



BENTON-FRANKLIN COUNCIL OF GOVERNMENTS

MINUTES

April 19, 2019 - 10:00 a.m. Meeting
Ben Franklin Transit Board Room
1000 Columbia Park Trail, Richland

1. Call to Order: Meeting was called to order at 10:00 a.m. by Board President Skip Novakovich.
2. Roll Call – Stephanie Seamans completed roll call, by jurisdiction.

BFCG Regular Board Members		
<u>Agency</u>	<u>Member</u>	<u>Alternate</u>
Port of Kennewick	Skip Novakovich - President	
Franklin County	Brad Peck - Vice President	
Ben Franklin Transit	Bob Koch	
Benton City	Linda Lehman	
Benton County	Jim Beaver	
Benton PUD		
Connell		
Kahlotus		
Kennewick	Chuck Torelli	
Mesa		
Pasco		Matt Watkins
Port of Benton		Roy Keck
Port of Pasco		
Prosser	Mary Ruth Edwards	
Richland		
West Richland	Ken Stoker	
WSDOT	Todd Trepanier	
Economic Development District (EDD) Private Sector Members		
<u>Representing</u>	<u>Member</u>	<u>Alternate</u>
A.S. Klein Engineering		
Baker Giles		
Community First Bank	Amanda Jones	
Community First Bank		
Elite Construction & Dev.		
Prosser EDA	Deb Heintz	
TRIDEC		
Visit Tri-Cities		Kim Shugart
Worksource Tri-Cities		

BFCG Staff

Stephanie Seamans, Interim Executive Director

Patrick Pittenger, Transportation Programs Manager

Geoff Wagner, Transportation Planning Specialist II

Stephanie indicated a quorum present for BFCG.

3. **Guests:** Steve Worley, City of Pasco

4. **Public Comment** - None

5. **Approval of Agenda**

A MOTION was made by Bob Koch to approve the *BFCG Board Agenda* and SECONDED by Mary Ruth Edwards. The motion passed unanimously.

6. **Approval of Minutes** – Minutes stand approved as presented with the addition of Mary Ruth Edwards being in attendance at the March Board meeting.

7. **Presentation:** None

8. **Consent Agenda:**

A. Voucher Summery March 16 – April 19, 2019

A MOTION was made by Gail Brown to approve *Consent Agenda* and SECONDED by Chuck Torelli. The motion passed unanimously.

9. **Reports and Discussion Items:**

A. **BFCG Executive Director Report**

Stephanie updated the board on BFCG activities. Tanna Dole officially retired March 21st and the transportation staff has been busy working on projects and work plans. Julia Cassidy who was the BFCG Content Manager has resigned. The \$250,000 loan for the Rikki Cook Counseling Service that is constructing a new patient area has been closed and ready to disburse this month. There were two public meetings for the Benton County Public Facilities District. The Tri-City Regional PFD meeting for April 24th didn't work because a quorum couldn't be achieved and a new date will be scheduled if needed. The Benton County PFD's contract was expired and BFCG has done mostly administrative work for them. At their most recent meeting the PFD agreed to a contract to pay BFCG up to \$24,000 a year for administrative services on a reimbursable basis. EDA has given BFCG more time to finish tasks that have been delayed in the past few months and will check in with them on May 22nd for a status report. Fatima is getting information out about BFCG loan programs at the various chambers. Currently getting finalized financials for the state auditor which is due at the end of May. There is a part-time bookkeeper

that is helping to transition from an old accounting software to Quickbooks. Summer of last year there was a complaint about discrimination related to the agency's loan program. The complaint was forwarded to WSDOT for review, and WSDOT's investigation found BFCG had not discriminated. FHWA is now reviewing the complaint and BFCG's legal representation has also been reviewing the complaint as well.

B. 2019 STIP Obligation Status – WSDOT Target

Geoff mentioned the obligation status survey sent out to the jurisdictions. Most of the 2019 projects in the STIP are planned to be obligated within the current federal fiscal Year (FFY). BFCG has a 2019 target of \$2,030,000 in STBG funds if all projects expected to be obligated this year by local jurisdictions are obligated, there will be \$2,355,552 in obligated federal funds. It leaves the area with \$325,552 in over obligation which would be subtracted from next year's STBG and TAP allocation. If the target amount were under obligated, the area has the potential to have those under funds redistributed to other state MPOs in the future.

10. New Business:

A. Recommendation to Approve 2019-2024 TIP Amendments (BFCG Amd.19-APR)

Geoff reviewed several proposed April TIP amendments. Richland has safety projects with secured HSIP funding that need to be added to the 2019 STIP and Benton City is adding local funds received from Benton County to a project. WSDOT South Central US 395 Sound Wall project needs to be amended due to higher anticipated construction costs.

A MOTION was made by Chuck Torelli and SECONDED by Mary Ruth Edwards to approve the *2019-2024 April TIP Amendments*. The motion passed unanimously.

B. Recommendation to Amend Budget of FY 2019 Unified Planning Work Program (UPWP)

Patrick explained the FY 2019 UPWP needs to be amended to continue the current UPWP tasks and be consistent with the BFCG budget. The agency has been improving the financial component and addressing funding issues that will keep BFCG moving in a sustainable direction. There are no changes in the UPWP tasks. This amendment only allows the agency to access the state and federal money that's already available to us.

A MOTION was made by Bob Koch and SECONDED by Chuck Torelli to *amend the Budget of the Fiscal Year 2019 UPWP*. The motion passed unanimously.

C. Recommendation to Increase STBG Funding for BFCG Planning Activities

Patrick explained the Surface Transportation Block Group (STBG) funding BFCG receives. These funds are used for projects in the MPO/RTPO and a portion would be used for BFCG planning activities. BFCG is budgeted for another planning position which has been left open because of budgetary issues. The agency should be doing a better job with UPWP tasks like the Travel Demand Model which has been lacking in the past. The increase of funds will add another planner and consultant assistance with the Travel Demand Model. The TAC recommended the proposal to increase STBG funding for BFCG planning activities.

A MOTION was made by Chuck Torelli and SECONDED by Mary Ruth Edwards to approve the *increase of STBG funding for BFCG Planning Activities*. The motion passed unanimously.

D. Recommendation to Approve Draft FY 2020 Unified Planning Work Program (UPWP)

Patrick let the group know the Draft FY 2020 UPWP is available for comment. The funding levels will be included now that the numbers are known from the increase in planning funds in the previous agenda item. On May 8th the Draft UPWP will be reviewed by the feds and WSDOT with the Chairs of the TAC and BFCG Board invited to attend. Most tasks included are required except for the Regional Traffic Count Program. The UPWP is developed annually. The comment period is currently open.

A MOTION was made by Gail Brown and SECONDED by Matt Watkins to approve the *Draft FY 2020 UPWP*. The motion passed unanimously.

11. Comments/Announcements for the good of both the BFCG/EDD:

Deb Heintz – Prosser Economic Development Association (PEDA)

The annual PEDA meeting this year included discussion of the SR 221 Safety Project with representatives from WSDOT. A very interesting and potential endeavor was the presentation from a Lime representative. A Lime electric scooter was demonstrated and it was very impressive. A pilot program in the Tri-Cities could happen this summer if there is interest and hopefully in Prosser to follow. President Novakovich suggested BFCG could distribute information to members on Lime if forwarded.

Matt Watkins – City of Pasco

Pasco is hosting E-Bikes on May 13th for a demonstration.

Todd Trepanier – WSDOT - SC

Attended last week's Good Roads meeting and their goal is to get the attention of the Legislature. There is little money for the projects Good Roads is interested in. The main issue is preservation and taking care of what is already constructed. Mid-April is Traffic Workzone Awareness week. Please talk with your organizations about distracted driving and be extra cautious around work zones. The SR 17 rockslide has an emergency contract in place for cleanup which will happen soon.

Roy Keck – Port of Benton

Attended the Lime presentation at the PEDA annual meeting and found it very impressive.

President Novakovich – Port of Kennewick

Groundbreaking for Vista Field is Monday and Columbia Gardens has wineries going in along with food trucks.

Stephanie Seamans - BFCG

BFCG has bike maps available. Please take some and if more are need we have plenty. Please contact us.

Patrick Pittenger – BFCG

Patrick and Stephanie will visit the Spokane Regional Transportation Council on Monday to talk with them about MPO operations. On Tuesday BFCG will be presenting on GIS planning tools for members of the state legislature. The presentation will mainly focus on BFCG's GIS online website application and how it's used and can support decision making.

Adjournment - 10:50 a.m.

Next Meeting: *Friday, May 17, 2019*

Location: Ben Franklin Transit Board Room

Meeting starts promptly at 10:00 a.m.

Approved at the May 17, 2019 meeting:



Nicholas (Skip) Novakovich, BFCG President