

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS DRAFT MEETING MINUTES
Thursday, December 8, 2016-7:00 p.m.
1000 Columbia Park Trail, Richland, WA**

1. Meeting convened at 7:00 p.m.

2. Roll Call: MATT WATKINS (Chairman) BOB KOCH (Vice-Chairman), RICK MILLER, TERRY CHRISTENSEN, RICHARD BLOOM, SHON SMALL, NORMA NELSON, LISA STADE (JEROME DELVIN, STEVE YOUNG Excused)

Staff: Gloria Boyce, Tony Kalmbach, Christy Watts, Kevin Hebdon, Katherine Ostrom, Josh Rosas, Tom Turner, Paul Singer, Terry DeJuan, Dr. John Myers, Patrick Roach, Legal Counsel, Michaela Dimas

Visitors: Kitte Bassett

3. **Pledge of Allegiance**

CHAIRMAN WATKINS invited those in attendance to stand for the Pledge of Allegiance.

4. **Citizens Public Comment/Introduction of Visitors**

CHAIRMAN WATKINS invited introductions of guests or public comment on any item not on the agenda.

Patrick Roach, Legal Counsel, stated an Executive Session will be held.

CHAIRMAN WATKINS then moved on to the next Agenda item.

5. **Approval of Agenda**

CHAIRMAN WATKINS stated that there will be an Executive Session. It will be announced again prior to recess of the Regular Board of Director's meeting.

CHAIRMAN WATKINS called for a motion to approve the Agenda.

ACTION: BOB KOCH made and TERRY CHRISTENSEN seconded a motion to approve the agenda as amended. MOTION CARRIED UNANIMOUSLY.

6. **Retirement Resolution**

A. Resolution 65-2016 - Kitte Bassett, Vanpool Fleet Coordinator
September 9, 1985 – September 30, 2016

CHAIRMAN WATKINS called on Terry DeJuan, Rideshare Manager, for introduction.

Terry DeJuan, presented an overview of Kitte Bassett's career at BFT. Kitte Bassett began her career with BFT on September 9, 1985, as a Customer Service Representative and finished her career as a Vanpool Fleet Coordinator on September 30, 2016. It goes without saying that Kitte Bassett has been an outstanding employee and it's been an honor to have her as part not only of Vanpool but the entire BFT team. Kitte you will be missed by all and congratulations on your retirement!

CHAIRMAN WATKINS expressed his thanks to Kitte Bassett for her service to BFT. A Certificate of Commendation and Lifetime Bus Pass was presented to Kitte Bassett. Presentation photos were taken of the honoree and CHAIRMAN WATKINS.

Kitte Bassett stated that it has been an absolute privilege to work at Ben Franklin Transit and thanked everyone for their kind words.

CHAIRMAN WATKINS and the called for a motion to approve Resolution 65-2016.

ACTION: RICHARD BLOOM made and LISA STADE seconded a motion to approve Resolution 65 -2016 as presented. MOTION CARRIED UNANIMOUSLY.

7. Board Committee Reports – Meeting Notes were included in the Board Packet

A. Planning & Marketing Committee, Richard Bloom, Chair - Cancelled

No report, meeting was cancelled.

B. Operations & Maintenance Committee, Rick Miller, Chair

No report, meeting was cancelled.

C. Administration & Finance Committee, Steve Becken, Chair

CHARIMAN WATKINS gave an overview of the items discussed. Notes were provided in the packet.

8. Consent Agenda (Any item is open for discussion at Board or Public Request)

- A. Approval of November 10, 2016 Board Meeting Minutes
- B. Payroll Voucher Summary

November 2016 vouchers audited and certified by Ben Franklin Transit’s auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing, which was emailed to the Board Members December 2, 2016.

Payroll

Check Register Number	Check Number/ Number		Date of Issue	in the Amount	
524-16	78679	78707	11/11/2016	373,796.69	Payroll
525-16	78708	78734	11/25/2016	383,058.40	Payroll
526-16	ACH Transaction		11/25/2016	390.10	Payroll
				Total	\$757,245.19

Non-Payroll Vouchers

224-16	62740	62790	11/4/2016	244,819.90	Mdse
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225-16	62791	62854	11/11/2016	142,377.08	Mdse
226-16	62855	62861	11/14/2016	13,207.32	Mdse
227-16	ACH Transactions		11/14/2016	710,406.17	ACH TRANS
228-16	62862	62951	11/18/2016	186,585.46	Mdse
229-16	62952	63006	11/25/2016	300,090.93	Mdse
230-16	63007	63020	11/28/2016	79,730.84	Mdse
231-16	ACH Transaction		11/29/2016	148,487.52	ACH TRANS
				Total	\$1,825,705.22

Check Register Numbers 524-16 to 526-16 and 224-16 to 231-16
 In the total amount of:

\$2,582,950.41

C. Resolution 66-2016- Authorizing the General Manager to enter into a contract with One World Telecommunications, Inc. for Broadband Services.

CHAIRMAN WATKINS read aloud the items on the Consent Agenda. He called for a motion to approve the Consent Agenda as presented.

ACTION: BOB KOCH made and RICHARD BLOOM seconded a motion to approve the Consent Agenda as presented. MOTION CARRIED UNANIMOUSLY.

(BFT Board Standing Committees Recommended Approval of Consent Items to the Full Board of Directors)

9. Action Items

A. Resolution 67-2016 – Authorize the General Manager to enter into a contract with Trapeze Software Group, Inc. D.B.A. TripSpark Technologies for an Onboard Integrated Technology System

Tom Turner, MIS/IT Supervisor, presented Resolution 62-2016 for the Onboard Integrated Technology System. The Ben Franklin Transit (BFT) Board of Directors approved the release of proposals for Onboard Integrated Technology System on July 14, 2016. Providing an overview of the proposal packages received hardware, installations, and services to be rendered. Providing information on BFT’s technological needs and how such technology could interface with current systems and technologies, BFT has tested a pilot onboard system between May and August of 2016. This pilot system featured equipment that provides live fixed-route dispatching, ADA compliant passenger amenities and real-time reporting information for passengers and agency staff; all features BFT is looking for. It is important to BFT that the implementation and transition to our onboard technology system is positive through effective marketing, training, and outreach without interruption to our customer’s service and is in compliance with federal and state requirements. The software will provide the following:

- Computer Aided Dispatch and Automatic Vehicle Locator (CAD/AVL) System
- Mobile Data Terminal (MDT) Device
- Automatic Passenger Counters (APC)
- Automated Voice Annunciation System (AVAS) for interior and exterior stop announcements
- Basic Vehicle Health Monitoring
- Interior LED Signage for visual announcements
- Wireless Mobile Router with cellular connectivity
- Wi-Fi Access Point for passengers
- Dispatching application for fixed route dispatchers

- Reporting portal for agency staff
- Mobile application for passengers
- Connectivity to existing exterior destination signs on buses
- Connectivity to future transit center and bus stop way-signs to provide on-time route information
- Training for agency staff on using the system

Tom Turner stated BFT received five proposals back from TripSpark Technologies, Strategic Mapping, Clever Devices, and Syncromatics, All seemed to be responsive and responsible. However, it was brought down to the top two, TripSpark Technologies and Strategic Mapping. Overall we were very impressed with TripSpark Technologies as they had everything we were proposing under one umbrella.

If approved, contract includes:

- a) Initial three-year contract term, installation, hardware and software maintenance & equipment support fees for 60 fixed route buses at \$1,599,064; that includes sales tax and a 6% change order authority. Project is estimated to be completed by August of 2017.
- b) Option for up to fifteen (15) additional units, amount not to exceed \$322,311; that includes travel expenses of \$8,500, software maintenance & equipment fees, sales tax and a 6% change order authority. General Manager authorized to place orders up to \$100,000.
- c) Option to extend contract term up to two (2) additional years for software maintenance & equipment support fees, amount not to exceed \$289,885; that includes sales tax and a 6% change order authority.

Staff's recommendation is to award TripSpark Technologies the onboard integrated technology system contract and authorize the General Manager to enter a contract with TripSpark Technologies.

A brief discussion was held on the length of the contract and specifications of the installation of the system on buses and para transit vehicles.

CHAIRMAN WATKINS stated he had wanted a summary of this because it is a big ticket item for this agency. It is one parcel that we have to take transit to the next level with the amenities and falls into the Comprehensive Service Plan changes that we will be doing. We have changed from a small to a large transit agency. This is a significant investment and I am thinking that staff has done their due diligence and found the best option and looks like a good package.

LISA STADE stated she is excited in the data collection and we can see which routes are in use with accuracy. It will increase ridership.

RICK MILLER and SHON SMALL commented on the benefits of having the new technology system.

RICHARD BLOOM asked when the three year contract is over... what is the future cost envisioned as being. Rob Orvis, Procurement Supervisor stated BFT would continue with Trapeze and the cost would roughly be about \$150,000. RICHARD BLOOM basically maintenance of the system. I just wanted to get it on record that we are not talking about 2 million dollars every two years.

CHAIRMAN WATKINS called for a motion to approve Resolution 67-2016.

ACTION: RICHARD BLOOM made and LISA STADE seconded a motion to approve Resolution 66-2016 Authorizing the General Manager to enter into a contract with Trapeze Software Group, Inc. D.B.A. TripSpark Technologies for an Onboard Integrated Technology System as presented.
MOTION CARRIED UNANIMOUSLY.

C. Resolution 68-2016 – Adoption of the 2017 Operating & Capital Budget

Kevin Hebdon, Administrative Services Manager, stated before the Board is the 2017 Operating & Capital Budget. To date, BFT has received no public comments. The Ben Franklin Transit Board of Directors met on October 13, 2016 at 5:30 PM for a 2017 Budget Meeting. At that meeting BFT Staff presented the proposed Fiscal Year 2017 Operating and Capital Budget and their goals and initiatives. At the Regular Board meeting that followed the Board authorized the release of the proposed Fiscal Year 2017 Operating and Capital Budget for a 30 day public review and comment period. No public comments have been received.

Meanwhile, staff has continued to refine expenses and monitor revenue projections since its first presentation to the Board in October and has made the following changes and/or revisions:

Operating

1. \$50,549 reduction in salaries & wages as a result of fine tuning and updating BFT's labor model.
2. \$121,845 reduction in benefits as a result of fine tuning and updating BFT's labor model.
3. \$40,518 increase to liability insurance to cover associated increases in WSTIP's 2017 strategic goals.
4. \$326,010 increase in professional services for the implementation of the Comprehensive Service Plan Study (CSPS), associated policy developments, and recruiting for anticipated retirements.

Note: Kevin Hebdon wanted to take the opportunity to remind the Board that in our budget we are not building any consideration for the Comprehensive Service Plan Study other than the \$300,000 that the Board approved contract for AECOM. Outside of the consultant contract there are considerations as far as fuel, additional labor and/or anything that would come into play for the CSPS. The idea is that when the final proposal come to the Board in 2017 at that time we will present a budget revision that will incorporate the additional costs.

Mr. Hebdon continued to explain the changes and or revisions made.

The net cost of these changes on the 2017 Operating Budget is an overall increase of \$196,134.

Capital

Due to the nature of the ADP software, point of sale system, and groundwater projects, staff recommends these projects be funded with local funds. This change in funding allows for an additional \$446,000 of federal funding to be added to the Operations Building Refurbish project. Other changes in the 2017 Capital Budget are:

1. \$150,000 increase for the addition of a Vanpool Management System. This project will identify a system to assist in the management Vanpool operations, including ride matching, National Transit Database (NTD) reporting, fare structure, and accounts receivable.
2. \$446,000 increase to the Operations Building Refurbish project to fully budget and program section 5307 FFY 2016 apportionment.

The net effect of these changes on the 2017 Capital Budget is an overall increase of \$596,000.

SHON SMALL was seeking clarification on the \$500,000 in reserve to balance the budget? Kevin Hebdon stated the \$500,000 in reserves is to meet the needs of the budget. RICHARD BLOOM stated this is our overall reserve not our operating reserve.

RICHARD BLOOM asked of the \$465,000 dollars reserved for the building next door, when the Administration building was built there was a massive refurbishment of the Operations building. What did we forget to do? Gloria Boyce, General Manager stated it would be for the roof and the windows. MATT WATKINS stated unexpected costs. Gloria Boyce explained the original refurbishment of the Operations building and informed the DIRECTOR BLOOM the roof was not touched. The roof is now leaking and the windows are military styled windows and is causing problems and needs structural care.

ACTION: RICHARD BLOOM made and BOB KOCH seconded a motion to approve Resolution 68-2016 - Adoption of the 2017 Operating & Capital Budget as presented. MOTION CARRIED UNANIMOUSLY.

(BFT Board Standing Committees recommended approval of Action Items to the Full Board of Directors)

10. Discussion/Information Items

A. Citizens Advisory Network Report- No report

11. Staff Reports & Comments

A. Legal Report

Patrick Roach, Legal Counsel, stated there are no new legal matters to bring to the Board's attention. However, an Executive Session will be held pursuant to RCW is 42.30.110 sub-section (j).

B. Treasurer's/Budget/Sales Tax Report

Kevin Hebdon, Administrative Service Manager, Financial Report for October 31, 2016 shows that we are 5.2% in excess of our expected revenues for the year. We continue to see about 1.5 million which exceeds our revenues for what we had anticipated. Our expenditures are down 4%, which puts us at about 1.1 million under budget for the year. Nothing really to note for Fares and Cost Per Boarding, they are trending as expected.

Our fund balance as of October 31st is 35.8 million and 8.4 million in Operating Reserves, use our Local Match of 2.4 million which leaves a balance of 24.9 million for capital improvements. Sales Tax revenue increased 11.9% in November for September business as compared to November 2015.

C. General Manager's Report

Gloria Boyce, General Manager, reported on the following:

Gloria Boyce introduced Wendi Warner as the new Human Resources Manager and formally introduce Wendi Warner to the Board.

CHAIRMAN WATKINS and the Board welcomed Wendi Warner.

Government Affairs Update

Federal: It was announced this month that Elaine Chao is the new administration's candidate for Secretary of Transportation. Mrs. Chao has served as Secretary of Labor and as Deputy Transportation Secretary under past administration.

State: No new transit developments at the State level.

Operations:

Trolleys

Community interest remains high regarding the trolleys. Customer comments are positive. Saturday December 17th from 10 a.m. to 3 p.m., “Let’s be Jolly and Fill the Trolley” food drive will be held at the Toyota Arena.

Recognition

Kennewick Arts Commission presented BFT with an award at the Kennewick City Council meeting for the BFT Art Poster Contest.

Happy Holidays to everyone.

CHAIRMAN WATKINS wanted to make special recognition for the shadow boxes the Board members received. CHAIRMAN WATKINS called on Michaela Dimas, Clerk of the Board to provide description of what the shadow boxes contained. Michaela Dimas informed the Board, placed in front of them are shadow boxes commemorating the 2016 Trolley Ribbon Cutting Ceremony. The shadow boxes contained a piece of the red ribbon that was cut, a token, trolley pin, the marketing flyer for the new trolleys, and a photo of the Board Members in front of the trolley buses. Michaela Dimas stated she couldn’t take all the credit, Linda Avalos Interim Executive Assistant helped create the commemorative shadow boxes for the Board and wanted it to be noted. CHAIRMAN WATKINS stated he will be placing it on his shelf and wanted to give special thanks to Michaela Dimas and Linda Avalos.

12. Board Member Comments

BOB KOCH Connell’s Winter Fest will be held this Saturday. Also, wanted to take the time to welcome Wendi Warner on board. It has been fun watching the trolleys out on the roads

CHAIRMAN WATKINS an auction was held on land in Pasco south of I82 and between Road 64 and Road 84 went for \$45,000 per acre for undeveloped farm land. So, from a transit perspective there will be an extension of Chapel Hill in a year or two.

RICK MILLER wanted to wish everyone a Merry Christmas and Happy New Year.

RICHARD BLOOM last month they gave the window/ windshield survey results. Some of the reduction in Vanpool was disappointing for 2016. The reduction in some areas basically status quo going out to Hanford. Don’t know if staff has look at that and analyze what happened. One intersection dropped from 77 vans in 2012 down to 27 this year. There is data that should be analyzed. Other item from West Richland standpoint, the Chamber of Commerce is looking at moving hogs and dogs to a Saturday event rather than a Thursday event and possibly expanding it to more day time. I have encouraged them to contact BFT possibly for a nice shuttle out of a transit center at Queensgate road. It would be a great place to put the trolley.

TERRY CHRISTENSEN, it would be interesting to see the changes to transportation when Uber comes to town. A big selling point for them is the ability to track it on their smartphones. So, the software we have coming will be a very good competitor for those that would like to track the buses.

13. Next Meeting – Thursday, January 12, 2017 at 7:00 p.m. 1000 Columbia Park Trail, Richland WA

14. Executive Session

Executive Session held.

CHAIRMAN WATKINS announced that the meeting would recess into Executive Session. He stated that action would not be taken following the Executive Session. Chairman Watkins asked Patrick T. Roach, Legal Counsel for the Revised Code of Washington (RCW) reference. Patrick T. Roach stated that the RCW is 42.30.110 sub-section (j). The purpose is to discuss collective bargaining strategy and proposals. Patrick T. Roach stated that the Executive Session is expected to take approximately 20 minutes. Announcement to the public will be made if more time is needed.

CHAIRMAN WATKINS noted that the Executive Session will most likely take about 15-20 minutes. He recessed the Regular Board of Directors meeting into Executive Session at 8:10 p.m.

CHAIRMAN WATKINS notified the waiting public at 8:25 p.m. that ten additional minutes was needed for the Executive Session.

Re-convene into Open Session

CHAIRMAN WATKINS reconvened the Regular BFT Board of Directors Meeting into Open Session at 8:37 p.m. He thanked everyone for their patience in waiting for the additional time extensions needed to complete the Executive Session.

CHAIRMAN WATKINS thanked everyone for their patience. No action taken.

15. Adjournment

CHAIRMAN WATKINS promptly adjourned the reconvened open meeting of the BFT Board of Directors meeting at 8:37 p.m.

Meeting recorded by:
Michaela Dimas, Clerk of the Board
December 11, 2016