

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS MEETING MINUTES
Thursday, December 10, 2015/7:00 p.m.
1000 Columbia Park Trail, Richland, WA**

1. Meeting convened at 7:00 p.m.
2. Roll Call: MATT WATKINS (Chairman), BOB OLSON, JEROME DELVIN, BOB KOCH, RICK MILLER, TERRY CHRISTENSEN, RICHARD BLOOM, STEVE BECKEN, LISA STADE, NORMA NELSON

Staff:

Gloria Boyce, Jerry Otto, Barb Hays, Paul Singer, Rick Sanders, Christine DeVere, Rob Orvis, Tom Turner, Julie Thompson, Chad DeMeyer, Patrick Roach, Michaela Dimas

3. Pledge of Allegiance

CHAIRMAN WATKINS invited BOB OLSON to lead the Pledge of Allegiance.

4. Citizens Public Comment/Introduction of Visitors

CHAIRMAN WATKINS invited any introductions 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 and called for a motion to approve the agenda.

Patrick Roach mentioned that there would be an Executive Session held after the regular Board meeting in regards to the selection process for a candidate for the General Manager per RCW 42.30.110. The session is estimated to run about a half hour long.

ACTION: BOB OLSON made a motion to approve the agenda and BOB KOCH seconded.
MOTION PASSED UNANIMOUSLY.

6. Board Committee Reports

A. Planning & Marketing Committee

BOB KOCH stated that Tony Kalmbach talked to the Committee about the beginning stages of Title VI preparation, a federally required document that is due every three years. The Committee discussed approval of an advertising revenue service contract that will be brought to the Board on the Consent Agenda. Christy Watts talked about BFT's upcoming annual Christmas Lights Tour and how the customer service team is helping people with the usage of the bus between Connell and the Tri-Cities.

B. Operations & Maintenance Committee

RICK MILLER stated that the Committee discussed two resolutions which were placed on the Consent Agenda for tonight. There were normal report discussions, and there was also a presentation about the winter 2015 shake-up committee for fixed route scheduling, which was a very interesting informational item.

C. Admin & Finance Committee

STEVE BECKEN stated that there was an update on the CAC standing rules and improvement policies. BFT's federal lobbyist contract is expiring this year, so an RFP was placed on tonight's Consent Agenda. There were also discussions held on tax and the transportation budget.

7. Consent Agenda

- A. Meeting Minutes of November 12, 2015 Regular Board Meeting
- B. Payroll/Voucher Summary
- C. Resolution 52-2015 – Authorizing the Interim General Manager to enter into a contract with P.S. Media, Inc. for Bus Advertising Revenue Services
- D. Resolution 53-2015 – Declare BFT Vehicles as Surplus
- E. Resolution 54-2015 – Authorize the Interim General Manager to enter into a contract with Schetky N.W. Sales, Inc. to Purchase up to Nineteen (19) Paratransit Vehicles
- F. Resolution 55-2015 – Authorize the Interim General Manager to Release a Request for Proposals for Federal Lobbying Services

November 2015 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 4, 2015.

Payroll

Check Register Number	Check Number/ Number	Date of Issue	in the Amount	
583-15	77711 77749	11/13/2015	359,673.17	Payroll
584-15	77750 77788	11/27/2015	374,030.13	Payroll
585-15	77789 77801	11/27/2015	2,537.39	Payroll
			Total	\$736,240.69

Non-Payroll Vouchers

226-15	59229 59229	11/3/2015	8,522.12	Mdse
227-15	59223 59228	11/2/2015	32,698.99	Mdse
228-15	59230 59290	11/6/2015	548,317.00	Mdse
229-15	ACH Transactions	11/12/2015	2,611.16	ACH TRANS
230-15	ACH Transactions	11/13/2015	95,631.54	DRS
231-15	59291 59349	11/13/2015	149,115.74	Mdse
232-15	59350 59357	11/16/2015	26,250.63	Mdse
233-15	59358 59359	11/17/2015	7,918.84	Mdse
234-15	59360 59360	11/17/2015	89.08	Mdse
235-15	59361 59444	11/20/2015	243,921.61	Mdse
236-15	ACH Transactions	11/24/2015	3,154,837.63	GILLIG

237-15	59445	59488	11/25/2015	113,293.60	Mdse
238-15	59489	59489	11/27/2015	419.64	Mdse
239-15	ACH Transactions		11/24/2015	236,644.57	ACH TRANS
240-15	ACH Transactions		11/27/2015	144,292.00	IRS
241-15	59490	59502	11/30/2015	92,937.52	Mdse
242-15	ACH Transactions		11/30/2015	98,206.55	ACH TRANS
				Total	\$4,955,708.22

Check Register Numbers 583-15 to 585-15 and 226-15 to 242-15
 In the total amount of:

\$5,691,948.91

CHAIRMAN WATKINS read out loud the list of consent items from the agenda.

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

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

8. Action Items

No items presented.

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

9. Discussion/Information Items

A. Citizens Advisory Committee November Report

Bob Sosa, CAC member, introduced himself and gave a short overview of the agenda from the last CAC meeting from October 9, 2015. During that meeting, Gloria Boyce gave a General Manager’s report, Kevin Hebdon presented the draft budget, and Tony Kalmbach gave a comprehensive service plan study update. Christy Watts will lead the CAC review which is to be conducted, and candidates for the election of temporary officers were proposed. They will be chosen on Monday and will serve for two months as the review is conducted. A Christmas party will be held on Monday as well, and the entire Board is invited to attend.

B. Comprehensive Service Plan Study Update

Gloria Boyce, Interim General Manager, introduced Manuel Soto, the sole proprietor of Mobility and Walkability Consulting. He is the main consultant performing BFT’s comprehensive service plan study.

Manuel Soto presented a slideshow update of the current status of the comprehensive service plan study. He stated that last month, a 100% ride check was performed for fixed route services over a two week period. This is typically performed towards the beginning of a project, and in this case it was the first task because the best times of the year to do counts are in the fall or spring. The census was performed by counting the passengers as they got on and off at every stop for every route, as well as by recording the times buses arrived and departed. This is in order to obtain an overall sense of demand of the system on a route-by-route basis and see how long it’s taking for the routes to operate. Consulting staff was out riding buses for five weekdays and three Saturdays from November 2 to 14, with about 25 people riding buses every weekday. The results are 11,500 boardings on a typical weekday among 21 fixed routes and 27

school routes, and 4,100 boardings on Saturdays on 18 fixed routes. There are about 900 children riding the bus to school on the weekdays, so the ridership for the fixed route system from other riders is about 10,600.

Consulting staff conducted a number of interviews with staff and BFT partners. A half day was spent in discussion with BFT planning and operations managers, and on-site discussions with some of BFT's contracting partners such as Tri-Cities Taxi and the ARC of the Tri-Cities were held. There were also discussions with the customer services staff, fixed route drivers and DAR drivers that occurred during the ride check. Comment cards were distributed to all drivers and management staff, and staff will be compiling the 62 of the comment cards which have been returned so far. An advisory committee has also been formed. The first formal meeting was held today, and this will be the sounding board for the entire project.

Staff is in the middle of getting ready for the first round of open houses to facilitate community involvement. There are six evening sessions planned and one Saturday midday session held from January 13 through 16. They will be held in different cities in the area, and will last for approximately 3 or 4 hours between 4:00 to 7:00 p.m. Short presentations will be held every hour on the goals of the study and a brief overview of BFT programs and services. There will be time to allow for questions and discussion, and materials such as maps and flyers will be distributed to help facilitate discussion.

A board visioning session will be held before a regular Board meeting sometime in February 2016 in order to build together a consensus regarding how to improve and grow BFT. Consulting staff will present findings to the Board and review BFT's system-wide service goals, service policies, and the Board's input on the vision for the next 10 years.

After the first round of open houses in January and the Board visioning meeting in February, consulting staff will put together service planning scenarios in March based on the Board's direction, the second round of open houses will be held in April, and a draft of the Comprehensive Service Plan Study will be presented in May including at least short-term recommendations.

Discussion was held on the Board visioning meeting to be held in February and the time frame of the study. The Board is currently working on figuring out which date the meeting will be held. CHAIRMAN WATKINS asked if there will be material provided to the Board for folks who might not be able to attend the visioning meeting. Manuel Soto answered that yes, there will.

C. Christmas Lights Tour

Christy Watts, Marketing and Customer Service Manager gave a slideshow presentation on the upcoming Christmas Lights Tour to be held on Friday, December 18 at the Three Rivers Transit Center from 6:00 to 9:00 p.m. There will be carolers, refreshments, and an opportunity to visit with Santa and his elves. The Christmas lights tour will last from 7:00 to 8:00 p.m. Tickets are available for purchase at the transit center, the BFT administrative office building, and by phone and by mail. The ticket rates are \$1.50 for single fare, \$4.00 for family fare, \$0.75 for seniors, and children under 5 are free. Advertisements for the event are being run on the radio and in the Tri-City Herald. In 2014, BFT sold 350 tickets, and Staff anticipates a bigger turnout this year of around 500 tickets for the buses and closer to 100 tickets for Dial-A-Ride.

10. Staff Reports & Comments

A. Legal Report

Patrick Roach, BFT's Legal Counsel stated he does not have an open legal report tonight. There will be an Executive Session held after the regular Board meeting in regards to the selection process for a candidate for the General Manager position per RCW 42.30.110.

He also wished everyone a Merry Christmas and Happy Holidays. CHAIRMAN WATKINS asked how long the Executive Session is expected to take. Pat Roach stated the session is estimated to run about a half an hour long.

B. Boarding Report

Gloria Boyce, Interim General Manager, introduced Chad DeMeyer to the Board as the presenter of the Boarding Report. Chad DeMeyer referenced a chart provided in the Board packet and stated that October fixed route boardings were 247,016, which is 10.2% down from October 2014. Dial-A-Ride boardings were 32,905, which is down 5.5%, and taxi service boardings were 11,338, which is up about 0.4%. September Vanpool boardings were 67,134, down 6% from the previous year.

Fixed route services are down 6% YTD, and Dial-A-Ride and taxi services are up 1.6% and 6.1% YTD respectively.

CHAIRMAN WATKINS commented that the Planning and Service Development department should be working closely with the comprehensive service plan study. Chad DeMeyer replied yes, and that he has already worked with Manuel Soto in getting him data that was used to plan the ride check census.

C. Treasurer's/Budget/Sales Tax Reports

Gloria Boyce, Interim General Manager, introduced Julie Thompson to the Board as the presenter of tonight's reports. Julie Thompson spoke while reading information from charts provided to the Board. She stated that the November 2015 treasury report shows a \$24 million cash balance of which the board has restricted \$8.6 million for 3 months operating expenses and \$965,000 for approved capital expenses, leaving a \$14.5 million surplus fund balance.

YTD operating revenues and operating expenditures are both slightly over budget due to budget changes. There are notable changes for fares, and the fare box recovery as of October 31, 2015 is at 12.4% compared to 12.8% budgeted.

Sales tax revenue for September 2015 business is up from 5.7% from September 2014 business, up 12% from YTD 2014 and up 2% of our 2015 monthly budget for approximately \$600,000.

CHAIRMAN WATKINS stated that he thinks the Board is going to be interested in how this information fits with the comprehensive service plan study and any potential sustainable service changes.

D. General Manager's Report

Gloria Boyce, Interim General Manager, gave a federal governmental affairs update and stated that President Obama signed the Fixing America's Surface Transportation (FAST) act into law last Friday. The act increases the FTA programs by \$11.8 billion in 2016 and increases to \$12.6 billion by 2020, or \$61 billion over the life of the bill. This is a 10.2% increase next year and a 17.7% increase overall by 2020. Highlights of the bill that affect BFT specifically include:

- Reinstatement of the bus and bus facilities competitive grant program. Map 21 dispersed funds by formula previously, but it is now a blend of both competitive and a minor amount of formula funds.
- Increase of the Buy America content requirement for transit rolling stock from the current level of 60% to 65% in 2018 and 70% by 2020.
- Eligibility of Demand Response services to use Section 5307 formula funds for operating grants.
- Removal of the Section 5307 requirement of spending 1% on associated transit enhancements.

Staff will come back to the Board over the life of the bill and discuss what is anticipated for BFT.

At the state level, WSDOT notified Staff earlier this month that during a second round of funding disbursements, BFT received \$625,000 in Vanpool Investment Program grants for the replacement of up to 35 vanpool vans. No funds were received during the first round.

All transit operations continue to run smoothly, despite a higher than normal percentage of operator unavailability that seems to increase during the winter months. The Maintenance, Fixed Route, and Dial-A-Ride teams did a great job last week in providing uninterrupted service to the community through the inclement weather. FranklinCovey training was held from Tuesday through Friday last week, and almost all of the 36 Staff members stated their thanks for the opportunity to attend. Thank you to the Board for your investment in the professional development of all staff members and providing a cultural-changing opportunity.

Gloria Boyce invited the Board to join BFT for the Christmas Lights Tour on December 18.

11. Board Member Comments

JEROME DELVIN Happy Holidays.

TERRY CHRISTENSEN briefly discussed the City of Richland's process of assigning council members to different organizations, made the second week of January after the fall election season. He stated that depending on what the assignment committee decides, he may or may not be on the BFT Board in January. He wished everyone a Merry Christmas and a safe, joyous holiday.

RICHARD BLOOM stated that he and LISA STADE attended Covey training last week. It was a pleasant experience, and it seems like Staff benefited from it. Terry DeJuan gave a presentation to the Hanford Advisory Board subcommittee on the Vanpool services provided to Hanford. He had given it to the Hanford Traffic Committee earlier this week, and it was well-received. The Hanford Advisory Board will probably put forth some advice to try and get contractors to reduce the 800 cars going through the gate out to Hanford every day. This could possibly be of some interest to Richland. The Vanpool program currently reduced Hanford traffic by 15%, which is a significant input to traffic reduction. West Richland city is significantly changing in the upcoming year, and there will be 4 out of 7 new councilmembers.

RICK MILLER stated that besides going through the city budget internally and selecting committees, there is not really a like to speak on. The city has a new manager who has been doing an excellent job fitting in for the past 2 months. Council should be voting on a new budget very soon.

BOB KOCH mentioned that the city's largest budget concern is in regards to inmates who filed their concerns and led to a big blow up with the ACLU. He wished everyone a Merry Christmas and a very good holiday.

NORMA NELSON thanked the Board for allowing staff members to attend Covey training. She stated that she really enjoyed it, and it was nice to be able to interact with people she doesn't normally interact with and get their new ideas. She has tried a couple of those ideas and is still working on it. Merry Christmas and safe travels.

LISA STADE stated that there will be three new councilmembers at the beginning of the year as well as a new mayor. Winterfest is coming this Saturday at the high school, and everyone is welcome to attend. Covey training was very informative. She added that she appreciated the opportunity to interact with Staff and meet new people. She is going to be a Grandma in January, so she is looking forward to that and spending time with family during the holidays.

STEVE BECKEN stated that there was a police chase in Prosser this morning, but no one was hurt.

BOB OLSON wished everyone a great holiday and a Merry Christmas. Most of you know this, but this will be the end of an 18 to 20 year career as a Board member at BFT. He stated that he has enjoyed every minute of it, and the agency has a great Board and a great Staff.

CHAIRMAN WATKINS stated that in the coming year, there is potential for changes, especially on the city level. In January, it is expected that cities will designate if they decide to change who their representation is for BFT. In February, the Board will have an election of Chairman and Vice Chairman, which is something for this group to think about as it comes up in 2016. The past two years, 2014 through 2015, have been challenging ones for transit, staff, and the Board, but 2015 has been very positive, particularly the past six months. There will be challenges to head straight on about service levels, but all the things are in place to have a very successful 2016. He added that he has been on BFT's Board for 12 years, and every year he has been appreciative of Staff. Staff is the biggest proponent for making sure people who need services are able to travel in the community. It is a pleasure to serve Staff as well, and thank you as 2015 comes to a close.

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

13. Special Board Recognition

Resolution 56-2015- Recognizing BFT VICE CHAIRMAN BOB OLSON

CHAIRMAN WATKINS read through the formal resolution recognizing BOB OLSON for his years of service as a member of the BFT Board of Directors. Bob began service on January 1, 1996, and has demonstrated his ongoing commitment to public transportation by serving as a Board member for 20 years. He has held his position as Vice Chair of the Board since 2013, and has served on both the Operations & Maintenance Committee and the Administration & Finance Committee.

As a member of Kennewick City Council since 1988 until present, he has supported Kennewick and BFT through the Council of Governments Surface Transportation Program, the Council of Governments Tri-MATS Policy Advisory Committee, the Washington State Good Roads and Transportation Association, and as Chairman of the Washington State Transportation Improvement Board. Some of Bob's notable

contributions throughout the years include aiding in the completion of the Three Rivers Transit Center and the current BFT Administration Building. He took part in helping the expansion of the maintenance facility's new maintenance station and the construction of two park-and-ride lots.

Bob's openness and innovation of forward thinking designated BFT as the nation's first transit property to test a unique blend of bio-fuel and ethanol, and he was a strong proponent in the purchase of the first remanufactured all-electric bus. He is well-loved and highly respected, and he will be certainly missed by all.

CHAIRMAN WATKINS added that on a personal note, Bob is a true public servant, personified by the fact that he was the first Board member to arrive tonight and is concluding his term of service by fulfilling all of his meetings. He gave the highest praise he could possibly give for Bob's public service.

CHAIRMAN WATKINS recommended to the Board to pass Resolution 56-2015.

ACTION: BOB KOCH made a motion to approve Resolution 56-2015, Recognizing BFT Board Member Bob Olson's Years of Service, and STEVE BECKEN seconded. MOTION CARRIED UNANIMOUSLY.

JEROME DELVIN thanked BOB OLSON for all his service and stated that he has been a great guy to work with on the transit. He wished Bob all the best and added that he hoped the Board would still see him now and then.

BOB OLSON introduced his wife and daughter who were in attendance.

The Board and Staff presented BOB OLSON with a lifetime bus pass and an honorary bus stop sign and applauded him for his service.

CHAIRMAN WATKINS announced that there would be a 20-minute recess for refreshments and cake for VICE CHAIRMAN BOB OLSON.

14. Executive Session- As announced earlier in the meeting there will be an Executive Session not expected to be about 30 minutes.

CHAIRMAN WATKINS recessed the regular meeting into Executive Session at 8:20 p.m. There is no action expected afterwards. Notice to the public will be given upon reconvening.

CHAIRMAN WATKINS gave notice to the public at 8:57 p.m. stating that more time was needed for discussion.

STEVE BECKEN left at 9:00 p.m.

Reconvene- The regular BFT Board of Directors reconvened into open session at 9:12 p.m. stating the Executive Session has ended.

15. Adjournment

Adjournment- the regular meeting of the BFT Board of Directors immediately adjourned at 9:12 p.m.

Meeting recorded by:
Michaela Dimas, Executive Assistant & Clerk of the Board/ December 10, 2015