

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS MEETING MINUTES
Thursday, February 11, 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), JEROME DELVIN, BOB KOCH, RICK MILLER, TERRY CHRISTENSEN, RICHARD BLOOM, NORMA NELSON

Staff:

Gloria Boyce, Kevin Hebdon, Tony Kalmbach, Katherine Ostrom, Christy Watts, Terry DeJuan, Jim Thielke, Rob Orvis, Tom Turner, Paul Holgate, Paul Singer, Christine DeVere, Kevin Sliger, Patrick Roach, Angela Sorensen/Scribe

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.

No public comment or introductions were given.

5. Approval of Agenda

CHAIRMAN WATKINS stated that he is not aware of any changes to the agenda. It was confirmed that no changes had been made.

ACTION: BOB KOCH made a motion to approve the agenda and RICHARD BLOOM seconded. No discussion. MOTION PASSED UNANIMOUSLY.

6. Retirement Recognition

- A. Resolution 05-2016 – Bert Mitchell, Coach Operator
April 6, 2015 – November 31, 2015

Katherine Ostrom, Dial-A-Ride Manager, read from the resolution on behalf of Barb Hays, Fixed Route Manager, and stated that Bert Mitchell has served BFT and the community as a Coach Operator for over 10 years. He is a quiet worker and is respected by peers and passengers alike due to his dependable, courteous, and kind demeanor. Bert's professional attitude and pride in his job makes him one of BFT's exceptional operators. He was an excellent driver and a 7-year recipient of the National Safe Driver Award. In addition, he often received "Exceeds Standards" under Customer Service on his annual evaluation from his supervisors. Staff wishes Bert the best in his retirement.

The lifetime bus pass and certificate intended for Bert Mitchell were shown to the Board. CHAIRMAN WATKINS asked BFT staff to pass on both the certificate and the Board's congratulations to Bert.

CHAIRMAN WATKINS called for a motion to the resolution.

ACTION: BOB KOCH made a motion to approve Resolution 05-2016, Retirement of Bert Mitchell, and RICHARD BLOOM seconded. No discussion. MOTION PASSED UNANIMOUSLY.

B. Resolution 06-2016 – Rose Logston, Coach Operator
June 30, 1995 – December 30, 2015

Katherine Ostrom, Dial-A-Ride Manager, read from the resolution and stated that Rose Logston served BFT and the community as a Coach Operator for over 20 years. Throughout her career, she was a strong advocate for issues, concerns, and policies about which she felt passionate. Year after year, Rose received “Exceeds Standards” on her annual evaluation under “Dependability”, “Safety” and “Customer Service.” Rose was a 19-year recipient of the National Safe Driver award and a dependable employee who rarely missed a day of work and never received a late report. Rose has been commended for having one of the best attendance records in the company and an outstanding work ethic and attitude, making her a valued part of the Fixed Route Team. Staff wishes Rose a very happy retirement and thanks her for all she has done during her time of service.

CHAIRMAN WATKINS requested a motion to the resolution.

ACTION: RICHARD BLOOM made a motion to approve Resolution 06-2016, Retirement of Rose Logston, and RICK MILLER seconded. No discussion. MOTION PASSED UNANIMOUSLY.

C. Resolution 07-2016 – Judy Deneen, Coach Dispatcher
July 23, 1984 – December 31, 2015

Katherine Ostrom, Dial-A-Ride Manager, read from the resolution and stated that Judy Deneen has been an instrumental part of the BFT Fixed Route Team for the past 32 years. She was hired as a Coach Operator but was quickly promoted to Driver/Dispatcher and eventually came to serve as a Fixed Route Dispatcher in 1986, the position in which she served for 29 years. She was recognized as Employee of the Year in 2006 under the team category for the Operations Dispatchers Team. Judy’s constant optimism, enthusiasm and willingness to answer questions made a difference in the careers of many drivers and BFT staff. Her guidance has made her one of the go-to people for past knowledge and historical perspective of the transit. It will be hard to imagine the workplace without her. Staff thanks Judy for her heart and commitment to BFT and the community.

Judy Deneen was present at the Board meeting. She was presented with a certificate and received both congratulations and a round of applause from those in attendance.

CHAIRMAN WATKINS requested a motion to the resolution.

ACTION: TERRY CHRISTENSEN made a motion to approve Resolution 07-2016, Retirement of Judy Deneen, and RICHARD BLOOM seconded. No discussion. MOTION PASSED UNANIMOUSLY.

D. Resolution 08-2016 – Holly Kaczmariski, Citizens Advisory Committee Chair

Delsa Pospical, Accounting Administration Assistant and CAC Liaison, read from the resolution and stated that the BFT Board of Directors acknowledges the dedicated service Holly Kaczmariski has provided to BFT for the past six years. She has provided faithful service to members of the CAC as well as the Dial-A-Ride Subcommittee. Holly's passion for transit is apparent in her willingness to travel 75 miles each way from her home in Dayton, WA to attend CAC and DAR Subcommittee meetings each month in the Tri-Cities. She plans to continue attending CAC meetings and serving on the quarterly Dial-A-Ride Subcommittee and would like to reapply for CAC membership at a later date. As an advocate for the blind and disabled, Holly is in the process of completing a college degree in educating the blind. Staff wishes Holly success in the pursuit of her degree.

Holly Kaczmariski was acknowledged at the meeting and presented with a gift. The audience applauded her for her service.

CHAIRMAN WATKINS called for a motion to the resolution.

ACTION: RICHARD BLOOM made a motion to approve Resolution 08-2016 and BOB KOCH seconded. No discussion. MOTION PASSED UNANIMOUSLY.

E. Resolution 09-2016 – Dave Carl, Citizens Advisory Committee Member

Delsa Pospical, Accounting Administration Assistant and CAC Liaison, read from the resolution and stated that the BFT Board of Directors acknowledges the dedicated service David Carl has provided to BFT for the past six years. Dave's professionalism and intuitiveness have been a driving force in helping the CAC to pursue achievable goals, such as encouraging BFT to close the 30-minute gap between the time bus service ended and the start-up time of night service. Dave is a deep thinker and can speak his mind in a way that motivates others to want to move forward. His can-do attitude keeps his life interesting and challenging. He is active in community sports for individuals in wheelchairs, and his wheelchair doesn't slow him down in traveling and using transit service in his travels. He will continue to serve on the Dial-A-Ride Subcommittee, and staff hopes to see him reapply for CAC membership again in the future. Staff wishes Dave success as he pursues writing books and continues serving the community.

David Carl was acknowledged at the meeting, and the audience congratulated him for his service with applause.

ACTION: RICHARD BLOOM made a motion to approve Resolution 09-2016 and RICK MILLER seconded. No discussion. MOTION PASSED UNANIMOUSLY.

7. Election of BFT Board of Directors Officers

CHAIRMAN WATKINS commenced elections by asking the Board if anyone has an interest in serving as Chair of the BFT Board of Directors.

ACTION: BOB KOCH made a motion to nominate MATT WATKINS for the position of Chairman of the BFT Board of Directors, and RICHARD BLOOM seconded. No discussion. MOTION PASSED UNANIMOUSLY.

ACTION: JEROME DELVIN made a motion to nominate BOB KOCH for the position of Vice Chairman of the BFT Board of Directors, and RICK MILLER seconded. No discussion. MOTION PASSED UNANIMOUSLY.

CHAIRMAN WATKINS and BOB KOCH accepted their nominations as Chairman and Vice Chairman, respectively, of the BFT Board of Directors for the 2016 calendar year.

CHAIRMAN WATKINS brought the subject of Standing Committee representation before the Board and asked if any members wanted to change Committee membership.

After discussion, the following Standing Committee roster was determined:

- Planning & Marketing Committee: RICHARD BLOOM, LISA STADE, PAUL PARISH
- Operations & Maintenance Committee: RICK MILLER, JEROME DELVIN
- Administration & Finance Committee: STEVE BECKEN, MATT WATKINS, BOB KOCH, TERRY CHRISTENSEN

TERRY CHRISTENSEN asked if the bylaws needed to be changed in order to reflect the new distribution of Board members on the Committees. Patrick Roach, Legal Counsel, stated that he did not recall there being a need for even distribution of three members per Board.

8. Board Committee Reports

- A. Planning & Marketing Committee – Cancelled
- B. Operations & Maintenance Committee – Cancelled
- C. Administration & Finance Committee

CHAIRMAN WATKINS directed the Board to review the Meeting Minutes included in the Board packet. STEVE BECKEN was the only Committee member present at the meeting but was not present at the Board meeting to give a report.

CHAIRMAN WATKINS asked Gloria Boyce if there were any highlights from the meeting. Gloria Boyce, Interim General Manager, replied that the Administration & Finance Committee is currently working on putting together a new Board member packet through which to debrief new Board member Paul Parish by the end of March. CHAIRMAN WATKINS encouraged Staff to make those materials available to him.

9. Consent Agenda

- A. Meeting Minutes of January 7, 2016 Regular Board Meeting
- B. Payroll/Voucher Summary
- C. Resolution 10-2016 – Authorization to Release Proposals for Additional Temporary Staffing Contractors

January 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 February 5, 2015.

Payroll

Check Register Number	Check Number/	Number	Date of Issue	in the Amount	
500-16	77883	77920	1/8/2016	342,088.74	Payroll
501-16	77921	77954	1/22/2016	356,987.05	Payroll
				Total	\$699,075.79

Non-Payroll Vouchers

100-16	VOID	59755	1/6/2016	(11,296.83)	VOID LM
101-16	59808	59808	1/6/2016	11,296.83	Mdse
102-16	59809	59864	1/8/2016	438,114.95	Mdse
103-16	59865	59865	1/8/2016	450.94	Mdse
104-16	VOID	59753	1/8/2016	(450.94)	VOID LM
105-16	59866	59870	1/11/2016	11,306.18	Mdse
106-16	ACH Transactions		1/12/2016	130,864.79	ACH TRANS
107-16	59871	59920	1/15/2016	173,583.97	Mdse
108-16	ACH Transactions		1/15/2016	103,023.88	ACH TRANS
109-16	59921	59921	1/21/2016	120.00	Mdse
110-16	59922	60011	1/22/2016	1,188,985.29	Mdse
111-16	60012	60012	1/25/2016	207.33	Mdse
112-16	60013	60024	1/25/2016	212,360.57	Mdse
113-16	ACH Transactions		1/26/2016	229,642.51	ACH TRANS
114-16	60025	60075	1/29/2016	148,644.12	Mdse
115-16	VOID		59839	(263,204.50)	VOID
116-16	60076	60076	1/29/2016	263,204.50	Mdse
				Total	\$2,636,853.59

Check Register Numbers 500-16 to 501-16 and 100-16 to 116-16
In the total amount of:

\$3,335,929.38

CHAIRMAN WATKINS called for a motion to approve the Consent Agenda, Items A–C, including the slightly revised January Meeting Minutes.

RICHARD BLOOM pointed out a minor typo error in the Meeting Minutes which was noted by staff.

ACTION: RICHARD BLOOM made a motion to approve the Consent Agenda, Items A–C, and BOB KOCH seconded. No discussion. MOTION CARRIED UNANIMOUSLY.

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

10. Action Items

A. Resolution 11-2016 – Surplus of Vehicles

Katherine Ostrom, Dial-A-Ride Manager, stated that BFT has three 2003 and 2004 Fixed Route coaches that have over 500,000 miles on them and have met the end of their useful lives.

Staff requests authorization from the Board of Directors to surplus these three vehicles which are no longer needed.

BOB KOCH asked about what will be done with the vehicles. Jerry Otto, Maintenance Manager, replied that a couple of the buses are still running, and they will be used for parts until they are no longer needed. They are beyond repair and will be recycled at the salvage yard rather than be put up for auction.

RICHARD BLOOM congratulated staff on reaching half a million miles for each bus.

ACTION: TERRY CHRISTENSEN made a motion to approve Resolution 11-2016 and JEROME DELVIN seconded. No discussion. MOTION CARRIED UNANIMOUSLY.

B. Resolution 12-2016 – Tulip Lane Park & Ride Acceptance

Jerry Otto, Maintenance Manager, thanked the Board for their attendance at the Tulip Lane Park & Ride ground breaking ceremony several months prior and for their commitment to the project. On June 11, 2015, BFT Staff received authorization from the Board of Directors to enter into a contract with Inland Asphalt Company to construct the Tulip Lane Project. Inland Asphalt Company has completed the project with oversight by staff and RH2 Engineering, Inc. The quality of work performed was acceptable and the requested value for change orders has been reasonable and in line with the architects' cost analysis.

The original contract amount was \$720,614, including sales tax, with authorization for change orders up to 6% or \$43,237 of the contract amount, for a total amount of \$763,851. The final cost of the project including change orders is \$736,392, including sales tax. Change orders amounted to \$15,778, or 2.19% of the contract amount.

Staff recommends the acceptance of the Tulip Lane Project as complete.

ACTION: RICK MILLER made a motion to approve Resolution 12-2016 and RICHARD BLOOM seconded. No discussion. MOTION CARRIED UNANIMOUSLY.

CHAIRMAN WATKINS and RICHARD BLOOM mentioned that they had driven by the park and ride today and thought it was a beautiful-looking facility. TERRY CHRISTENSEN commended Jerry Otto for his efforts on working with all parties and doing a very good job of managing the project.

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

11. Discussion/Information Items

A. Citizens Advisory Committee January 2016 Report

Holly Kaczmarek, Citizens Advisory Committee Chair, stated that since the CAC is having a review, the only important topic of discussion during the last meeting was encouraging the CAC members to ride the transit, whether it is on Dial-A-Ride or on Fixed Route, rather than driving to the meetings in order to have the experience. Some people on the CAC do not use transit that much.

CHAIRMAN WATKINS thanked Holly for the report.

B. 2015 Quarter 4 Operations Report

Katherine Ostrom, Dial-A-Ride Manager, presented a slideshow detailing quarterly figures for both Fixed Route and Dial-A-Ride. She stated that for Fixed Route accidents, there were 34 pending accidents, 7 accidents, 5 on-the-job injuries, 4 non-preventables, and 5 preventables. The total of 55 accidents is the same between the fourth quarters of 2014 and 2015.

RICHARD BLOOM asked what the pending category for accidents is. Katherine Ostrom replied that these are cases waiting for action to be taken, and Jim Thoeke puts them in a pending file and waits for something to happen with them, and sometimes, nothing happens.

Fixed Route ridership is down about 8% from 2014 to 2015, likely due to bad weather and school delays and cancellations. There were 2,094 boardings during the 2015 Cable Bridge Run.

For Dial-A-Ride, receipt of applications has been consistent: nearly the same number of applications was received in Quarter 4 from 2014 to 2015. Out of the 712 applications received, 31% were approved on a long term basis, 38% were approved on a temporary basis, 16% were re-certifications, 1% were approved on a conditional basis, and 14% were denied or incomplete. 42% of the applications received had verifications sent to physicians prior to a decision being rendered.

Ridership for Dial-A-Ride had a minute increase for the fourth quarter of 0.1%. Prosser ridership is down 13% and the ARC is down 2.5%, likely due to winter weather conditions. Taxi is up 56% from 2014, and part of that is due to the fact that 8 to 10 people have been out on disability for the past 4 months, and when that occurs, the taxis are used more. The ridership totals for the quarter are 68,390 for the Tri-Cities, 9,319 for Prosser, 13,211 for the ARC, and 1,577 for taxi services. On-time performance is consistent with 95% and 96% averages for the Tri-Cities and Prosser, respectively, reflecting about 1% increases for each compared to 2014 numbers. No shows were down 150 from 2014 in the Tri-Cities, which is a 9% decrease. In Prosser, no-shows are down by 136 from 2014, a 26% decrease. Staff continues to strive to work on decreasing them, and the hard work is paying off. Average time to answer phone calls was lowered by 19 seconds from 2014, and staff answered 1,200 more calls than the prior year.

CHAIRMAN WATKINS asked if staff intends to give these reports quarterly. Katherine Ostrom replied that yes, staff is trying to do so.

JEROME DELVIN asked for clarification on how many people are qualified to ride Dial-a-Ride. Angela Sorensen, ADA Eligibility Coordinator, replied that the number is between 2,500 to 3,000 qualified individuals and many of them are qualified in order to have the service as a backup.

Terry DeJuan, Rideshare Manager, continued with the presentation to discuss the Vanpool quarterly report. At the end of 2015, there were 262 vans in service, which is down from previous years. There was an increase in 2014, but it dropped back down in 2015. There were 58 driver workshops performed during the year by the 3 vanpool fleet coordinators which resulted in 242 newly trained drivers. There were 33 new vanpool groups created, but unfortunately 45 were closed, resulting in a loss in number of vans in service.

Vanpool is down on both miles and boardings. Revenue miles for 2015 were just a little over 3.8 million miles, and passenger miles were over 25.5 million, which is the distance everyone who rode in the vans traveled to and from work each day. Boardings for the year were 795,547, showing a decline from 2013 and 2014's numbers. Some of the decline comes from the lower number of vans in service but is also due to the shift change that took place at Hanford from 8/9 shifts, averaging about 19 work days a month, to 4/10 shifts, averaging about 17 work days per month. This leads to in an average of about 2 commute days lost per month.

CHAIRMAN WATKINS added that despite the lost commute time, it also translates into reductions in wear and tear on vehicles. Terry DeJuan added that BFT is not the only transit agency that is seeing decreases in Vanpool use, as other agencies across the state have reported reductions in ridership as well.

Recent Vanpool outreach efforts include presentations made to the Hanford Advisory Board's Health Safety and Environmental Protection Committee and to the Hanford Site Traffic Safety Committee for the Hanford site in December. Both presentations were very well-received, and a follow-up presentation will be given in a few weeks to MSA during a company-wide safety meeting that will be held. Presentation topics included Vanpool statistics related to the Hanford site and hypothetical statistics illustrating how much impact reduction on the roads and traffic conditions the vanpools provide.

C. Trolley Update Report

Jerry Otto, Maintenance Manager, presented a slideshow to provide an update on the status of the three trolleys BFT currently has on order. The three buses are 35 ft. Gillig coaches which will be built at the Gillig manufacturing plant. The buses will then be sent over to Cable Car Classics in Heraldsburg, California, where the trolley package will be put on. Production begins in July, and the completed trolleys should all be delivered to BFT from August to September. All the trolleys should be in service by October 10.

Explanations of the various unique aspects of the trolley design were given as example photos were shown. BFT intends to select a blue paint color for the trolleys based off of samples which will be sent to the BFT offices.

TERRY CHRISTENSEN asked how the buses will be utilized specifically. Gloria Boyce, Interim General Manager, replied that the trolleys were purchased to perform in the Tri-Cities as well as for special events out in Benton City and Prosser. All three large jurisdictions are in the middle of their comprehensive service plans with core development in their downtown areas. Staff anticipates that these could run a downtown loop to begin with, which is where these types of vehicles historically serve well. After BFT's own comprehensive service plan study is completed, a definitive answer will be provided.

D. Comprehensive Service Plan Study Update

Tony Kalmbach, Service Development Manager, introduced Manuel Soto from Walkability & Mobility as the presenter of the monthly update to the ongoing comprehensive service plan study. Manuel Soto gave a slideshow presentation summarizing the information that was presented at the prior Board Visioning meeting.

Last month, staff reached out to the community and completed a round of open houses. Out of the 7 open houses held, the total attendance was 46 people, not including BFT staff. There were over 464 visits to the project website and 40 comment cards collected. Some of the major themes that were heard included more evening service on the fixed route system and extended Sunday service. Others commented on the reservation system and wait for taxi services, the inclusion of service to new areas, improved online information, the possibility of a smartphone app, improved service frequency, and improved on-time performance.

Four Board members attended the 3-hour long Board Visioning meeting held earlier in the day. Staff held a session during which the major principles of transit service were laid down and how a Fixed Route network structure is organized and structured. A few different approaches were tested on how to improve service—in particular, a long discussion was held about coverage service. Staff then led a

guided discussion during which different strategic approaches were proposed, and the Board provided feedback on that.

Staff is currently finalizing its service performance review. The staff members are working on a Dial-A-Ride service evaluation draft and are still working on it route-by-route. There is still a lot of data left to compile and some technical issues to work through. There has also been some market analysis performed on latent demand. In March, a workshop session will be conducted with staff in order to put together some initial recommendations. The problem that both the Board and staff face is that the needs are very great but there are not enough resources to meet all of it, so it is necessary to refine and prioritize the agency's goals.

CHAIRMAN WATKINS stated that a couple of the broader themes from the visioning session included increased frequency versus increased service and a possible mixture of the two. With a budget, there is the ability to expand sustainable services as well as the opportunity to gain efficiency in other parts of the system. A lot of the discussion was principally around the idea of Fixed Route and Dial-A-Ride with some integration on how they relate to Vanpool and some of the other modes of service.

Gloria Boyce, Interim General Manager, added that a considerable amount of time was spent moving away from the old service model into being open to looking at hybrid modes of service throughout the community to meet its needs.

After a brief discussion on the in-depth process of the comprehensive service plan study, CHAIRMAN WATKINS stated that between what the public shared at the open houses, the tremendous amount of staff involved, and the skills of the consultants, the Board has confidence in where the study is headed.

E. 2016 Draft Board Member Roster, Activity Calendar, Standing Committees

CHAIRMAN WATKINS directed attention to the updated Board member roster contained in the Board Packet and encouraged everyone to take a look.

The issue of Standing Committees was previously discussed following the election of Board officers.

12. Staff Reports & Comments

A. Legal Report

Patrick Roach, Legal Counsel, stated that there are no new legal matters to bring to the Board's attention.

B. Boarding Report

Kevin Sliger, Transit Planner, stated that ridership totals are down 9.9% for fixed route and 2.9% for Dial-A-Ride when compared to December 2014 totals. Taxi services have increased by 1%, and vanpool for November 2015 was down 4.2% compared to November 2014. Although these numbers indicate a drop in ridership, overall 2015 YTD ridership has decreased to a lesser extent in Fixed Route and Vanpool modes at 6.1% and 4.2%, respectively. Dial-A-Ride and taxi services have grown by 4.1% and 5.4%, respectively.

At the request of Director BOB KOCH, staff researched the correlation between the ridership drop and weather in December 2015. Staff speculates that ridership was down 9.9% due to relatively snowy and cold winter conditions. There were five days of measurable precipitation in December 2015 as opposed to only one in December 2014. This increased precipitation and snowfall led to three days of delays or

cancellations in the Kennewick, Pasco, and Richland school districts. This undoubtedly had an impact because a large portion of ridership comes from school children and high schoolers.

Historically, BFT's ridership has been cyclical, and it so happens that it is currently at low point. It is vital for staff to continue improving and adding onto BFT services in order to prepare for a future increase in ridership.

CHAIRMAN WATKINS and BOB KOCH thanked Kevin for the report.

C. Treasurer's/Budget/Sales Tax Reports

Kevin Hebdon, Interim Administrative Services Manager, stated that the format of the treasury report has been changed. Staff took the opportunity at the start of the New Year to realign its reporting methods. These changes were first presented to the Administration & Finance Committee last week.

Operating revenues as of December 31, 2015 are 1.7% above the budgeted amount, and operating expenditures are about 2% under budget. This is good news with the budget revision that was performed in mid-year 2015. During discussions, staff was worried that the figures were cut a little too close to the bone but is now feeling confident that the numbers will fall within range. Staff will have the final numbers as the annual financial report is prepared.

As of January 31, 2016, the treasury fund balance is \$24.4 million. Of that amount, \$8.5 million is for three months of operating revenues, and after taking into consideration local match requirements for approved capital expenditures of about \$2 million which was included in the 2016 budget, that leaves surplus funds of \$13.8 million.

The sales tax report represents another revision that Staff is proposing to the Board. BFT operates on an accrual basis, meaning that revenues are reported in the month and the period that they are earned, but in the past, Staff has presented receipts as being from the month they are received while noting that they are for a prior month's business. Staff would like to change the way it presents these figures to the Board so both the accounting and reporting methods align on an accrual basis. Sales tax revenues for the month of November are 5.9% higher than they were this time last year and 2.8% above the monthly budget. 2015 YTD totals are 11.2% above 2014, so sales tax revenue and other revenues and expenses are looking well.

Sales tax by local jurisdiction and other PTBAs is also included in the Board packet. West Richland had a significant increase in sales tax revenue as well as Benton City, which is up 17.7% over this time last year. Franklin County also saw a significant increase.

RICHARD BLOOM asked if the figures will be on a cash basis when the year is closed out and if the year-end fund balance will reflect what was received, not what was accrued. Kevin Hebdon replied that the financials will be reported on accrual base. Budgeted amounts will be entered as placeholder amounts for November and December, and once they are actually received in January and February, adjustments will be made. BFT has always operated on an accrual basis, so records-keeping at the transit will not change. It is just a matter of presentation.

D. General Manager's Report

Gloria Boyce, Interim General Manager, stated that on Friday, February 5, the FTA issued the long awaited proposed rule for the Public Transportation Agency Safety Plan and a notice of availability for the proposed National Public Transportation Safety Plan. BFT staff has been waiting four years for this.

Both are statutory requirements and were first authorized in the MAP-21 Act in 2012 and reauthorized in the FAST Act in 2015. Provisions include setting safety performance criteria and targets, voluntary minimum safety standards and a means to communicate safety issues industry-wide. It takes the safety oversight of public transportation out of the state's jurisdiction and gives it to the federal government. The plan is very comprehensive, and there are a lot of pros and cons about it. Jim Thoeke, Safety & Training Supervisor, is currently reviewing the document, and public comments are due by April 5. Staff anticipates creating some new plan documents at a more technical level.

On February 10, the FTA released its 2016 Apportionment tables, from which BFT received \$7.6 million. The FTA expects to open TrAMS next week, its new grants management platform that will allow FTA grantees to submit and manage grant applications. It will be a change from the old system that has been in place for quite some time. This has been over a 4 month delay, causing a backup in BFT's federally funded capital projects that have been approved. Once BFT gets its grant application in, then it is at least a 90-day process to get the grant approved.

Rick Krochalis, BFT's long-time FTA Region 10 Administrator, will be retiring in May, so there will be some changing faces locally for BFT's federal representation.

On the state level, there have not been any transportation-related bills passing out of their respective fiscal committees this week that would have significant impact on BFT. However, last Friday, the Senate voted to not confirm Secretary Peterson as the Secretary of WSDOT. Deputy Secretary Roger Millar will serve as Acting until appointment.

All transit operations continue to run smoothly over the last month with no missed pull-outs due to inclement weather.

Gloria Boyce stated in conclusion that she attended the WSTA Legislative Conference in Olympia and APTA's CEO Seminar. Both events were full of information such as presentations by both the House and Senate Transportation Committees, and various WSDOT departments including discussion on the Transportation Bill, supplemental budgets, state transportation plans, and the alternative fuels by 2018 practicality and implementation for public transits. APTA conference presented breakout sessions on new technologies and autonomous vehicles, labor relation trends, Board ethics, building teams for community focus and partnerships, succession planning, and presentations by the FTA, TSA and NTSB. A statistic that was given to the attendees is that by 2025, the public transit industry will need to hire 90% of the labor work force to meet today's staffing levels. That represents a great number of people who will be retiring and moving forward.

An upcoming Board calendar schedule was provided to the Board members.

13. Board Member Comments

NORMA NELSON congratulated those who retired and thanked Holly Kaczmariski and David Carl for their service to the CAC. She all thanked those in attendance for coming tonight.

BOB KOCH thanked the consultant staff for the prime rib dinner and their in-depth, informative presentation during the Board Visioning meeting which took place earlier.

CHAIRMAN WATKINS stated that as he thought about what he learned today during the Board Visioning meeting, there are some things that the Board is going to have to look at which have been assumed to be a part of transit forever. This includes the way transfer centers might work and other

possible models. It may be intimidating, but it is something that needs to be considered and acted on carefully.

RICK MILLER stated that there was not a lot speak about. It has been a busy month in both Olympia and Washington, D.C.

RICHARD BLOOM stated that he is planning to attend the APTA Legislative Conference in March. He added that he was involved with Terry DeJuan's presentations to the Hanford committees. Last week, the Hanford Advisory Board advised DOE and its contractors to pursue improvements to infrastructure updates, facilitate safer and timelier commuting, and improve response for emergency situations. The Board also sent a list of suggestions to DOE, including the expansion of partnerships with local transit agencies to provide expanded vanpool and potential bus services. It is time for Hanford to become involved with improving transit out on the site.

TERRY CHRISTENSEN stated that he was reappointed for the City of Richland for another two years but otherwise did not have much to share.

JEROME DELVIN stated that nothing struck him as important to report for Benton County. He thanked the employees who attended the Board meeting for their time and attendance.

**14. Next Meeting – Thursday, March 10, 2016 at 7:00 p.m.
1000 Columbia Park Trail, Richland WA**

15. Executive Session

No Executive Session held.

16. Adjournment

CHAIRMAN WATKINS adjourned the Regular Board of Directors meeting at 8:22 p.m.

Meeting recorded by:
Angela Sorensen, ADA Eligibility Coordinator
February 11, 2016