



BENTON-FRANKLIN COUNCIL OF GOVERNMENTS

MINUTES

March 15, 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		
Port of Benton	Bob Larson	
Port of Pasco		
Prosser	Mary Ruth Edwards	
Richland		Phil Lemley
West Richland	Ken Stoker	
WSDOT		Brian White

Economic Development District (EDD) Private Sector Members

<u>Representing</u>	<u>Member</u>	<u>Alternate</u>
A.S. Klein Engineering		
Baker Giles		
Communtly First Bank	Amanda Jones	
Communtly First Bank		
Elite Construction & Dev.		
Prosser EDA		
TRIDEC		
Visit Tri-Cities		Kim Shugart
Worksource Tri-Cities	Tiffany Scott	

BFCG Staff

Stephanie Seamans, Interim Executive Director
Patrick Pittenger, Transportation Programs Manager
Geoff Wagner, Transportation Planning Specialist II
Julia Cassidy, Content Manager

Stephanie indicated a quorum present for BFCG and EDD.

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

4. **Public Comment** - None

5. **Approval of Agenda**

6. **Approval of Minutes** – Minutes stand approved as presented

7. **Presentation:** None

8. **Consent Agenda:**

A. Voucher Summery February 16 – March 15, 2019

A MOTION was made by Bob Koch to approve *Consent Agenda: Voucher Summary February 16 - March 15, 2019* and SECONDED by Jim Beaver. The motion passed unanimously.

9. **Reports and Discussion Items:**

A. ***Election of Officers Discussion**

A MOTION was made by Bob Koch and SECONDED by Jim Beaver to keep the *current BFCG officers, President Skip Novakovich, Vice President Brad Peck and Secretary Vicki Gordon for 2019*. The motion passed unanimously.

B. **BFCG Executive Director Report**

Stephanie mentioned staff has been working on agency policies and procedures. All loans are current. Dickey's has paid and is current. Patrick has been helping with the financial portion of MPO/RTPO funding. There has been little loan activity lately but expect it to pick up this spring.

C. ***April 1st, 2018 – March 31st, 2019 Title VI Annual Report Submission to Washington State Department of Transportation (WSDOT)**

Patrick noted the 2019 Title VI Annual Report has been updated with staff information, and demographic maps and has not been updated with any transportation related items. It is annually submitted to WSDOT with any pertinent changes that occurred the past year.

D. ***Call for Projects Timeline**

Patrick explained there are STP and TAP funds available for 2022 and 2023. During TAC discussion it was suggested to have the call for projects in the fall after the 2019 TIP update. There will be more discussion with the TAC about the details of the process in the coming months.

E. **Report on Statewide Planning Meeting/RTPO Fund Distribution**

Patrick mentioned the statewide RTPO meeting he recently attended and included topics on RTPO funding distribution and discussion on allocation. The UPWP will be reviewed by visiting FHWA, FTA and WSDOT staff May 8th.

F. ***STBG funding for BFCG Planning Activities**

Patrick noted BFCG receives 1.5% of STBG funds to support planning activities. It was discussed with the TAC that additional funds are needed to sufficiently fund current and future needs of BFCG. To maintain BFCG services going forward and to improve service to jurisdictions an increase would be desirable. This issue will be brought back to the April TAC and Board meetings.

10. **New Business:**

A. **Resolution 03-19 approval of ozone contracts with Washington state ecology and PS Media.**

PS Media submitted a contract for providing educational information on ways to lower ozone.

Patrick explained the PS Media campaign is to educate the public on low level ozone and is funded by a grant through the Washington State Department of Ecology.

A MOTION was made by Jim Beaver and SECONDED by Phil Lemley to approve the ozone contracts with Washington State Ecology and PS Media. The motion passed unanimously.

B. ***Recommendation to approve draft of updated BFCG Title VI plan for 30 day comment period.**

A MOTION was made by Jim Beaver and SECONDED by Bob Larson to approve the draft of updated BFCG Title VI plan for 30 day comment period. The motion passed unanimously.

C. ***Recommendation to approve Draft Public Participation Plan for 45 day comment period.**

A MOTION was made by Jim Beaver and SECONDED by Linda Lehman to approve the Draft Public Participation Plan for 45 day comment period. The motion passed unanimously.

D. ***Resolution 04-19 authorization of signers on BFCG bank accounts.**

Stephanie requested the authorization to add BFCG President Skip Novakovich and Transportation Programs Manager Patrick Pittenger, as signers for BFCG bank account transactions.

A MOTION was made by Bob Larson and SECONDED by Jim Beaver to approve the authorization of BFCG President Skip Novakovich and Transportation Programs Manager, Patrick Pittenger as signers on BFCG bank accounts. The motion passed unanimously.

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

Stephanie Seamans - BFCG

Stephanie introduced Julia Cassidy with BFCG.

Julia Cassidy, Content Manager – Benton-Franklin Council of Governments

Julia joined the board meeting for the first time in six years to assist staff with preparation of meeting minutes and board administration. She also shared that she has learned a lot about the agency in the last few months and is looking forward to working on our Records Retention efforts and potential grant opportunities for the agency.

Amanda Jones – Community Frist Bank

Amanda Jones expressed her interest in upcoming elections for Executive Committee Membership.

Jim Beaver – Benton County

Wishes everyone a great weekend.

Linda Lehman – Benton City

Benton City has started work on the waterfront project. Thanks to the Port of Kennewick and Commissioner Beaver for advice on the project consultant.

Bob Larson – Port of Benton

Bob recapped a recent trip to D.C. with the Pacific Northwest Waterways Association. The president opened the budget Monday. Two-thirds of the budget will go towards military spending. Everyone in D.C. is in agreement to raise the federal gas tax. They also said the dams in our area will stay and not be removed.

Brian White – WSDOT

The SR 240 Open house was very well attended and there was quite bit of public input received.

Patrick Pittenger – BFCG

Tony Kalmbach was recently sent to Boston for travel model training through Caliper Corporation who created the TransCAD modeling software. Transportation is currently working on the UPWP and reviewing requests for modeling.

President Novakovich – Port of Kennewick

The BFCG staff is doing a great job. The Port of Kennewick opened two bids for a tasting room at Columbia Gardens, construction should start soon. Construction on Phase I at Vista field was also awarded.

Bob Koch – Ben Franklin Transit

It would be a good idea to add PAC members to the TAC distribution list.

Adjournment - 10:45 a.m.

Next Meeting: *Friday, April 19, 2019*

Location: Ben Franklin Transit Board Room

Meeting starts promptly at 10:00 a.m.

Approved at the April 19, 2019 meeting:



Nicholas (Skip) Novakovich, BFCG President