

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS DRAFT MEETING MINUTES
Thursday, March 9, 2017 at 7:00 p.m.
1000 Columbia Park Trail, Richland, WA**

1. Meeting called to order at 7:00 p.m.
2. Roll Call: MATT WATKINS (Chairman), STEVE BECKEN, RICK MILLER, SHON SMALL, LISA STADE, NORMA NELSON.
BOB KOCH (Vice-Chairman), STEVE YOUNG and TERRY CHRISTENSEN excused,

Staff:

Gloria Boyce, Tony Kalmbach, Terry DeJuan, Tom Turner, Christy Watts, Dr. John Myers, Wendi Warner, Rob Orvis, Kevin Hebdon, Patrick Roach, Legal Counsel, Linda Avalos

3. **Pledge of Allegiance**

CHAIRMAN WATKINS invited those present 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.

- A. Benton Franklin Council of Governments Annual Report

Brian Malley of Benton Franklin Council of Governments (BFCOG) provided their 2016 Annual Report. The report details a great deal of things BFCOG is working on. Three programs provided are, Transportation, Community, and Economic Development. There will be Open Houses March 23, 2017 at the Mid-Columbia Library in Kennewick, WA and March 28, 2017 at the library in Pasco, WA. Both events are from 4:00 to 7:00 PM.

CHAIRMAN WATKINS asked when BFT and BFCOG come to mind, what can be better.

Brian Malley stated BFCOG has done well working with BFT staff. As planning continues to change over the years, there is always room for improvement.

5. **Approval of Agenda**

CHAIRMAN WATKINS called for a motion to approve the Agenda as presented.

ACTION: RICHARD BLOOM made and SHON SMALLS seconded a motion to approve the agenda. MOTION CARRIED UNANIMOUSLY.

6. **“Imagination Drives Transit” Art Poster Contest Recognitions**

- A. Grand Prize Winners

- 3rd Prize - Margot Massey - Mid-Columbia Partnership - Teacher: Julie Pasma
 - 2nd Prize - Emma Shaffer - Southridge High School - Teacher: Corrine Lechelt
 - 1st Prize - David Olvera - Kennewick High School -Teacher: Suzy Ard

- B. Calendar Spot Winners
 - Tyger Jones - Enterprise MS
 - Adrian Valencia -New Horizons HS
 - Adi Aguirre - Pasco HS
 - Caria Mia Cardon - Pasco HS
 - Drew Huff - Pasco HS
 - Madeline Whiting - Prosser HS
 - Mikaila Bardessono - Prosser HS
 - Ella Freeman - Southridge HS
 - Kaelee Marchlu - Southridge HS
 - Kevin Tatumay - Southridge HS
 - Litzy Rivera - Southridge HS
 - Jamie Hamilton - Three Rivers HS
 - Mathew Famer - Three Rivers HS

CHAIRMAN WATKINS moved this item later in the agenda due to nonattendance of award winners, in the event they arrive later in the meeting.

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

- A. Operations & Maintenance Committee, Rick Miller, Chair

RICK MILLER, gave an overview of the items discussed during the Committee meeting March 1, 2017. All items presented to the Committee were placed on the Board agenda. Notes were provided in the packet.

- B. Planning & Marketing Committee, Rick Miller, Chair- Cancelled
- C. Administration & Finance Committee, Steve Becken, Chair – Cancelled.

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

- A. Approval of February 9, 2017 Board Meeting Minutes
- B. March Voucher Summary
- C. Resolution 11-2017 – Declare Surplus of Vehicles

February 2017 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 March 3, 2017.

Payroll

Check Register Number	Check Number / Number		Date of Issue	In the Amount	
502-17	78851	78879	2/3/2017	362,520.21	Payroll
504-17	78880	78905	2/17/2017	370,517.52	Payroll

Total \$733,037.73

Non-Payroll Vouchers

Check Register Number	Check Number / Number		Date of Issue	In the Amount	
112-17	63631	63674	2/3/2017	128,594.19	MDSE
113-17	63675	63685	2/6/2017	106,463.13	MDSE

114-17	ACH Transactions		2/8/2017	412,091.73	ACH TRANS
115-17	63686		2/10/2017	150,998.57	MDSE
116-17	63743	63796	2/17/2017	145,352.32	MDSE
117-17	VOID	63795	2/17/2017	(1,181.18)	VOID
118-17	63797	63798	2/17/2017	1,181.18	MDSE
119-17	63723	63723	2/17/2017	(803.99)	VOID
120-17	63799	63799	2/17/2017	532.99	MDSE
121-17	63800	63810	2/20/2017	67,951.43	MDSE
122-17	ACH Transactions		2/20/2017	342,321.15	ACH TRANS
123-17	63811	63891	2/24/2017	263,932.21	MDSE

Total \$1,617,433.73

Check Register Numbers 502-17, 504-17 and 112-17 to 123-17

In the total amount of:

\$2,350,471.46

CHAIRMAN WATKINS called for a motion to approve the Consent Agenda presented.

ACTION: SHON SMALLS made and LISA STADE seconded a motion to approve the Consent Agenda. MOTION CARRIED UNANIMOUSLY.

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

9. Action Items

A. Resolution 12-2017 – Amending the Community Van Program Contract

Terry DeJuan, Rideshare Manager, presented Resolution 12-2017 and provided a brief background on the Community Van Program Contract and its services. This program allows non-profit and government agencies to use passenger vans to provide transportation to their clients. This contract expires every three (3) years and is reviewed by Washington State Transit Insurance Pool (WSTIP) and Ben Franklin Transit (BFT). Mr. DeJuan stated one of the contract updates is the operating distance reduction currently set at a 150-mile radius from BFT’s location 1000 Columbia Park Trail Richland, WA to an eight (8) hour drive time maximum.

CHAIRMAN WATKINS asked of any feedback from the agencies who utilize these services.

Terry DeJuan stated the changes will not affect agencies nor anything BFT is currently providing.

RICHARD BLOOM asked are the passenger vans equipped with seatbelts.

Terry DeJuan stated the 12 passenger vans do have seatbelts.

CHAIRMAN WATKINS called for a motion to the resolution.

ACTION: RICHARD BLOOM made and RICK MILLER seconded a motion to approve Resolution 12-2017 - Amending the Community Van Program Contract. 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 Update- *No report*

B. Vanpool Program Follow-Up

Terry DeJuan, Rideshare Manager, discussed memorandum, *Benton-Franklin Council of Governments Single Occupancy Vehicles (SOV) / High Occupancy Vehicle (HOV) Windshield Survey* placed before the Board and presented a slide with total vans in service from 2012 to 2016. The Survey is used to validate mode-share for the Traffic Model, traffic count data and trend analysis. Mr. DeJuan briefed the Board on HOV/SOV 2016 Observations.

RICHARD BLOOM asked about the shift change schedule in regards to the Windshield Survey

Terry DeJuan stated there was a difference in start time. BFT and BFCOG will work together to improve circumstance where needed in the future.

RICHARD BLOOM asked status of the Hanford Rideshare database

Terry DeJuan stated he reached out to the contractor as to how BFT can promote the Vanpool Program

MATT WATKINS stated that several Hanford contractor contracts are coming up for bid and perhaps if the community became unified in some things they would like to see in the new contract, to make it a unified element such as “shall participate in a Commuter Trip Reduction Program, the utilization of local services, or support the HAB Advisory recommendations, the contractors can possibly incorporate it during their contract period. Perhaps staff can prepare a statement for Board review and approval, and reinforce along with other community members, into a supportive statement to be taken into the contract bidding process.

RICHARD BLOOM stated the Hanford Advisory board provided advise in this respect to the Department of Energy

LISA STADE asked when van groups dissolve, is there an exit survey.

Terry DeJuan stated there is no formal process. BFT receives comments with reasons why the vans are no longer in service.

LISA STADE asked if BFT plans to do the “Spring into Summer” three (3) month program again.

Terry DeJuan stated BFT has the “Vanpool Spring into Summer” Memorandum Resolution in place to present at the April Board meeting.

MATT WATKINS Suggested to move forward with agenda item 6, *Art Poster Contest Recognitions*.

Christy Watts, Planning and Marketing Manager, gave a recap on the 2016 Art Poster Contest, “Imagination Drives Transit” and announced the prizes of the grand prize winners from three (3) high schools.

MATT WATKINS announced the Grand Prize Winners

3rd Prize - Margot Massey - Mid-Columbia Partnership - Teacher: Julie Pasma

2nd Prize - Emma Shaffer - Southridge High School - Teacher: Corrine Lechelt

1st Prize - David Olvera - Kennewick High School -Teacher: Suzy Ard

Ms. Watts stated BFT will be taking the buses to each individual school once the signage is up.

MATT WATKINS and the Board showed their appreciation for all who participated in the contest and their enthusiasm.

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.

B. Financial Report

Kevin Hebdon, Administrative Services Manager, presented the financial report. The report, YTD through January 31, 2017 shows Operating revenues exceed budget at 4.9% and expenditures fall under budget amount at -10.8% compared to last year. There are no notable changes in allocated cost per boarding and fares per boarding. The sales tax report in February for December business is about \$3 million in revenue.

C. General Manager's Report

Gloria Boyce, General Manager, reported on the following:

Government Affairs Update

Federal: Awaiting decisions regarding the new administration's transportation budget. Attending APTA's legislative conference next week with Director Bloom and Stade, and Jerry Otto.

State: Continue tracking a few transportation related bills that made it out of the committee.

Operations: Busy month of cleaning up after the inclement weather, February 15th was the last day of weather related service disruptions and on Thursday, February 16th acknowledged staff's hard work with an early morning breakfast for keeping BFT moving.

On February 23rd DAR and IT Staff managed through a 5-hour server / hard drive failure managing over 1,000 DAR trips manually. Both these events bring our Disaster Recovery / Business Continuity Plan development efforts to the forefront.

Exciting news, earlier this week our Service Plan consultant contract was executed and implementation is now underway.

I met with the City Managers of Pasco, Prosser, Richland/West Richland and the Mayor of West Richland, Brent Gerry last month along with School Superintendents of Kennewick, Pasco, Richland/West Richland.

12. Board Member Comments

SHON SMALL stated and recognized the importance of transit transportation and the outstanding team BFT has.

RICHARD BLOOM stated West Richland will have five (5) City Council positions and Mayor up for re-election in the coming year.

RICK MILLER stated Franklin County has around 40 miles of road blocked for repair due to weather damage.

MATT WATKINS stated the council meeting discussed a comprehensive plan for development at Road 100, Sand dune Area and transit being involved in the process.

STEVE BECKEN nothing to report.

LISA STADE stated Benton City is planning future growth and possibly a recreation facility.

NORMA NELSON mentioned their first negotiation meeting in March.

13. Next Meeting – Thursday, April 13, 2016 at 7:00 p.m.

1000 Columbia Park Trail, Richland WA

14. Executive Session

NA

15. Adjournment

CHAIRMAN WATKINS promptly adjourned the BFT Board of Directors meeting at 7:53 PM

Meeting recorded by:
Linda Avalos, Interim Clerk of the Board
March 9, 2017