and the addition of many streets and neighborhoods since the

last Census. He stressed the importance of a complete addressing network, so that Census workers do not miss any pockets of population in our region.

2. Obligation Authority (OA) Target Goal – Status Report through 3/31

Tanna Dole provided a recap of funding categories that flow through the BFCG Transportation Programs Office. She mentioned that for many years, local agencies were slow to obligate these funds – leading to an Obligation Authority Task Force which set specific policies and targets for regions across the state. She explained that the figures, to date, are now above \$3.2 million which puts the region at 176% of their target. She explained that regional staff have become accustomed to this process and are doing well in working with BFCG staff upon these requirements. Ms. Dole added that funds are now programmed through the year 2021 – though some uncertainty exists in the level of funding that will be available beyond the current federal transportation act.

6. Administration

A. INFORMATION ONLY (No action necessary)

1. BFCG Financials – Apr 30, 2018
2. BFCG/EDD Financials – Apr 30, 2018

B. CONSENT CALENDAR

1. MINUTES OF APRIL 12, 2018 BFCG SPECIAL BOARD MEETING
2. VOUCHER SUMMARY – MAY, 2018

ACTION: Motion made by Brad Peck, seconded by Matt Boehnke, to approved consent calendar, as presented.

MOTION CARRIED UNANIMOUSLY.

7. RECESS BFCG

8. INFORMATIONAL PRESENTATION (NONE)

9. Convene Economic Development District (EDD)

- A. BFEDD Loan Trial Balance Report – Stephanie Seamans indicated that all existing loans are current.
- B. BFEDD Activity Report – Stephanie Seamans shared that agency loan programs continue to have funding available. She added that staff met upon six inquiries during the month, and also that she had attended a required EDA training upon Regional Revolving Loan programs. This may result in some changes to the RRLF Management Plan, to be compliant with recent EDA requirements. She shared that minimum (Micro) loans are \$2500, and that loan maximums through RRLF are \$300,000 per loan. In the rural areas, through CREDiT, the limits are \$150,000 – which operates through a separate board structure.

Ms. Seamans shared that the previously mentioned EDA Disaster Relief funding is being discussed amongst membership, in an effort to determine eligible announcement requirements – generally addressing damage during the specified period, or projects aimed at building resiliency to better handle future events of similar nature. Ms. Seamans added that funding of the RRLF loan program is one potential possibility, adding that this “call” has been discussed as being potentially 2-3 times funding levels normally considered. She mentioned that this program could provide funds at 80% federal share. She added that she has been in frequent contact with our EDA representative, who is responsible for administering the program across a western 10-state region. Mr. Malley added that EDA has been requested to administer these funds quickly, and urged anyone with questions to contact Stephanie in the near future.

#### 10. BFEDD Discussion Calendar

##### A. Regional Revolving Loan Fund (RRLF) Loan Request/Educational Technologies

Stephanie Seamans presented RRLF loan request, indicating that Rick Peenstra prepared this package, and met with RRLF Loan Advisory Committee on Wednesday. She shared some information about the request, indicating this loan will pay off existing credit line, and provide working capital. She reviewed the terms discussed, and security of proposal, indicating the LRC recommended approval.

**ACTION:** Motion made by Phil Lemley, seconded by David Chavey-Reynaud, to approve RRLF Loan Request to Educational Technologies, as presented.

Brad Peck inquired if the collateral upon homes was sufficient to cover both the first and second positions. She explained that with both homes, there is sufficient equity to cover the debt.

**MOTION CARRIED UNANIMOUSLY.**

#### 11. EDD Board –

Mr. Malley indicated that meeting dates for RRLF Loan Review Committee (LRC) will be held on dates approved through the end of year, and thanked members for their flexibility this past month.

David Chavey-Reynaud explained that “Opportunity Zones” have been established in specific areas of the metro area, and that further information can be found by contacting TRIDEC. He explained that Census Tracts within both Pasco and Kennewick now exist – essentially resulting in tax breaks for investors and developers. It was requested that the information be provided to Stephanie, for distribution.

Matt Boehnke shared that City of Kennewick City Manager, Marie Mosley, intends to approach other metro-area mayors with intent to craft a letter indicating the Tri-City area is open for

business and are willing to help alleviate business challenges found in the greater Puget Sound metro area.

12. Adjourn Economic Development District (EDD)

13. Reconvene BFCG

14. BFCG Discussion Calendar

- A. Draft SFY 2019 Unified Planning Work Program (UPWP) – Tanna Dole explained that the Unified Planning Work Program is in DRAFT format, with comment period ending May 25<sup>th</sup>. This is an annual requirement, detailing the areas of work focus anticipated over the coming year. She explained that new areas include coordination of an Air Quality workshops, and also plans to develop a Freight Planning Process.
- B. Outcome of Ozone discussion at TAC/PAC meetings – Tanna Dole shared that recent TAC/PAC meetings were held, with information provided by Dept. of Ecology, Benton County Clean Air Authority. She indicated the outcome of those meetings will result in an informational workshop in July – where information upon the topic can be shared with a wider audience of stakeholders. She urged any suggestions for invites be sent to her directly, indicating large industry and Economic Development contacts are sought.
- C. Proposed Performance Targets – Tanna Dole explained the current status of federal performance measures, indicating a dataset has been provided relative to our region. She added that our metro area can either support targets set at state level, or develop our own methodology and measure. She indicated that all MPOs in the state have agreed to adopt the state targets. She indicated briefing papers are within the packet, and that WSDOT contacts will later present details to our TAC membership.
  - Pavement/Bridge
  - Highway System Performance, Freight, Congestion Mitigation & Air Quality

15. Public and/or Board Comment –

Mr. Malley shared that members should anticipate WSDOT and City of Richland project at Queensgate Interchange will begin tonight and that East-bound onramp to I-182 will be entirely closed through the weekend. He added that this project will extend through the summer, and for members to anticipate delays in the area – but that, when complete, the interchange is expected to function much better in all movement directions.

Bruce Blackwell inquired about when the Umatilla bridge project would be complete. WSDOT responded that it should wrap up later this year.

Skip Novakovich extended an invite to the dedication of a mural next Wednesday @ 2:00 p.m.

Skip Novakovich added that a letter was recently received by Brian Malley, on topic of Inland Seaport and providing a copy of report addressing potential increased truck levels in the area. He added that the Port is likely to provide input on the report. Mr. Malley added that the Port of Kennewick and City of Kennewick have previously expressed concern over increased train volumes associated with the concept, which he sees as reason for letter being directed to himself. Matt Boehnke inquired if there is opportunity for greater level of discussion on this topic at BFCG

level. Mr. Malley indicated he would continue to distribute information and work to gain clarity on the proposed concept, while sharing with membership any information he or BFCG staff receive. Bob Larson added that the Port of Benton intends to soon inspect the railroad bridge crossing the Yakima, to determine its health and determine any weight limitations.

16. Date and Place of Next Meeting

Friday, June 15, 2018

Location: El Chappala

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

17. Adjourn: 12:52 p.m.

Approved at the June 15, 2018 meeting:

A handwritten signature in blue ink, appearing to read "Skip Novakovich", is written over a horizontal line.

Skip Novakovich, Board President