



BENTON-FRANKLIN COUNCIL OF GOVERNMENTS

MINUTES

September 21, 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 Past Board President Bob Koch.
2. Roll Call – Brian Malley completed roll call, by jurisdiction.

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/ Absent	Shon Small
Benton PUD	Lori Sanders (Present)	Barry Bush
Connell	Lee Barrow/Absent	NONE
Franklin County	Brad Peck/Absent	Rick Miller/Bob Koch
Kahlotus	Chad Davis/Excused	John Rogers
Kennewick	Matt Boehnke/Absent	Steve Young
Mesa	Patti Bailey/Excused	NONE
Pasco	Blanche Barajas/Absent	Ruben Alvarado
Port of Benton	Bob Larson (Present)	Roy Keck
Port of Kennewick	Skip Novakovich/Absent	Don Barnes
Port of Pasco	Vicky Gordon/Absent	Jean Ryckman/Jim Klindworth
Prosser	Mary Ruth Edwards/Absent	Steve Becken, Taylor
Richland	Brad Anderson/Absent	Phil Lemley (Present)
West Richland	Ken Stoker (Present)	Gail Brown
WSDOT	Todd Trepanier (Present)	Troy Suing

Economic Development District (EDD) Private Sector Members

<i>Representing</i>	<i>Member</i>	<i>Alternate</i>
Visit Tri-Cities	Michael Novakovich	Kim Shugart (Present)
TRIDEC	Carl Adrian /Excused	David Chavey-Reynaud (Present)
Prosser EDA	Deb Heinz/Absent	NONE
WorkSource Tri-Cities	Tiffany Scott/Absent	NONE
Baker Giles	Carol Woo /Absent	NONE
A.S. Klein Engineering	Andrew Klein (Present)	NONE
Elite Construction & Dev.	Trini Garibay/Absent	NONE
Community First Bank	Thomas Fisher (Present)	NONE
Community First Bank	Amanda Jones (Present)	NONE

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

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

A. EXECUTIVE DIRECTOR'S REPORT –

Agenda Revisions – Voucher summary in process.

Notes & Comments –

B. COMMITTEE REPORTS (NONE)

C. STAFF REPORTS

1. Ozone (O₃) Workshop Recap

Tanna Dole recapped the Ozone Workshop that was held on July 19th. The workshop was well attended. Area partners from WSDOT, Benton-Franklin Health District, Ben Franklin Transit, Walla Walla Valley MPO and Walla Walla County were present and a significant number of business and industry officials from the region attended as well. Washington Ecology – Olympia and Benton Clean Air gave informational presentations regarding Ozone in the Tri-Cities. A panel of business, health and transportation subject matter experts engaged the audience in discussion. Ms. Dole stated there were two small groups formed; one for business/industry and one for transportation/health. The small groups would be meeting to move the awareness of the ozone topic forward. Ecology has offered a grant of \$40K for a media campaign. Mr. Malley encouraged members to request presentations from Benton Clean Air or Washington Ecology.

2. 2019 Tri-Cities Legislative Priorities

Brian Malley explained the development of the 2018 legislative paper that was specific to the area's transportation priorities. The Tri-Cities Legislative Council included the transportation one-pager with other priorities of the area. Again, this year BFCG would request input from membership so a 2019 version can be prepared. Contact Tanna Dole or Brian Malley with input. The timeline is for a November adoption. A draft is expected for October meetings.

3. WSDOT 2019 Rail System Plan

Tanna Dole reported that WSDOT – Freight Rail Division is preparing for an update to the 2017 Rail System Plan. WSDOT has provided a form for regional jurisdictions to add projects, update projects currently in the plan and/ or delete projects as necessary. The deadline for jurisdiction comment is October 5. The TAC and PAC have been given this information. Ms. Dole noted there is no identified funding for the projects within the plan and WSDOT has emphasized the projects must be part of the local improvement program and part of the regional improvement program.

4. Coordinated Public Transportation - Human Services Transportation Plan (CPT-HSTP)
Tanna Dole reported the status of the CPT-HSTP. The program is specific to vulnerable populations and project applications were due to WSDOT September 14. The BFCG region has three (3) applications and awards are to be announced early spring 2019.
5. Transportation Staffing
Brian Malley reported the status of the recruitment for the transportation planning position(s). Three (3) applicants thus far and all are scheduled for interview. Also, the Transportation Programs Manager position recruitment notice is advertised. Tanna Dole anticipates retiring at year's end.

6. Administration

A. INFORMATION ONLY (No action necessary)

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

B. CONSENT CALENDAR

1. Minutes of July 20, 2018 BFCG Board meeting
2. Voucher Summary – August, 2018

ACTION: Motion made by Lori Sanders, seconded by Phil Lemley, to approve 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, except one of the loans, which has been late few times and not current on loan covenants. Staff is working with legal counsel for guidance and prompted any questions (NONE).

B. BFEDD Activity Report

Stephanie Seamans shared that agency loan programs continue to have funding available and that no packages were reviewed through Loan Committee. Stephanie Seamans presented the loan inquiries received, which varies from food trucks, manufacturing, playgrounds, tasting rooms, retail stores and she talked about the loan application process from the inquiry meeting, to the required application documents. Staff continues to reach out to the community and different agencies to market the loan programs.

C. BFEDD – New Business

Stephanie talked about meeting with The EDA Representative, who retired in August after for working for EDA for several years, Stephanie indicated he has been valuable in many local EDA projects, such as getting grants, Wine Science Center and Walter Clore Center and other infrastructure projects. He visited some of the project sites. He will continue to be a

good resource for the EDA. He started The City of Pasco and Research District applications and the next team will continue to review those applications. Stephanie talked about the City of Prosser Waste Water project and the Connell Rail project. The City of Connell is planning on a project to move the railroad. The City of Connell has some funds and will need 14 M. The City got a recognition from NADO. Stephanie also attended a USDA training regarding our CREDiT loan programs and possibly other funds for small communities.

Stephanie will do a SCORE Training/Seminar in 1 week for small businesses.

Amanda talked about Staff working with the Contracted Loan Officer and Stephanie stated staff has been inviting him to meet with borrowers and he has been doing so. There was a question about what kind of project was the manufacturing loan inquiry. Stephanie talked about the project to make accessories for horses.

10. Adjourn Economic Development District (EDD)

11. Reconvene BFCG

12. BFCG Discussion Calendar

- A. Recommendation to Approve the 2018 Tri-Cities Metropolitan Area Park and Ride Report –

ACTION: Motion made by Todd Trepanier, seconded by Linda Lehman, to approve the 2018 Tri-Cities Metropolitan Area Park and Ride Report as presented. MOTION CARRIED UNANIMOUSLY.

- B. TIP/STIP Amendment (BFCG AUG-18) Ref. WSDOT – SR 225 Benton City

Tanna Dole stated the amendment is a new project that WSDOT-SC region has brought forward on SR 225 in Benton City. It is a total of \$214,000 to add ADA compliance elements to be delivered with a paving project. It is programmed for 2019. **ACTION: Motion made by Bob Larson, seconded by Phil Lemley, to approve TIP amendment, as presented. MOTION CARRIED UNANIMOUSLY.**

- C. Distribution for Highway Infrastructure Program (HIP) Funds

Tanna Dole explained that BFCG share of the apportionment is \$739,000 and that is divided amongst the Urban Large, Urban Small and Rural categories. The funds are for design, RW and/or construction. It cannot be used for planning, studies or sidewalks/pathways. The TAC and PAC have discussed the distribution. Ms. Dole explained the TAC and PAC supported the distribution be used for those projects in the 2017 call for projects that were not funded. After approval through local jurisdiction councils/commissions the projects will return for approval from the BFCG Board.

- D. Draft 2019 Regional Transportation Improvement Program (TIP)

Tanna Dole reported BFCG staff held a public meeting on August 29th for the draft of the 2019 Regional TIP. The public meeting included a presentation by Paul Parker from the Washington State Transportation Commission and a presentation from Robin Priddy, Benton Clean Air Agency. The draft TIP is out for public comment until September 28th and will be on the agenda next month for your approval.

E. Final Draft of Sidewalk Inventory Pilot

Tanna Dole reported the draft Sidewalk Inventory Pilot program is now on BFCG's website. This project outlines and tests a method of regional data collection on metropolitan sidewalk conditions. There are three pilot areas with a variety of conditions, such as schools, neighborhoods, downtowns, and government services. It was created to explore how useful a metropolitan wide sidewalk inventory would be to the region, and as a trial for different methods of data collection. The scope was developed this way for several reasons: there is an increasing interest in walkability and transportation alternative in our public outreach efforts. Secondly, the next MTP update will have to address performance measures, and sidewalk data will be informative. Also, Federal and State guidance requires Long Range Transportation Plans to address walkability as part of the multi-modal transportation system. The plan outlines a path forward including a process to prioritize sidewalk investments. It uses a program from the National Highway Research Program to prioritize sidewalk investments. It takes into consideration local priorities. The list would not dictate where investments would occur, but rather as a guide for future planning efforts.

F. Transportation Demand Management/Trip Reduction

Tanna Dole The memo begins with a brief history of CTR in the Tri-Cities. In 1991 when the law was enacted a county had to have a population of 150,000 to meet the criteria to be included into the CTR Program. It wasn't until 2002 that Benton County met that threshold. The Program's criteria changed in 2006; no longer using county population, but rather using person hours of delay, a more technical methodology to use as criteria for Program. The region did have a small segment, but there was a project planned that would mitigate the congested segment. BFCG received an exemption for the Program. Another exemption was in 2011, and was because of the state's budget. The CTR board stated that funding that existed for the programs would currently not be diverted to new areas and are still under an exemption because of funding.

The CTR Board has spent the last 18 months of exercises all around the state and collecting input about changes to the CTR program. They adopted a Strategic Plan in June 2018 that has a strong Transportation Demand Management approach to trip reduction. The Strategic Plan is included in the packet. BFCG is recommending the formation of a TDM committee, which would be an overarching group of people that would be involved with the CMP, System Performance, Air Quality, and trip reduction/ TDM. BFCG recommends looking into a trip reduction pilot program. BFCG is currently looking for funding. Bill Malley discussed the funding that is available currently across the state and how a program might be funded in the Tri-Cities. Discussion ensued.

13. Public and/or Board Comment –

Todd Trepanier- WSDOT reported that the Bear Creek Bridge on White Pass is to be removed and new one in place in 17 days. Snoqualmie Pass will be on new alignment this winter. Todd mentioned what a good meeting was held at the State Good Roads Annual Meeting in Spokane. Brian Malley added that Senator Hobbs mentioned another transportation package in the next years.

14. Date and Place of Next Meeting

Friday, October 19, 2018 (Tentative)

Location: Ben Franklin Transit Board Room
Meeting starts promptly at 10:00 a.m.

15. Adjourn: 1:16 p.m.

Approved at the October 19th, 2018 meeting:

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

Nicholas (Skip) Novakovich, BFCG President