

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS MEETING MINUTES
Thursday, June 11, 2015/7:00 p.m.
1000 Columbia Park Trail, Richland, WA**

1. Convened at 7:00 p.m.
2. Roll Call: MATT WATKINS (CHAIR), CHRIS LILYBLADE, LISA STADE, STEVE BECKEN, BOB OLSON, RICK MILLER, RICH BUEL, TERRY CHRISTENSEN, JEROME DELVIN, JEREMY BISHOP

Staff:

Jerry Otto, Barbara Hays, Tony Kalmbach, Terry DeJuan, Christy Watts, Katherine Ostrom, Paul Singer, Tom Turner, Rob Orvis, Kevin Hebdon, Gladys Diaz, Michaela Dimas, Gloria Boyce, Jeremy Bishop, Legal Counsel

3. Pledge of Allegiance

CHAIRMAN WATKINS invited Gloria Boyce to lead the Pledge of Allegiance.

4. Citizens Public Comment/Introduction of Visitors

Mr. Vinther spoke concerning an email he sent about a problem with understanding, which buses go with which routes. CHAIRMAN WATKINS expressed appreciation for his concise presentation. Gloria Boyce asked Tony Kalmbach to speak. Tony Kalmbach stated that he received Mr. Vinther's email and said he is looking into new technologies to see if there is a better way to inform customers on bus routes. CHAIRMAN WATKINS asked Tony to present an update at the next board meeting.

5. Approval of Agenda

ACTION: BOB OLSON made and STEVE BECKEN seconded a motion to approve the agenda as amended. MOTION CARRIED.

6. **Employee/Team of the Year Recognition**

A. Resolution 14-2015 - Tom Turner – Support Person of the Year

Gloria Boyce, Interim General Manager, introduced Tom Turner who has been with the agency just over two years as an IT Specialist. She read Resolution 14-2015.

ACTION: BOB OLSON moved to approve Resolution 14-2015 and STEVE BECKEN seconded. MOTION CARRIED.

B. Resolution 15-2015 – Norma Nelson – Operator of the Year

CHAIRMAN WATKINS noted that they would hold off on this until Norma Nelson is present.

- C. Resolution 16-2015 – DAR Reservationist – Team of the Year – Shae De Leon, Rebecca Streeter, Cindy Wood, Omar Castellanos

Katherine Ostrom, Dial A Ride Manager, read Resolution 16-2015.

ACTION: BOB OLSON moved to approve Resolution 16-2015 and STEVE BECKEN seconded. MOTION CARRIED.

CHAIRMAN WATKINS handed out awards and asked for a round of applause. He spoke thanking each of them for all they do.

7. Board Committee Reports

- A. Planning & Marketing Committee/Bob Koch, Chair

BOB KOCH was unavailable.

- B. Operations & Maintenance Committee/Rick Miller, Chair

RICK MILLER spoke than on June 30 JEROME DELVIN and TERRY CHRISTENSEN met with the staff. There were ridership reports and the procurement report. The rest are in the packet.

- C. Admin & Finance Committee/Steve Becken, Chair

STEVE BECKEN spoke that they discussed the 2014 Financial Statements. We came through the Audit Report very well with no recommendations or findings. There was also discussion about a new credit card limit, which is on the Consent Agenda. We are changing the way we contribute and withdraw BFT surplus funds. We also discussed sales tax, PTBA and local jurisdiction sales tax, and we have a resolution to put forward on Dump the Pump Day.

8. Consent Agenda

- A. Board Meeting Minutes of May 14, 2015
- B. Payroll / Voucher Summary

May 2015 vouchers audited and certified by Ben Franklin Transit’s auditing officer as required by RCW 42.25.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been emailed to the Board members June 5, 2015.

Payroll

Check Register Number	Check Number/ Number		Date of Issue	in the Amount	
567-15	77134	77175	5/1/2015	369,658.67	Payroll
568-15	77176	77217	5/9/2015	420,893.86	Payroll
569-15	77218	77254	5/29/2015	365,864.63	Payroll

Total \$1,156,417.16

Non-Payroll Vouchers

148-15	57366	57435	5/1/2015	154,742.54	Mdse
149-15	57436	57443	5/4/2015	101,742.33	Mdse
150-15	Electronic File IRS		5/1/2015	141,077.69	Tax
151-15	Electronic File April Excise Tax		5/6/2015	764.38	Tax
152-15	57444	57506	5/8/2015	474,403.88	Mdse
153-15	57507	57508	5/8/2015	353.64	Mdse
154-15	57509	57510	5/11/2015	11,167.40	Mdse
155-15	57511	57583	5/11/2015	221,852.71	Mdse
156-15	Electronic File IRS		5/15/2015	152,939.94	Tax
157-15	57584	57593	5/15/2015	116,595.46	Mdse
158-15	57594	57675	5/19/2015	408,215.09	Mdse
159-15	57676	57723	5/22/2015	100,853.20	Mdse
160-15	Electronic File IRS		5/29/2015	137,752.58	Tax

Total \$2,022,460.84

Check Register Numbers 567-15 to 569-15 and 148-15 to 160-15 in the total amount of: **\$3,178,878.00**

- C. Resolution 17-2015 – Authorization to Release RFP for Comprehensive Service Plan Study (Rob Orvis, Tony Kalmbach)
- D. Resolution 18-2015 - Authorization to Release Bids for Vanpool Vans (Rob Orvis)
- E. Resolution 19-2015 - Authorization to Release Proposals for Fixed Route Buses (Rob Orvis)
- F. Resolution 20-2015 - Columbia Basin College 1 Year Contract Extension (Tony Kalmbach)
- G. Resolution 21-2015 - Amend Resolution 10-96 Establishing Credit Card Limit Increase (Kevin Hebdon)

CHAIRMAN WATKINS read the above resolutions and asked them to be considered together.

ACTION: BOB OLSON moved and STEVE BECKEN seconded to approve the Consent Agenda. MOTION CARRIED.

9. Action Items

- A. Resolution 22-2015 - Rescind Resolution 6-90 and Authorize BFT’s Treasurer and Assistant Treasurer to Contribute/Withdraw BFT’s Surplus Funds through the WA State Local Government Investment Pool (LGIP) (Kevin Hebdon)

Kevin Hebdon, Financial Services Supervisor, presented Resolution 22-2015. He spoke that this allows BFT to participate in the Local Government Investment Pool (LGIP) on a more regular basis, and updates some verbiage. JEROME DELVIN asked if this was going outside of the State pool. Kevin Hebdon replied no, this is the Washing State's Local Government Investment Pool. It has been on the backburner and in order to use it we have to update the authorizations. CHAIRMAN WATKINS stated that the expectation is that the performance will be slightly better than the State Pool. Kevin Hebdon stated that it currently has better interest.

ACTION: STEVE BECKEN motioned and RICK MILLER seconded to approve Resolution 22-2015. MOTION CARRIED.

B. Authorize the Proclamation of "Dump the Pump" Day (Christy Watts)

Christy Watts, Customer Service & Marketing Manager presented information for National "Dump the Pump" Day on June 18th.

ACTION: STEVE BECKEN moved and BOB OLSON seconded that Ben Franklin Transit participate in "Dump the Pump" Day. MOTION CARRIED.

C. Resolution 23-2015 – Recommendation to Award the Tulip Lane Park & Ride Project to Inland Asphalt Company – (Jerry Otto)

Jerry Otto, Special Projects Manager, read Resolution 23-2015. JEROME DELVIN asked where the money would come from.

ACTION: RICK MILLER moved and BOB OLSON seconded to approve Resolution 23-2015. MOTION CARRIED.

Discussion was held.

D. Motion to Receive & File WA State Auditor's Office 2014 Financial Statements and Federal Single Audit Report – (Kevin Hebdon)

Kevin Hebdon presented the WA State Auditor's Office 2014 Financial Statements and Federal Single Audit Report. There were no recommendations or findings. We are very pleased to report this. CHAIRMAN WATKINS noted that though it should be a realistic expectation that this happens all the time, it is important to share good news when there is good news.

ACTION: BOB OLSON moved and STEVE BECKEN seconded a Motion to Receive & File WA State Auditor's Office 2014 Financial Statements and Federal Single Audit Report. MOTION CARRIED.

10. Discussion/Information Items

A. CAC Meeting Minutes of May 11, 2015

Roger Bowman spoke representing the Citizens Advisory Committee. Last Monday was the annual picnic. He thanked all the Board Members and BFT Staff that attended. Everyone took a ride on a Dial A Ride bus and that was a new experience. He thanked everyone for participating in that as well.

B. Information Item – Fixed Route Operators Duties – Presentation (Barbara Hays)

Barbara Hays, Operations Manager, presented a PowerPoint presentation of Fixed Route Operators Duties as included in the Board Packet.

C. Information Item – Dial-A-Ride Annual Training – Presentation (Katherine Ostrom)

Katherine Ostrom, Dial A Ride Manager, presented a PowerPoint presentation of the Dial A Ride Annual Training as included in the Board Packet.

D. Information Item – 2014 Budget Review - Presentation (Kevin Hebdon)

Kevin Hebdon, Financial Services Supervisor, presented the 2014 Budget Review as included in the Board Packet. This is an overview of where have ended up in the 2014 Fiscal Year. The summary is that we ended up earning more money than expected, and spending less money than what was budgeted. Other Revenues were \$318,000 over budget due to the Department of Licensing, a refund of unlicensed gas. We did not have to tap into our Capital Reserves for our Operating Revenues as our sales tax was sufficient for the year. CHAIRMAN WATKINS commented that this is generally rosy news.

11. Staff Reports & Comments

A. Legal Report (Jeremy Bishop)

Jeremy Bishop stated that there is no news except that there will be an Executive Session tonight per Revised Code of Washington (RCW 42.30.110) which should take about 45 minutes. CHAIRMAN WATKINS noted that there would probably be some Action Items after that.

B. Boarding Report (Tony Kalmbach)

Tony Kalmbach presented Ridership for the month of April. Fixed Route was down -1.8%. Dial A Ride was up 3.26%. Taxi Service was up 7.5%. March Vanpool was down -2.3%. The Total Operational Boardings for March was down -1.8%. CHAIR WATKINS asked if there were any surprises. Tony replied that there is a downward trend in Kennewick of our regular ride service. Discussion was held.

C. Treasurer's/Budget/Sales Tax Reports (Kevin Hebdon)

Kevin Hebdon, Financial Services Supervisor, presented the Treasurer's Report through May. It shows a cash balance of \$24,859,710. It continues to hold study. Funds Available for Capital and Unforeseen Issues is \$16,254,158. Funds Available Less Approved Capital – Local Match Requirement is at \$13,676,225. We continue to see an increase in Revenues in April and our Expenses are continuing to be less than budgeted, partly due to fuel prices. \$584,000 is from a diesel fuel tax refund. Along with Sales Tax, the Outage, and the economy recovering, we continue to see sales tax revenues that have not been previously seen, going back to 2004. Allocated Costs per Boarding is slightly above budget with the exception of Night Service. There are no notable changes in Fares per Boarding. Farebox Recovery continues the same. Sales Tax Revenue for March Business is up 11.7% from March Business of 2014. YTD we are looking at 11.1% above where we were last year, trending around \$1 million above what we have budgeted. Unfortunately, the PTBAs and other Local Jurisdictions Sales Tax Reports were not available for tonight.

D. General Managers Report (Gloria Boyce)

Gloria Boyce, Acting General Manager, spoke that John Olson, BFT's first General Manager, passed away this week in Colorado. He led this Agency for 14 years from 1981-1995. Our community transit historian Mr. Ed Frost had this to say about him: "John was the resident manager that put BFT buses on the road on May 10, 1982. He was the General Manager that built the first phase of the Maintenance Operation & Admin Building. He was the General Manager that initiated Taxi Feeder, Night, and Sunday Service, providing transportation access to rural customers within BFT service areas. He had a very high ethical work example for his employees by being hard working, professional, and detail-oriented. In addition to serving BFT Mr. Olson also served as a Port of Kennewick Commissioner for one 6-year term. We want to express our many thanks for his leadership during BFT's early years and our heartfelt condolences to his family."

On our Government Affairs front after passing the 2-month extension of Map 21, which does expire July 31st, they are now working at the federal level to extend that through September or December. Congress needs to find \$3 billion through September, and \$8 billion through December. The current Map 21 extension expires on July 31st, which is around the same time the Highway Trust Fund begins to have solvency issues. While it is highly unlikely, a long-term authorization bill could be completed by the end of July. The congressional budget office estimates a 6-year bill that continues current levels of investment through May of 2021, and would require approximately \$85-90 billion. 2016 Transportation Appropriations at the federal level – both the House and Senate are in session and should be recessing for the 4th of July. On Tuesday, the House passed the 2016 Transportation and HUD spending Bill, which the President threatens to veto as it, freezes or cuts critical investment in transportation. It creates jobs, helps to grow the economy, and improves' America's roads, bridges, transit infrastructure, and aviation systems. At the State level the 2015-2017 Transportation Budget passed and for a bare bones budget, Transit did very well. BFT has combined level of funding remains about the same as the previous 2-year budget. As of today, there is no approved long-term Transportation Package or an operating General Fund budget.

Regarding BFT's transition over the last month, it has been a busy but productive month for us. She thanked all the staff for pulling together and keeping the daily operations running smoothly. She gave a special thanks to all Board members in assisting in those efforts. Regarding Prosser operations, we received two notices last week. One that Benton County will not be renewing our maintenance contract. The county provides maintenance for about 14 vehicles that we have up in Prosser. The second, Benton County will not be renewing the lease of the facility and we must vacate by July 31st of this year. Katherine Ostrom and Jerry Otto are spearheading a way to work toward finding a short-term solution, about 6 months to a year while we develop a long-term solution to bring before the Board. Gloria asked Jerry to speak to the Board. He stated that we're not locked into anything yet. We are still looking into options. JEROME DELVIN asked if we would be okay with parking, stating that it is okay parking and that they only do 3-4 jobs a year for BFT on the mechanical side. Jerry Otto stated that they do quite a few jobs each year. He stated that it is around \$80,000 worth of maintenance. CHAIR WATKINS asked Jerry to speak to Jerome after the meeting, since it is a bit of a pinch point. Gloria Boyce thanked Mr. Becken and Mr. Delvin's assistance in helping us find a solution.

Gloria continued her report. Concerning strategic priorities, as a follow-up to the January 4th Strategic Plan Retreat, and from that the development of strategic priorities in early spring, staff led by the Internal Strategic Committee is defining criteria, initiatives, and work plans in which to gauge our efforts toward that end. Look for reports back in the next couple of months. Finally, regarding our accomplishments, the 2015 APTA National Bus Rodeo was held in Fort Worth in May, where Dan Schmidt from our Fixed Route placed 4th in the 40-foot bus competition, and Gabe Beliz placed 1st in the 35-foot competition. Del Long represented BFT in the National Community Transit Association of America's Body on Chassis competition in Orlando, Florida, also in May. While he did not place, we appreciated his efforts on our

behalf. Last Sunday, here locally, we held our BFT Annual Rodeo. We had a huge turnout of both competitors and volunteers, with special thanks to Jim Thoelke, our Safety Training Supervisor, for putting the event together. In the bus competition, out of 18 entries, Dan Schmidt placed 1st. Gabe Beliz placed 2nd, and Neal Dizmang 3rd. In our Body on Chassis, the Dial A Ride competition, Mona Miller placed 1st, Paul Henry placed 2nd, and Lorraine Waters placed 3rd out of 5 participants. Our 1st place winners will move on to the State level and congratulations to everyone's fine efforts. The CAC Picnic was held here at the Boardroom and we appreciate the great turnout, the route ride, the barbecuing, and Delsa's effort in putting the event together. Upcoming calendar – Thursday we have “Dump the Pump” Day. Tuesday, July 1st is our Planning & Marketing meeting, Wednesday July 2nd is our Operations & Maintenance meeting, and Thursday July 3rd is our Admin & Finance meeting. Saturday July 4th we will be running regular Saturday service and on July 24-26, we will be running our seasonal route service to accommodate the possible City Slide event, the Allied Arts, and the Water Follies.

TERRY CHRISTENSEN asked if we had talked to the supply systems, we could facilitate the extra vehicles going out during the outage. Gloria replied that this subject came up last month by Board member Lisa Stade and she explained that there could possibly be a need for a 51-day outage routing service. She asked Terry DeJuan to speak on this. He stated that in years past, we have tried Vanpools out there, and most of them do not wish to vanpool to that location because of the different hours they are working. What we see happen is the normal vans we have going close during the outage because they're all doing so much overtime and flex time that to have a consistent base of going to and coming from work at the same time is difficult.

12. Board Member Comments

CHRIS LILYBLADE gave congratulations to the Employees of the Year.

LISA STADE stated that things are going well. School let out today. The Yes program is gearing up more and kids are making projects about history of Benton City. 5th Graders did it and made a 3 dimensional display that is shown in the library. Locals will be able to comment on the displays to add history or things that they remember.

STEVE BECKEN stated there was a question asked at City Hall the other day, about kids that won the art contest. Where their art is displayed on buses, and he asked if any of those would come into Prosser.

BOB OLSON stated that he attended the bus rodeo on Saturday, and if you have not attended before you should. This is the first time we have had a young woman go on to regionals in the Dial A Ride. He attended the barbecue with the CAC, it was nice to see how the Dial A Ride drivers handled their special passengers. He had a good time and a short meeting.

RICK MILLER stated that we did hire a manager for TRAC. He starts June 30th, we are excited about that.

RICH BUEL was sitting in for RICHARD BLOOM. He stated that he is always impressed with the staff, the Board, and all the detail.

TERRY CHRISTENSEN stated that all is well in Richland. We held a public meeting on the proposed changes on south George Washington Way near WinCo. At the meeting several hundred people came so see the proposed change, it was exciting. There is no conclusion yet as it is an unfunded project.

JEROME DELVIN no report.

13. Next Meeting – Thursday, July 9, 2015 - 7:00 p.m.

1000 Columbia Park Trail, Richland WA

14. Executive Session

The Executive Session began at 8:54 p.m.

ACTION: TERRY CHRISTENSEN motioned to make Gloria Boyce Interim General Manager and give a 10% increase in salary with no change in benefits, and will issue a letter of job description so that there is a clear understanding of responsibilities. LISA STADE seconded the motion. MOTION CARRIED.

ACTION: TERRY CHRISTENSEN motioned to identify a consulting firm to identify General Manager candidates in an amount not to exceed \$35,000. RICK MILLER seconded the motion. MOTION CARRIED.

15. Adjournment – Meeting adjourned at 8:47 p.m.

Respectfully submitted by:
Joshua Tucker, Express Employment
June 26, 2015