



BENTON-FRANKLIN COUNCIL OF GOVERNMENTS

MINUTES

October 18, 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.

BFCG Board Members in Attendance	
Organization	Representative
Port of Kennewick	Skip Novakovich - President
Franklin County	Brad Peck - Vice President
Port of Pasco	Vicki Gordon - Secretary
Ben Franklin Transit	Bob Koch
Connell	Lee Barrow
Kennewick	Chuck Torelli
Pasco	Matt Watkins (alternate to Ruben Alvarado)
Prosser	Mary Ruth Edwards
Richland	Phil Lemley (alternate to Brad Anderson)
West Richland	Ken Stoker
WSDOT	Troy Suing (alternate to Todd Trepanier)
Economic Development District (EDD) Private Sector Members in Attendance	
Organization	Representative
Baker Giles	Carol Woo
A S Klein Engineering, PLLC	Andrew Klein

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

Geoff Wagner 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 Phil Lemley to approve the BFCG Board Agenda and SECONDED by Chuck Torelli. The motion passed unanimously.
6. **Approval of Minutes:** A MOTION was made by Bob Koch to approve the minutes from the regular meeting held September 20, 2019, and SECONDED by Bob Larson. The motion passed unanimously.
7. **Presentation:** None
8. **Consent Agenda:**
 - A. Voucher Summary September 21, 2019 to October 18, 2019 in the amount of \$72,422.86. A MOTION was made by Phil Lemley to approve Consent Agenda and SECONDED by Lee Barrow. The motion passed unanimously.

9. **Reports and Discussion Items:**

A. Executive Director's Report

Stephanie mentioned the agency will have its auditor entrance conference on Tuesday the 22nd. BFCG Board members are invited to attend. President Novakovich will attend and Vice President Peck will possibly attend. Executive Committee member Koch indicated that he could not attend.

Dickey's BBQ has been sent a certified letter from the attorney that has yet to be accepted. All the other loans are in good standing.

BFCG provided letters of support for two local projects. The projects are for the City of Pasco to expand its wastewater treatment capabilities. Steve Worley from the City of Pasco stated that the support from BFCG was very helpful in the application for funding and will allow the large food processing plants in Pasco to continue to operate and expand successfully.

BFCG is currently looking for a new office space in the range of 3000-4000 square feet. Stephanie stated that if a Board member knows of a space that could accommodate BFCG this coming spring, please let Stephanie know.

The Benton Public Facilities District (BPFDD) meeting this past week went well. BFCG administers the meetings.

B. Air Quality Outreach and Education Campaign Completion

Patrick updated the group on the completion of the air quality campaign. The campaign was completed with positive results. The public responses from the survey were better than anticipated and there were no days of ozone exceedance this past summer. Vice President Peck asked if detailed numbers from the survey of viewership on TV are available. Patrick said he could share more detailed information with those interested.

10. **New Business:**

A. 2019-2024 TIP Amendment (BFCG Amd.10-OCT)

Patrick explained the City of Pasco needs this project included in the current 2019 STIP to proceed with the National Environmental Policy Act (NEPA) process.

A MOTION was made by Chuck Torelli to approve the 2019-2024 TIP Amendment (BFCG Amd. 10-OCT) and SECONDED by Lee Barrow. The motion passed unanimously.

B. 2020-2025 Transportation Improvement Program (TIP)

Patrick explained the TIP is updated yearly and, once approved, will be included in the Statewide Transportation Improvement Program (STIP). During this time, local jurisdictions make edits to their projects they want included in the new TIP. In the past, the regional TIP included all local projects - secured and planned – even though many of the projects were not included in the STIP. That made the regional TIP document very lengthy. This time, only secured projects with federal or state funding attached to them were included along with regionally significant local projects. Public comments received regarding projects were forwarded to the appropriate agencies. This item requires the motion to approve Resolution 10-19 along with the 2020-2025 Transportation Improvement Program (TIP) document.

A MOTION was made by Phil Lemley to approve the 2020-2025 Transportation Improvement Program with Resolution 10-19 and SECONDED by Chuck Torelli. The motion passed unanimously.

C. Transportation Improvement Program Policies and Procedures

Patrick noted that BFCG has never had a TIP Policies and Procedures document and is possibly the only MPO in the state to not have one. With the importance of the TIP to the region, it is something that will help the regional TIP process and provide clarity about requirements and processes. An example of a policy included relates to the delay of programmed projects. A project needing to move from its original programmed year to the next year could be approved by BFCG staff, but if another delay is needed, the jurisdiction would need go before the TAC and Board for approval.

Chuck Torelli mentioned he was impressed with the last TAC meeting he attended. It was very informative and liked how everyone discussed the Call for Projects as well.

Vice President Peck wanted to mention that the TIP Policies and Procedures is a living document that can be amended in the future if the Board wanted to make an adjustment.

A MOTION was made by Chuck Torelli to approve the Transportation Program Policies and Procedures and SECONDED by Secretary Gordon. The motion passed unanimously.

D. 2019 Call for Projects

Patrick explained the Call for Projects planned for this fall. The area receives about \$5 million a year in federal funds. It's the Board's decision on how projects will be awarded funding. There is funding for years 2020, 2021, 2022, and 2023. 2020 funds are available because during the last call for projects all of the funding weren't allocated and because of new funds being made available through WSDOT. A project was also moved from 2021 to 2020, which gives year 2020 an extra \$2.3 million for projects. However, there will be less

funding capacity in 2021 to award because of the move. Funding categories available are urban large, rural and urban small. In the past the urban and rural funds were split between the two counties, this time the funding will include all urban and all rural in both counties combined. There is also a category called “any area” that can be used in urban, rural and small urban. The TAC made the recommendation to distribute the “any area” to the three funding categories instead of having a lump sum amount. This call for projects is going to be a regional approach and competitive process. Examples of scoring categories include: project readiness, regional benefit, and safety aspects of the project. Congestion is included as a scoring criteria in the urban large application, but not in rural/urban small application. TAP funding application is more multi-modal than STBG criteria, but both funds can be used for some projects. If approved by the Board at this meeting, an email message will go out Monday with the Call for Projects application along with a guidebook to all member jurisdictions. After projects have been selected they will be amended into the 2020 TIP in early 2020.

Vice President Peck asked why multipliers were used in the scoring method. Patrick indicated that it was to allow for ease of scoring. With this method, every criteria will be scored zero to five consistently. However, it is also clear that the weight of each criteria’s score is impacted by the multiplier applied.

Secretary Gordon asked if there will be many projects submitted. Patrick noted it’s up to the jurisdictions and there are many considerations for the jurisdictions regarding their needs, timing of projects, and coordination with other funding sources.

A MOTION was made by Vice President Peck to approve the 2019 Call for Projects and SECONDED by Chuck Torelli. The motion passed unanimously.

11. Comments/Announcements for the good of BFCG

Bob Larson commented the Port of Benton is going to hold interviews for the new director next week. There are four finalists that will be interviewed. Interim Director Diahann Howard recently received her Professional Port Manager (PPM) certification which is also held by another member of Port staff.

Lee Barrow mentioned Connell just wrapped-up its annual audit and everything went fine.

Phil Lemley mentioned they had a good public turnout for their North-South Transportation Capacity Study open house held recently in Richland.

Secretary Gordon noted the port recently acquired 300 acres north of Foster Wells Road in Franklin County.

Andrew Klein updated the group on the recent construction of a mixed use building in downtown Kennewick. He is hoping to get letters of intent from landlords to proceed with

leases. It has luxury apartments and space that can be configured to meet office needs. An upscale grocer is something that would be good fit for the neighborhood. If anyone has any information on a grocer who would be interested, please let Andrew know.

Patrick mentioned some items coming up. BFCG will hold a Congestion Management Process (CMP) public meeting next month. The Travel Demand Model group has been reviewing the model with consultant input. The Joint Transportation Committee staff and consultant will be in the Tri-Cities on November 20th to discuss passenger rail. On October 28th there will be a meeting with TAC members to discuss the Regional Transportation Priorities list. BFCG staff is also coordinating with Good Roads and the Tri-City Legislative Council on the results of this effort.

12. Adjournment

Adjourned - 11:02 a.m.

Next Meeting: *Friday, November 15, 2019*
Location: *Ben Franklin Transit Board Room*
Meeting starts promptly at *10:00 a.m.*

Approved at the November 15, 2019 meeting:



Nicholas (Skip) Novakovich, BFCG President