

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS MEETING MINUTES
Thursday, August 13, 2015/7:00 p.m.
1000 Columbia Park Trail, Richland, WA**

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

2. Roll Call:

Board Members: BOB OLSON (Vice Chair), JEROME DELVIN, RICK MILLER, RICHARD BLOOM, STEVE BECKEN, CONNIE MEREDITH, NORMA NELSON.

Staff:

Gloria Boyce, Tony Kalmbach, Kevin Hendon, Katherine Ostrom, Barbara Hays, Jerry Otto, Christy Watts, Debra Hughes, Rob Orvis, Rick Sanders, Tom Turner, Michaela Dimas, Patrick T. Roach, Legal Counsel

3. Pledge of Allegiance

VICE CHAIRMAN OLSON invited NORMA NELSON to lead the Pledge of Allegiance.

4. Citizens Public Comment

Brian Bradford, moving to Olympia, WA and resigning from Citizens Advisory Committee.

VICE CHAIRMAN OLSON accepted Brian Bradford's resignation.

5. Approval of Agenda

VICE CHAIRMAN OLSON requested a motion:

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

6. Board Committee Reports

A. Planning & Marketing Committee – BOB KOCH, Chair

Committee meeting canceled. No report.

B. Operations & Maintenance Committee – RICK MILLER, Chair

Committee meeting canceled. No report.

C. Admin & Finance Committee – STEVE BECKEN, Chair

STEVE BECKEN stated that the BFT Treasury Management Plan was presented to the committee. Recommended that it be put on the Consent Agenda, the approval of BFT's Affirmative Action Plan, we had BFT's Disadvantage Plan that should be an Action item tonight. We discussed upcoming bids and sales tax reports.

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

- A. Board Meeting Minutes of July 9, 2015
- B. Payroll/ Voucher Summary
- C. Resolution 29-2015 – Approval of Ben Franklin Transit’s Affirmative Action Plan (AAP) – (Debra Hughes)

July 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 May 8, 2015.

ACTION: As of this date, August 13, 2015 I, _____
 Move that the following checks be approved for payment:

Payroll

Check Register Number	Check Number/ Number	Date of Issue	in the Amount	
573-15	77339 77378	7/4/2015	363,124.58	Payroll
574-15	77379 77414	7/24/2015	359,988.66	Payroll
			Total	\$723,113.24

Non-Payroll Vouchers

174-15	57982 58033	7/3/2015	362,268.11	Mdse
175-15	Electronic June Excise tax	7/6/2015	1,291.55	Tax
176-15	58034 58106	7/10/2015	370,712.58	Mdse
177-15	Electronic Payroll Taxes	7/10/2015	138,765.01	Tax
178-15	58107 58114	7/13/2015	22,249.70	Mdse
179-15	58115 58177	7/13/2015	144,525.15	Mdse
180-15	58178 58178	7/17/2015	34,920.95	Mdse
181-15	58179 58253	7/24/2015	366,390.85	Mdse
182-15	VOID 58228	7/24/2015	(2,444.92)	Mdse
183-15	58254 58254	7/24/2015	2,444.92	Mdse
184-15	Electronic Payroll Taxes	7/24/2015	142,365.68	Tax
185-15	58255 58268	7/27/2015	175,792.87	Mdse
186-15	VOID 57664	7/30/2015	(197.66)	Mdse
187-15	58269 58335	7/30/2015	260,664.89	Mdse
			Total	\$2,019,749.68

Check Register Numbers 573-15 to 574-15 and 174-15 to 187-15
 In the total amount of: **\$2,742,862.92**

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

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

8. Action Items

- A. Resolution 30-2015 – Approval of Ben Franklin Transit’s Disadvantaged Business Plan (DBE) – (Debra Hughes)

Debra Hughes, Human Resource Manager reported, DBE Plan developed in accordance with Reg. 49 CFR Part 26. Non-discrimination clause says that BFT will never exclude any person from participation in, deny the person the benefits of or otherwise discriminate against anyone in connection with the award of contract on the basis of race, color, sex or national origin.

We do plan update every three years. Primarily for tri-annual and state audits. The liaison officers are Debra Hughes and the Administrative Services Manager. This affects the federal funding. Expect goal to be set at less than 1% of vendors to be disadvantage business people.

Q/A: Brian Bradford asked why aiming for less than 1% when minority population in the Tri-Cities is significantly higher than 1%. Debra Hughes answered regarding certification process. Vendors must go through a certification process. Brian Bradford asked if 5% would be better to set as goal. Debra advised that it is based on a formula and is an automatic calculation.

ACTION: STEVE BECKEN made a motion to approve Resolution 30-2015, approving the Disadvantaged Business Enterprise Plan. RICHARD BLOOM seconded the motion. MOTION PASSED UNANIMOUSLY.

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

9. Discussion/Information Items

- A. CAC Meeting Minutes of July 13, 2015.

Brian Bradford, a member of the Ben Franklin Transit Citizens Advisory Committee, spoke. Brian reported on the July 13 meeting. Christy Watts gave a presentation on 2015 outreach marketing activity and Tony gave a presentation on the mid-year ridership update. Interesting numbers in that report. The CAC round table will be September 14th at 6:00 p.m. and invited BFT’s board members to attend.

- B. Marketing Report (Christy Watts)

Christy Watts, Customer Service and Marketing Manager gave a power point presentation. Updates on the various outreach events in April, May, June, July, and August, and went through the remaining events that will take place in future. She also advised/played the new jingle for BFT radio and TV ads.

- C. Benton Franklin county Fair Preparations (Barb Hays)

Barb Hays, Operations Manager, presented a PowerPoint report on the preparations for the Fair and Rodeo Service. All departments participate. It takes everyone to provide the manpower for the fair service. She outlined what each Department will do for the Fair. An emphasis was put on safety as especially important at the Fair. Fair service is Tuesday through Saturday. She outlined the increases in

labor/staffing hours and vehicles required for the 5 days of the Fair. Closing with a thank you to everyone for all their assistance.

D. Tulip Lane Park & Ride Construction Update- *Oral Report*, Jerry Otto

Jerry Otto, Maintenance & Special Projects Manager gave report with slides/pictures showing the progress of the Tulip Lane project and all the work that has gone into getting things done. Has taken 2 years to get to the week of July 20th. Project is 2-3 days ahead of schedule and \$30,000 under budget. He outlined what work will be coming up. Anticipated completion date is October 23rd.

10. Staff Reports & Comments

A. Legal Report – Patrick Roach, Legal Counsel

Patrick Roach, Legal Counsel, reported that there are no new legal issues to report. Pursuant to RCW 42.30.110.

VICE CHAIRMAN OLSON inquired if there would be an Executive Session requested. Patrick Roach advised that there had been a request for an Executive Session which has to do with hiring personnel for public office and that would come under RCW 42.30.110 (1)(g). It is anticipated that the meeting will take 20 minutes or less with no action.

B. Boarding Report – Tony Kalmbach, Planning & Service Development Manager

In addition to the monthly Boarding Report, Tony Kalmbach provided the Mid-Year Ridership Report. Year-to-date fixed route ridership has trended down. Ridership is down across the board. Most likely due to economic factors. Demand response is above average. Taxi service demand continues to be strong. Vanpool ridership is down 3.5%.

Brian Bradford made comments about the service in Kennewick vs. particularly Pasco, and Pasco has some of the lowest ridership in the Tri-Cities for the amount of service provided. He feels that there is a disparity in service quality that should be addressed.

C. Treasurer's/Budget/Sales Tax Reports – Kevin Hebdon, Interim Admin Services Manager

The Sales Tax report through July 2015; Balance remains steady at just over \$25 mil. Of that amount the Board has restricted \$8.6 mil for equivalent of 3 months operating expenses. There is \$2.5 mil of that for approved capital expenses, leaving just over \$14 mil surplus funds. Cost report in your packet shows activity through the month of June. Reminder that we report cash balance as of the most recent month, while ridership and cost report is reported through June because we do not have July's ridership. June revenues remain steady, tracking compared to budget we are about \$1.2 mil ahead of where we expected to be for revenues. Expenditures: fuel costs mainly are the large contributor to being under budget for expenditures. We are \$1.6 mil below budget on expenditures so far. Fare box recovery remains steady as well. Year-to-date is 13.1% budgeted. Anticipated recovery rate is 11.5%. Sales tax revenue for May 2015 business that was received in July was 8.6% above where we were last year at this time. Year-to-date compared to last year's year-to-date were 10.2% higher and the sales tax for the other agencies is in packet. Significant increases in Clark County, Grace Harbor County, and then Mason County. But there is a large drop in Condy County. Local jurisdictions: Benton County has a large increase.

D. General Manager's Report – Gloria Boyce

Governmental Affairs: the Federal government has passed the final budget for 2015 Federal fiscal year. They passed three months and gave authority to spend through December. The Senate passed a six-year highway and transit bill before recess. They will reconvene September 8th, at which time the House needs to pass the bill and approve something long-term before December 31st. On the State level, the Governor protected the Multimodal funding in the transportation package, which is almost \$2 billion, including the \$657 million in Transit funding and moving forward with the rule limiting carbon pollution will see how that pans out in the next 6 to 9 months.

On August 18th our Lobbyist Dale Learn and Josephine “Jo” Eckert, Senator Murray’s Transportation Aide will be visiting BFT. Jo Eckert would like to come and give a briefing on the reauthorization bill, as well as tour our facilities and look at some of BFT’s infrastructure. RICHARD BLOOM and CHAIRMAN WATKINS will join the tour.

We moved into the new Prosser office and parking lot.

In response to Director Becken’s request made at the Admin & Finance Committee meeting. We have posted signs at Stacy Street Station to advise patrons to use public facilities located at West end of Train Depot.

Introduce BFT’s new Road Supervisor Rick Sanders. He started on August 10th, comes to us from Spokane, and retired from the Air Force. Welcome.

Gloria stated to the Board, how hard staff works and how quickly they were able to put some of the events together with such short notice.

The Washington State Transit Symposium is August 22 – 26 in Vancouver, WA. We have three Operators that will be competing, Dan Schmidt, and Gabe Beliz in the large bus category, and for the first time a woman, Mona Miller, in body over chassis competition. We wish them all good luck. Barbara Hays has been asked to present on behalf of BFT regarding the Fit for Work Program, which has been developed over the last year that pertains to hiring new Operators.

11. Board Member Comments

JEROME DELVIN no comment

RICHARD BLOOM- I wanted to thank BFT staff who showed up at National Night Out. I appreciated the quick turnaround in coordinating. I wanted to talk to staff but noticed how busy it was and did not want to interrupt anyone. Unfortunately, I was not able to make it to Tulip Lane Park n Ride groundbreaking ceremony due to being in Denver at the APTA Transit Board Members/Support conference. The RTA in Denver sponsored the event and they are currently doing \$6 billion dollar construction project. Putting in fixed rail, commuter rail has redone the entire Union Station, which is now 1,100 ft. long underground bus terminal. All bus lines from downtown go in there and go out. The Commuter rail line is being extended out to DIA. Toured DIA station. Expect that you can take train from downtown Denver to Union Station, 37 minutes to DIA, and then 5 minutes from the train to security up 5 story escalator. In place April(ish) 2016. Important items: APTA has a transit Board members handbook and I will share link to rest of Board members. There is important information in the handbook and I want to start using available resources.

RICK MILLER no comment

BOB OLSON no comment

NORMA NELSON Dial-A-Ride's #1 driver is retiring on August 19th. We have invited old clients and employees that used to work here. Chris Lilyblade will be sitting in for me at next Board meeting.

CONNIE MEREDITH no comment

STEVE BECKEN the Wine & Food Fair was held this last weekend. Attendance was down quite a bit. I wanted to thank BFT drivers for being very careful.

VICE CHAIRMAN BOB OLSON Kennewick opened the roundabout at Five Corners – Steptoe. We will have ribbon-cutting ceremony there on the 26th at 2:30 p.m.

**12. Next Meeting – Thursday, September 10, 2015 at 7:00 p.m.
1000 Columbia Park Trail, Richland WA**

13. Executive Session

Agenda Item No. 14 – Executive Session

VICE CHAIRMAN OLSON announced that the meeting would recess into Executive Session. He asked Patrick T. Roach, Legal Counsel for the Revised Code of Washington (RCW) reference. Patrick T. Roach provided the Revised Code of Washington reference: (RCW 42.30.110). Patrick T. Roach stated that the Executive Session is expected to take about 10 minutes.

VICE CHAIRMAN OLSON stated there would be no action taken during the Executive Session and it will last about 10 minutes. He recessed the Regular Board of Directors Meeting into Executive Session at 8:02 p.m.

Re-convene into Open Session

VICE CHAIRMAN OLSON reconvened the Regular BFT Board of Directors Meeting into Open Session at 8:11 p.m.

14. Adjournment

VICE CHAIRMAN OLSON adjourned the reconvened open session of the Regular BFT Board of Directors meeting at 8:12 p.m.

Meeting recorded by:
Michaela Dimas, Executive Assistant & Clerk of the Board
August 13, 2015