



# BENTON-FRANKLIN COUNCIL OF GOVERNMENTS

MINUTES of BFCG and EDD  
 December 20, 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 President Novakovich.
- 2. Roll Call:** Geoff Wagner completed roll call by jurisdiction. Geoff Wagner indicated a quorum present for BFCG.

<b>BFCG Board Members in Attendance</b>	
<b>Organization</b>	<b>Representative</b>
Port of Kennewick	Skip Novakovich - President
Franklin County	Brad Peck - Vice President
Ben Franklin Transit	Bob Koch
City of Benton City	Linda Lehman
City of Connell	Lee Borrow
City of Kennewick	Chuck Torelli
City of Pasco	Ruben Alvarado
City of Port of Pasco	Vicky Gordon - Secretary
City of Prosser	Mary Ruth Edwards
City of Richland	Phil Lemley (alternate to Brad Anderson)
City of West Richland	Gail Brown (alternate to Ken Stoker)
WSDOT	Brian White (alternate to Todd Trepanier)
<b>Economic Development District (EDD) Private Sector Members in Attendance</b>	
<b>Organization</b>	<b>Representative</b>
A. S. Engineering	Andrew Klein
Community First Bank	Thomas Fisher
Visit Tri-Cities	Kim Shugart – Alternate to Michael Novakovich

**BFCG Staff Present:**

Stephanie Seamans, Executive Director  
 Patrick Pittenger, Transportation Programs Manager  
 Erin Braich, Transportation Programs Planning Specialist II  
 Tanner Martin, Transportation Planning Specialist II  
 Geoff Wagner, Transportation Planning Specialist II

**3. Introduction of Guests:**

Brent Gerry, City of West Richland  
 Steve Worley, City of Pasco

4. **Public Comment:** None
5. **Approval of Agenda:** A MOTION was made by Phil Lemley to approve the BFCG Board Agenda, SECONDED by Lee Borrow. The motion passed unanimously.
6. **Presentation:** None
7. **Consent Agenda:** The Consent Agenda, consisting of three items: 7A, Voucher Summary November 16 – December 20, 2019 of \$93,065.38; 7B, Approval of Minutes from regular meeting held November 15, 2019; and 7C, Approval of BFCG Representatives to the Hanford Advisory Board was approved on a MOTION by Phil Lemley and SECONDED by Lee Borrow.
8. **Reports and Discussion Items:**

- A. Executive Director Report

Regarding item 7C on the consent agenda, Stephanie reported that the Hanford Advisory Board (HAB) asked BFCG to nominate a representative and alternate. BFCG would be able to provide a better reporting mechanism with Phil Lemley as the representative and Patrick Pittenger as alternate. Vice President Peck noted that each jurisdiction and the BFCG all have representatives on the HAB. Vice President Peck was concerned about BFCG staff time being used for HAB involvement. Stephanie agreed with Vice President Peck regarding that concern and recommended that Phil Lemley should be the primary representative. Chuck Torelli noted that he attends the HAB meetings and Phil Lemley is always present as well. Phil Lemley stated that he will continue to attend and Patrick can focus on Transportation. Chuck Torelli noted that he does understand Mr. Peck but there is a certain level of specificity when it comes to traffic and right now there is a lot of energy on Hanford traffic having impacts.

Stephanie addressed that BFCG is currently working with an HR Consultant on policies and procedures that will be brought to the Board as they are completed. Transportation Planner job descriptions have been updated and titles revised to be more consistent with common industry practices.

Stephanie stated that the audit field work was completed last month and the state auditors asked to meet with two former employees. Those interviews were done this week. The state auditors also had some IT recommendations and they had one finding regarding a procurement last year for the transportation department. Skip noted that the activity which resulted in the finding occurred under management of the prior executive director.

The indirect cost allocation plan (ICAP) proposal, related to the amount of proposed administrative costs that can be allocated to grant funding has been submitted to the Department of Interior (DOI). BFCG has been assigned the Department of Interior for review of BFCG's ICAP proposals by the Economic Development Administration. In 2018, an ICAP was approved for 2017-2018. That rate was high compared to other agencies, as BFCG's rate was calculated a little bit differently than other agencies. In order to prepare the 2019 and 2020 proposed rates, BFCG had to reconcile 2017 and 2018. BFCG will work with DOI during their review and approval to secure a new ICAP rate.

Stephanie reviewed the budget – item 9c on the agenda - and discussed the funding sources and uses for each BFCG program. She discussed that the EDA grant for 2020 was submitted on December 19. EDA has changed the grant cycle from a fiscal year to calendar year. Stephanie said she met with EDA staff on November 18<sup>th</sup>. Stephanie split her time during 2018 and 2019 as allowed by the grant as she continued EDA activities while serving as the Executive Director. Every three years, BFCG does a full three year grant and Stephanie sent the proposal to the EDA yesterday (December 19). Stephanie hopes to hire someone to fill the Community and Economic Development position she has been doing with the EDA.

Stephanie discussed the proposal for BFCG member assessments to increase 3% which adds about \$7,000 to the total amount to be invoiced across all jurisdictions. The additional assessment amount will provide options for occupancy costs of a new building and other contracts as needed. She noted that BFCG is on a pay as you go with grantors and does not have significant financial reserves.

Stephanie noted that \$614,000 of the budget is proposed to go towards indirect cost. All leave time is charged to the indirect cost rate which also includes fringe benefits, payroll tax, retirement, and health insurance. Indirect costs also include salaries of employees who are not charged directly to a specific program, namely the transportation, economic development, or loan program. The administration indirect costs will also cover professional services, a bookkeeper, legal, phone services, and building rent. The Transportation Departments' direct cost is \$270,000 which will cover travel demand modeling, traffic counts, professional development, furniture when moving, computers, and other miscellaneous items. The Transportation budget adds up to about \$1,000,000 and the total budget for BFCG is \$1,290,000. President Novakovich asked if anyone had any questions. Vice President Peck asked if we had any vehicles. Stephanie stated that BFCG has an older van with only 2 seats. Chuck Torelli asked if BFCG could donate the vehicle and Stephanie stated that she will look into it in the future.

Stephanie talked about the BFCG building relocation. She is putting together a list and Stephanie and Patrick have visited about ten locations. BFCG will be putting together a shorter list and Stephanie stated that any executive committee members can join the viewing of spaces from the shorter list.

Stephanie stated the Tri-City Regional Chamber of Commerce requested that BFCG become a non-voting member of their board and Stephanie attended their meeting on December 18. BFCG and the Tri-City Regional Chamber has never overlapped even though both agencies participate in similar tasks and BFCG should have activity in the *myTRI 2030*. Skip asked if anyone had any comments and if they agree with Stephanie joining the board. No one commented and the Board Members agreed that she should be a part of their board.

Stephanie updated the group about record retention. The State Archives have been giving BFCG direction and Magdelyn of BFCG staff has been working on organizing and determining what can be purged and what needs to be archived. Magdelyn is clearing out items that don't need to be archived. BFCG requested time with the State Archives to come

to their office in February to do archival assessments on remaining files and transport them to the archives.

Stephanie talked about the loan program and the revolving loan fund. Stephanie met with BFCG's attorney to get into Dickey's Barbeque building, but noted that a bank has already gone into their building and took most of their collateral. BFCG finally got into the building on December 11<sup>th</sup> and took pictures of the remaining items. Those items may be auctioned off. Skip added that the landlord let the bank in with the intent to remove items without BFCG notice.

**B. 2020 BFCG Regional Traffic Count Program**

Patrick provided information to the group on the BFCG Regional Traffic Count Program. The count program is done every other year and 2016 was the first year BFCG did region-wide traffic counts. In 2016, BFCG had 600 locations and in 2018 there were 633 locations. BFCG has reached out to local jurisdictions about new locations and has received feedback. There will be some additional sites in 2020. BFCG has a procurement file documenting the process of the contract. The contract is out to bid and BFCG hopes for good proposals. BFCG staff expects to ask the Board to approve a contract at the January meeting. Vice President Peck asked what will be the cost of the contract. Patrick noted that it will be about \$100,000 with 80% in the spring and 20% in the fall. Vice President Peck asked why 80% in the spring and 20% in the fall. Geoff noted that the county TAC Members preferred the 80/20 split because of harvest season in rural areas. Geoff noted that the urban areas are done in the spring because the weather is better and school is in session during March, April, and May. Vice President Peck asked if rural is all done in the fall and Geoff responded by saying yes. Chuck Torelli asked what type of technology will be used and Patrick indicated he expects traditional technology will be used, likely road tubes.

**C. Impact of I-976 Passage to Benton and Franklin Counties**

Patrick informed the group that the vote on I-976 occurred last month but is still in the court system. BFCG received a letter from WSDOT on November 26<sup>th</sup> stating the projects that will be affected in the near-term. Patrick stated that between about \$46.5 million and \$53.5 million of State funds in Benton and Franklin Counties will be affected by I-976 per the November 26<sup>th</sup> letter. The passage will also jeopardize Federal and other State funds. The Tri-City Legislative Council is going to express a position on the impacts and they took input from BFCG staff to make sure BFCG and the Legislative Council are on the same page. Patrick noted major projects that could be impacted by the passage of I-976, including Pasco's Lewis Street Overpass, Kennewick's Ridgeline Interchange, and Richland's Duportail Phase 2 project. President Novakovich asked if anyone had any comments and Phil Lemley noted that Cindy Reents, Pete Rogalsky, and he met with Senator King and the Senator is working with the Governor's Office to move forward.

**9. Action Items**

**A. Approve the BFCG Congestion Management Process (CMP) update**

Erin requested action for adoption of the CMP. Erin noted that BFCG has worked with the CMP Working Group for over four months to develop corridors divided into Tier 1 and Tier 2 levels. Erin stated that the CMP document is a living document as new data comes in and the document is a very vital step for BFCG's Federal review in March. Vice President

Peck asked to whom we send this update and Erin stated to FHWA and it will be on BFCG's website. Vice President Peck then asked what the next step was after review and Erin responded that the CMP document will stay on BFCG's website and be updated annually.

A MOTION was made by Phil Lemley to approve the BFCG Congestion Management Process (CMP) update, SECONDED by Chuck Torelli. The motion passed unanimously.

B. Approve the 2019 Call for Projects funding allocations

Patrick informed the group on the Call for Projects funding allocation. Patrick stated that BFCG has about \$15.5 million in Federal Transportation funds to allocate. The USDOT usually provides BFCG about \$5 million and BFCG received \$5.8 million this year. Patrick noted that last month he attended a statewide meeting about meeting targets and noted that if a region does not reach their target two years in a row, they will lose money. Last year, BFCG exceeded their target by about \$3 million, but missed their target by about \$60,000 this year. September 30<sup>th</sup> is the end of the federal fiscal year. If BFCG does not hit their target by that date two years in a row, BFCG loses money and would have to cut projects. If local jurisdictions obligate and BFCG meets the target by August 1<sup>st</sup>, BFCG could receive additional money called "redistributed obligation authority". Patrick noted that the State has received about \$238 million of "bonus" money in the last five years and this year, the four regions which met the target by August 1<sup>st</sup> received distributed bonus money totaling \$10 million. Vice President Peck asked how well TAC Members understand this. Patrick responded that the past couple of months were spent going through BFCG's Policies and Procedures and the TAC Members were very supportive of the rules and understand consequences of the region not meeting state-set targets.

Patrick noted that the call for projects process BFCG went through was a much improved process. It was competitive and all the TAC members knew how they were going to be scored. Vice President Peck then asked if the TAC Members were able to vote on their own projects and Patrick stated that the members did not. Patrick then stated that there were a couple of aspects of the process BFCG wants to improve. The "any area" money can go to the best project regardless of location, but that money was allocated by area this year. Vice President Peck was concerned about the percentage of the funding that was any area money. Vice President Peck also asked if the any area money was allocated to urban and rural based on size of project. Patrick responded that the money was allocated to the urban and rural based on the allocation of the other funds assigned to those areas. Patrick stated that the option was provided by the Federal and State Government as the money flows to BFCG. Another item to be addressed in the future is that 7% of the total funds must go to bicycle and pedestrian projects, then the other 93% of the funds can go to any eligible activity, including bicycle and pedestrian projects. He wants to make sure that all modes can be considered in the competitive process as well. He noted that should BFT request funding for a transit capital project that would need to be compared to road projects as well. Vice President Peck asked if transit submitted any projects and Patrick responded that transit did submit for projects but they were bike and pedestrian projects around the bus stops.

Patrick noted that the list of projects provided to the Board Members was almost identical to the list approved by the TAC Members other than one Kennewick project at Quinault

and Clearwater that moved up from 2021 to 2020 with the concurrence of Kennewick. The second list attached to the staff report shows how the projects were scored and which projects received full funding. The last list provided is the projects that received partial funding or no funding at all which left almost \$9 million shortfall for projects that did not receive funding. Patrick requested the approval of the obligated project list with the modification of Kennewick's project moving up to 2020 and the contingency list of projects that did not receive funding in case money becomes available for partially or non-funded projects.

A MOTION was made by Vice President Peck to approve the 2019 Call for Projects funding allocations, SECONDED by Phil Lemley. The motion passed unanimously.

C. Resolution 11-19 Ratifying Executive Committee Action to Authorize Application for Economic Development Planning Grant and Certification of Matching Funds

A MOTION was made by Vice President Peck to approve Resolution 11-19 Ratifying Executive Committee Action to Authorize Application for Economic Development Planning Grant and Certification of Matching Funds, SECONDED by Chuck Torelli. The motion passed unanimously.

D. Resolution 12-19 To Provide Authorization of the 2020 Annual Budget

A MOTION was made by Phil Lemley to approve Resolution 12-19 To Provide Authorization of the 2020 Annual Budget, SECONDED by Ruben Alvarado. The motion passed unanimously.

**10. Comments/Announcements for the good of BFCG:**

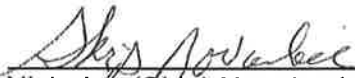
None

**11. Adjournment**

**Adjourned - 11:08 a.m.**

**Next Meeting: *Friday, January 17, 2020***  
**Location: *Ben Franklin Transit Board Room***  
**Meeting starts promptly at *10:00 a.m.***

Approved at the January 17, 2020 meeting:



Nicholas (Skip) Novakovich, BFCG President