



BENTON-FRANKLIN COUNCIL OF GOVERNMENTS

MINUTES

November 16, 2018 - 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 10:01 a.m. by Board President Skip Novakovich.
2. Roll Call – Stephanie Seamans completed roll call, by jurisdiction.

BFCG Regular Board Members

<i>Jurisdiction</i>	<i>Delegate</i>	<i>Alternate</i>
Ben Franklin Transit	Bob Koch (Absent)	Shon Small/Jim Beaver
Benton City	Linda Lehman/Excused	NONE
Benton County	Jim Beaver (Present)	Shon Small
Benton PUD	Lori Sanders (Absent)	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 (Present)	Steve Young
Mesa	Patti Bailey/Excused	NONE
Pasco	Blanche Barajas/Excused	Ruben Alvarado (Present)
Port of Benton	Bob Larson/Excused	Roy Keck (Present)
Port of Kennewick	Skip Novakovich (Present)	Don Barnes
Port of Pasco	Vicky Gordon (Present)	Jean Ryckman/Jim Klindworth
Prosser	Mary Ruth Edwards (Absent)	Steve Becken, Randy Taylor
Richland	Brad Anderson (Absent)	Phil Lemley
West Richland	Ken Stoker (Present)	Gail Brown
WSDOT	Todd Trepanier/Excused	Troy Suing (Present)

Economic Development District (EDD) Private Sector Members

<i>Representing</i>	<i>Member</i>	<i>Alternate</i>
Visit Tri-Cities	Michael Novakovich/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 (Present)	NONE
Elite Construction & Dev.	Trini Garibay (Absent)	NONE
Community First Bank	Thomas Fisher (Present)	NONE
Community First Bank	Amanda Jones (Absent)	NONE

Staff Present: Stephanie Seamans, Tanna Dole & Geoff Wagner. Ms. Seamans indicated a quorum present for BFCG and BFEDD.

3. Introduction of Visitors – Steve Worley, Pasco Public Works Director; Bill Barlow, Ben Franklin Transit; Patrick Pittenger

Skip Novakovich stated that although it's not on the agenda Vicki Gordon has offered to take the BFCG Board Secretary position. Unless there are any objections Vicki will fill that role. None noted.

4. Public Comment (NONE)

5. Reports and Comments

Ken stoker came arrived at 10:06 a.m.

- A. EXECUTIVE DIRECTOR'S REPORT – NO AGENDA UPDATE EXCEPT FOR VICKI GORDON TAKING THE BFCG Board position of Secretary. Not much to report except that we are moving forward.

President Skip Novakovich wanted to give a big thanks to the BFCG staff and all that they have accomplished during the transition. We appreciate the marvelous job you have been doing.

Agenda Revisions – Voucher Summary added.

Notes & Comments –

- B. COMMITTEE REPORTS (NONE)

- C. STAFF REPORTS

1. 2019 Legislative Priorities

Tanna Dole let the group know we are making some progress. We have received responses from most jurisdictions. A draft has not been put together yet but should be one to send out next week for review. It needs to be approved at the next board meeting. Thank you for all of your responses.

2. Draft Human Services Transportation Plan

Tanna also mentioned the 2018 Draft Human Services Transportation Plan (HSTP) is on our website for comment for the next thirty days and will be an action item for the next month's board meeting.

3. Submission of Ben Franklin Transit Asset Management Plan & State of Good Repair Policy
Tanna spoke about FTA's requirement for a Transit Asset Management plan (TAM). Ben Franklin Transit submitted their TAM to the MPO on September 30th which met the required deadline and also must be included in the Transportation Improvement Program (TIP). Bill Barlow from BFT expanded to say that it's the first year BFT has been mandated to have a TAM. This budget year BFT is setting aside money for facility upgrades now that the fleet is up to date. It's a way to show FTA they can expand while managing the assets they have in place.

4. Status of Transportation Staff Recruitment

Tanna gave an update on the staff recruiting efforts. BFCG has hired Tony Kalmbach from transit and are very happy to have him and his transportation knowledge of the area. Erin Braich, who was born and raised in Richland and attended Hanford High has also been hired. He has an urban planning degree from EWU and is finishing up his Masters at the University of Hawaii. His first day of work will be December 27th. There have been several Transportation Manager applications to go over, and the board will be kept informed of the process.

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 October, 2018 BFCG Board meeting – *Correction, it should be 10:39 a.m. not 12:39 for October meeting adjournment.*
2. Voucher Summary – October 19 – November 15, 2018

ACTION: Motion made by Jim Beaver, seconded by Matt Boehnke, 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 reported that Fatima is out on leave but before she left put together the balances of 10-31 and everyone is up to date.

B. BFEDD Activity Report

Stephanie Seamans mentioned we've had some loan inquires and are turning those over to our contracted loan officer Rick Peenstra. There is one loan application pending and a couple of inquires with potential since the board last met. Loan activity is likely to pick up in

the spring. The CEDS process is behind because of transition executive director duties. Some of the transportation staff will be helping with CEDS preparation. There is a lot of work to do but staff is working to get it done.

10. BFEDD – New Business – NONE

11. Adjourn Economic Development District (EDD)

12. Reconvene BFCG

13. BFCG Discussion Calendar

A. Recommendation to approve WSDOT target for MAP-21 Performance Measures for System Performance, Freight & Congestion Management Air Quality (CMAQ) - PM3

Tanna reminded the group of performance measures that have been discussed in the last few years. This is the last measure from FHWA and is nicknamed PM3 and includes system performance, freight & congestion management and air quality. This is the same as the other two measures in regards to support WSDOT's target goals. There was an opportunity of MPOs to develop their own methodology and but we do not have the expertise in our office to do that at this time. Troy Suing from WSDOT explained how the targets WSDOT is setting can be looked at again in the future and adjusted. There are no financial penalties if the targets are not met.

Matt Boehnke MOVED to approve WSDOT target for MAP-21 Performance Measures - PM3, SECONDED by Jim Beaver; motion UNANIMOUSLY APPROVED.

Tanna mentioned she has been working with Ecology and local media firms for the local air quality media campaign which will begin to ramp up in the spring and summer closer to "ozone season". It will be on all the major local news networks as well as radio. This piece of the media campaign will be funded by a \$40,000 grant from the Washington State Department of Ecology. It will also educate the public on the issue of ozone in our area. One of the goals is to create a Transportation Demand Management (TDM) campaign connected to the ozone campaign with an emphasis on trip reduction.

Skip Novakovich encouraged everyone who hasn't seen Robin Priddy's Benton Clean Air presentation on local ozone to check it out because it's very informative and well done.

14. Public and/or Board Comment – NONE

15. Date and Place of Next Meeting

Friday, December 21, 2019 - Tentative
Location: Ben Franklin Transit Board Room
Meeting starts promptly at 10:00 a.m.

16. Adjourn: 10:29 a.m.

Approved at the January 18, 2019 meeting:

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

Nicholas (Skip) Novakovich, BFCG President