

**BEN FRANKLIN TRANSIT  
BOARD OF DIRECTORS MEETING MINUTES  
Thursday, May 12, 2016/7:00 p.m.  
1000 Columbia Park Trail, Richland, WA**

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

2. Roll Call: BOB KOCH (Vice-Chairman), STEVE BECKEN, RICH BUEL, JIM BEAVER, LISA STADE, NORMA NELSON

Staff: Gloria Boyce, Kevin Hebdon, Katherine Ostrom, Jerry Otto, Christy Watts, Tom Turner, Christine DeVere, Kevin Sliger, Jim Thoeke, Terry DeJuan, Paul Singer, Angela Stringer, Chris Lilyblade, Jeremy Bishop, Michaela Dimas

Visitors: Manuel Soto of Mobility & Walkability

3. **Pledge of Allegiance**

VICE-CHAIRMAN KOCH invited attendees to join in the Pledge of Allegiance.

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

VICE-CHAIRMAN KOCH invited introductions of guests or public comment on any item not on the agenda. No public comment or introductions were given.

5. **Approval of Agenda**

VICE-CHAIRMAN KOCH stated that he is not aware of any changes to the agenda.

ACTION: JIM BEAVER made a motion to approve the agenda and LISA STADE seconded. No discussion. MOTION PASSED UNANIMOUSLY.

6. **Retirement Recognitions**

- A. Resolution 20-2016 – Barbara Williams, Operations Supervisor  
April 19, 1982 – April 16, 2016
- B. Resolution 21-2016 – Neal Phips, Dial-A-Ride Operator  
March 18, 1991– April 23, 2016
- C. Resolution 22-2016 – Suzan Phips, Dial-A-Ride Operator  
March 18, 1991– April 23, 2016

Katherine Ostrom, Interim Operations Manager, read from the Resolutions for the three retirees. She stated Barbara Williams, Neal Phipps and Suzan Phipps are not in attendance and do not plan to attend a Board meeting in the future to receive their certificates. Each will receive a certificate of commendation and a lifetime bus pass.

VICE-CHAIRMAN KOCH requested a motion for Resolutions 20, 21, 22,-2016

ACTION: JIM BEAVER made a motion to approve Resolution 20, 21, 22-2016, Retirement of Barb Williams, Neal Phipps, and Suzan Phipps. LISA STADE seconded. No discussion. MOTION PASSED UNANIMOUSLY.

**7. Board Committee Reports**

- A. Planning & Marketing Committee  
Meeting was cancelled, no report.
- B. Operations & Maintenance Committee  
Meeting was cancelled, no report.
- C. Administration & Finance Committee  
Meeting was cancelled, no report.

**8. Consent Agenda**

- A. Meeting Minutes of April 14, 2016 Regular Board Meeting
- B. Payroll/Voucher Summary
- D. Resolution 30-2016 Authorizing the General Manager to Enter into a Contract with Business Radio, Inc. for Radio Maintenance Services

April 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 May 6, 2016.

**Payroll**

Check Register Number	Check Number/ Number	Date of Issue	in the Amount	
506-16	78092      78127	4/12/2016	367,296.56	Payroll
507-16	78128      78160	4/15/2016	364,123.68	Payroll
508-16	78161      78193	4/29/2016	373,370.57	Payroll
			<b>Total</b>	<b>\$1,104,790.81</b>

**Non-Payroll Vouchers**

146-16	60697      60704	4/4/2016	18,390.80	Mdse
147-16	60705      60769	4/8/2016	541,532.02	Mdse
148-16	ACH Transactions	4/13/2016	146,867.74	ACH Trans
149-16	60770      60770	4/13/2016	2,248.18	Mdse
150-16	60771      60830	4/15/2016	147,117.79	Mdse
151-16	60831      60840	4/18/2016	27,345.93	Mdse
152-16	ACH Transactions	4/18/2016	348,648.22	ACH TRAN

153-16	60841	60927	4/22/2016	239,210.30	Mdse
154-16	60928	60940	4/25/2016	165,446.59	Mdse
155-16	60941	60990	4/29/2016	168,368.34	Mdse
156-16	ACH Transactions		4/29/2016	142,258.33	ACH TRANS
157-16	60991	60997	4/29/2016	83,246.18	MDSE
				<b>Total</b>	<b>\$2,030,680.42</b>

Check Register Numbers 506-16 to 508-16 and 146-16 to 157-16  
 In the total amount of:

**\$3,135,471.23**

ACTION: JIM BEAVER made a motion to approve the Consent Agenda, Items A–C, and STEVE BECKEN seconded. No discussion. MOTION CARRIED UNANIMOUSLY.

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

**9. Action Items**

A. Resolution 31-2016 Authorization to Release the Draft 2017-2022 Transit Development Plan (TDP)

Kevin Sliger, Transit Planner, presented the proposed 2017-2022 TDP to be released to the public for comment for thirty (30) days to meet Federal and State grant funding compliance. He stated the TDP is updated annually and includes BFT’s goals, accomplishments, a Program of Projects, financial projections, and inventories. Mr. Sliger stated it was staff’s recommendation for the Board to release the draft for the thirty (30) day Public Review. He provided a schedule of public outreach planned.

LISA STADE asked if an app would be created for the GPS on buses with live feeds of on-time performance. Kevin Sliger stated that it is being reviewed and it would be dependent on which provider would be chosen; most of the vehicle locators are coupled with an app.

ACTION: JIM BEAVER made and STEVE BECKEN seconded a motion to approve Resolution 31-2016, establishing the release of the 2017-2022 Transit Development Plan (TDP). MOTION CARRIED UNANIMOUSLY.

B. Resolution 32-2016 Adoption of the Revised 2016-2019 Title VI Program & Limited English Proficiency Plan

Kevin Sliger, Transit Planner, presented the revised 2016-2019 Title VI Program. He stated public meetings were held to receive public comments. No comments were given due to lack of attendees. The revision provides more clarity on BFT’s service standards and specifically the service availability standard adopted in 2013. At this time he is requesting the Board adoption of the revised 2016-2022 Title VI Program to be submitted to the FTA for review.

ACTION: STEVE BECKEN made and JIM BEAVER seconded a motion to approve Resolution 32-2016, Adoption of the Revised 2016-2019 Title VI Program & Limited English Proficiency Plan. 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 Committee April 2016 Report

Austin Neilson wanted to invite all Board members and staff of the Annual CAC Summer Picnic & Bus Ride to be held June 13th from 4:45 p.m. – 7:30 p.m. Mr. Neilson wanted to thank BFT for all their support and stated he is looking forward to the CSPA “Open Houses”.

B. Comprehensive Service Plan Study Update

Kevin Sliger, Transit Planner, presented a brief Comprehensive Service Plan Study Update (CSPA) and provided Board members with a binder on current/proposed network redesigns.

Manuel Soto, the sole proprietor of Mobility and Walkability Consulting, presented a slideshow on the CSPA. He reported on the following items:

- I. Network redesign goals:
  - Increase connectivity by reducing transfers
  - Increase frequencies and more direct routes
  - Designate a Primary Transit Network (PTN)
  - Reaching emerging employment and activity centers
  - Reduce service duplication and route overlap
  - Simplify route alignments & rely on walking access to routes
- II. Fixed Route Recommendations
  - Recommendations for service change at route and network level
  - Taxi and Dial-A-Ride (DAR) service implications

In addition, he presented maps on the current weekday bus network, proposed weekday network “short term”, proposed weekday frequency, and proposed Saturday network “short term”. Explaining the benefits of the proposed changes and the fluidity it will create throughout the transit system. In addition, he provided a project schedule. (See below)

June 2016- feedback received at Open Houses and revisions to service recommendations.

July 2016- present final CSP recommendations and start of a 60-day review period.

September 2016- update on feedback received.

October 2016- present final CSPA for adoption by the Board.

October 2017 through April 2017 – Implementation.

Discussion held.

**11. Staff Reports & Comments**

A. Legal Report

Jeremy Bishop, Legal Counsel, stated that there are no new legal matters to bring to the Board’s attention. However, an Executive Session will be held tonight pursuant to RCW 42.30.110 (g).

## B. Treasurer's/Budget/Sales Tax Reports

Kevin Hebdon, Interim Administrative Services Manager, stated the revenues for March 2016 are 2.2% above the budgeted amount, which is the equivalent of \$30,000. Total operating expenditures are down - 9.8%. There is nothing of significance to note on the charts for allocated cost per boarding and fares per boarding.

For the Treasurer's Report for the end of April, the fund balance is at \$28 million, of which the Board for 3 months' operating reserves has set \$8.4 million aside. Another \$2 million is set aside for capital local match requirements, bringing the amount down to \$17.6 million in surplus funds.

For sales tax for February activity, increased 11.4% in April for February business as compared to April 2015. 2016 total sales tax revenues are 8.7% above the annual budgeted amount and 10.4% over 2015 total sales revenues. PTBA's and Local Jurisdictions information was provided in packets.

## C. General Manager's Report

Gloria Boyce, General Manager, reported on the following:

Governmental Affairs Update: At the Federal level, the FTA has recently released Notice of Available Funding opportunities for no-low emission vehicles; \$55 million, and Bus and Bus facility grants; \$213 million. One of the main criteria in both the grants is age and mileage of fleet. BFT will be submitting a grant application for the Bus and Bus Facility funds. No new transit related information on a State level.

Operations Update: All transit operations continue to run smoothly. The Collision Avoidance System Demonstration kicked off in late March and is currently running on the 120, 160, and 225 routes. Board members were given a demonstration of the system before tonight's meeting.

Organizational restructure will take effect on June 1, 2016.

### **12. Board Member Comments**

RICH BUEL no comment.

JIM BEAVER no comment.

NORMA NELSON no comment.

STEVE BECKEN no comment.

LISA STADE thanked Gloria Boyce for taking the time to meet with her; she hadn't had the opportunity to meet with other BFT GM's. Attended APTA's Board Member and Board Support conference in San Antonio; thankful Michaela attended and answered any and all questions regarding BFT.

BOB KOCH attended the BFT Annual Recognition breakfast and participated in tonight's CAS demonstration.

### **13. Next Meeting – Thursday, June 9, 2016 at 7:00 p.m.** **1000 Columbia Park Trail, Richland WA**

#### **14. Executive Session**

VICE CHAIRMAN KOCH announced that the Executive Session would most likely take about 15 minutes. He recessed the Regular Board of Directors Meeting into Executive Session at 7:52 p.m. He stated that action would be taken following the Executive Session. VICE CHAIRMAN KOCH asked Jeremy Bishop, Legal Counsel for the Revised Code of Washington (RCW) reference. Jeremy Bishop stated that the RCW is 42.30.110 1(g).

#### **Re-convene into Open Session**

VICE CHAIRMAN KOCH reconvened the Regular BFT Board of Directors Meeting into Open Session at 8:03 p.m. He thanked everyone for their patience.

VICE CHAIRMAN KOCH stated Gloria Boyce accepted the terms of the contract and requested a motion.

ACTION: LISA STADE made and STEVE BECKEN seconded a motion to approve Gloria Boyce as General Manager along with the contract as negotiated. MOTION CARRIED UNANIMOUSLY.

#### **15. Adjournment**

VICE CHAIRMAN KOCH adjourned the Regular Board of Directors meeting at 8:05 p.m.

Meeting recorded by:  
Michaela Dimas, Executive Assistant & Clerk of the Board  
May 12, 2016