

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS MEETING MINUTES
Thursday, May 14, 2015/7:00 p.m.
1000 Columbia Park Trail, Richland, WA**

1. Convene
2. Roll Call: MATT WATKINS (Chair), BOB OLSON, JEROME DELVIN, BOB KOCH, RICK MILLER, ROBERT THOMPSON (for Terry Christensen), RICHARD BLOOM, STEVE BECKEN, LISA STADE, NORMAL NELSON

Staff:

Dennis Solensky, Gloria Boyce, Tony Kalmbach, Katherine Ostrom, Barbara Hays, Jerry Otto, Debra Hughes, Terry DeJuan, Rob Orvis, Dan Sandmeier, Tom Turner, Michaela Dimas, Patrick T. Roach, Legal Counsel

Visitor: Sara Perry, Human Resource/Attorney consultant

3. Pledge of Allegiance

CHAIR WATKINS invited ROBERT THOMPSON to lead the Pledge of Allegiance.

4. Citizens Public Comment/Introduction of Visitors

No public comment was given.

5. Approval of Agenda

CHAIRMAN WATKINS called for an amendment to item 6A and a motion to approve the Agenda as amended.

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

6. Retirement Recognition

- A. Resolution 10-2015 – Steve Hardesty, Equipment Body Repairman, November 3, 1986 – April 17, 2015

JERRY OTTO read Resolution 10-2015 and expressed appreciation to Steve Hardesty for his 29 years of dedicated service.

ACTION: BOB OLSON moved to approve Resolution 10-2015. STEVE BECKEN seconded the motion. MOTION CARRIED.

CHAIRMAN WATKINS opened the item for discussion. Steve Hardesty expressed his enjoyment of working for the Transit and how much it has felt like home.

- B. Resolution 11-2015 – Steve Bernard, Dial A Ride Operator, August 1, 2006 – March 31, 2015

Katherine Ostrom read Resolution 11-2015. She expressed appreciation for his 8 years of service, great attitude, and positive work ethic.

ACTION: BOB OLSON moved to approve Resolution 11-2015. STEVE BECKEN seconded the motion. MOTION CARRIED.

CHAIRMAN WATKINS opened the item for comments. Steve Bernard expressed his enjoyment of working for the Transit, and never had a day he did not enjoy coming to work.

VICE CHAIRMAN BOB OLSON commented that this is a recurring theme for those who are retiring.

C. Resolution 12-2015 – Dennis Clayton, Coach Operator, June 20, 1983 – April 4, 2015

Barb Hays, Operations Manager, read Resolution 12-2015. She expressed appreciation for his 32 years of service, 28 years of which on recognition by the National Safety Council for safe driving. She commented on his reliability, and his positive comments for improvement.

ACTION: BOB OLSON moved to approve Resolution 12-2015. STEVE BECKEN seconded the motion. MOTION CARRIED.

CHAIRMAN WATKINS asked Mr. Clayton if he had any words. Mr. Clayton replied that he enjoyed being here.

CHAIRMAN WATKINS asked the crowd to offer all three recipients a round of applause. Terry Dejuan took pictures.

Barb Hays read about Daniel Sandmeier and his wonderful character. She read his application for a scholarship and wished him well on his upcoming journeys. CHAIRMAN WATKINS stated that Daniel is leaving to Wisconsin to take a new position in Transit. He thanked him for his 13 years of service. Daniel expressed his thanks.

7. Board Committee Reports

A. Planning & Marketing Committee – BOB KOCH, Chair

BOB KOCH stated that the Planning & Marketing Committee met the previous week. The committee discussed the Transit Development Plan (TDP) as presented by Tony Kalmbach. Staff recommends that this goes to public comment and public hearing. Staff discussed the Leadership Training update, the marketing monthly report, ridership, and bids & requests. The minutes are provided in the packet.

B. Operations & Maintenance Committee – RICK MILLER, Chair

RICK MILLER stated that he, Jerome Delvin, Terry Christensen, met with the Operations & Maintenance Committee at 12:30. RICK MILLER stated that they discussed the 2015-2021 Transit Development Plan (TDP). He commented that Terry Christensen had spoken about the Energy Audit done a year ago and the subsequent recommended remodel. They also discussed the Leadership Training Update. He commented that the staff enjoyed it, particularly the teamwork aspect of it. The HR Safety Dashboard was discussed, the amount that were dropped over past

years, accidents with wheelchairs etc. They also discussed the March Ridership Report, the Fixed Route Monthly Report, the Dial A Ride Report, along with upcoming bids and proposals. The minutes are provided in the packet.

C. Admin & Finance Committee – STEVE BECKEN, Chair

STEVE BECKEN stated that the Committee discussed the WSTIP Interlocal Agreement, an amendment which was basically a cleanup from the old one. They discussed banking conversion, which Kevin Hebdon has been working on with US Bank. STEVE BECKEN stated that our banking fees over the first quarter are a little over \$6,000, compared to last year at Banner Bank which was a little over \$20,000. They discussed the Leadership Training, Sales Tax, PPBA Tax, and some other minor things. He asked Gloria Boyce to speak on the upcoming bids and tax refund they were able to receive.

Gloria Boyce spoke that Rob Orvis, Procurement Supervisor, has tenaciously been working over the last 7-9 months for a refund on the sales tax paid of diesel fuel. Rob was successful, and Transit received a check a week ago for approximately \$585,000 of a refund for sales tax from 2010-2014. STEVE BECKEN asked that Rob Orvis be given a round of applause.

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

A. Board Meeting Minutes of April 9, 2015

B. Payroll/ Voucher Summary

April 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, May 14, 2015 I, _____
Move that the following checks be approved for payment:

Payroll

Check Register Number	Check Number/ Number	Date of Issue	in the Amount	
565-15	77051 77092	4/3/2015	375,393.00	Payroll
566-15	77093 77133	4/15/2015	395,354.04	Payroll

Total \$ 770,747.04

Non-Payroll Vouchers

139-15	57077	57134	4/3/2015	401,094.48	Mdse
140-15	Electronic File IRS		4/3/2015	143,549.89	Tax
141-15	57135	57143	4/6/2015	103,249.10	Mdse
142-15	Electronic File March Excise Tax		4/6/2015	1,516.81	Tax
143-15	57144	57218	4/10/2015	289,076.73	Mdse
144-15	57219	57289	4/17/2015	93,801.85	Mdse
145-15	57290	57303	4/17/2015	147,627.56	Mdse
146-15	57304	57365	4/24/2015	365,569.24	Mdse
147-15	Electronic File IRS		4/24/2015	140,003.72	Tax

Total \$1,685,534.38

Check Register Numbers 565-15 to 566-15 and 139-15 to 147-15

In the total amount of:

\$2,456,281.42

- C. Resolution 13-2015 – Approving an amendment to the Interlocal Agreement creating the Washington State Insurance Pool (WSTIP).

ACTION: BOB OLSON made a motion to approve the Consent Agenda and RICHARD BLOOM seconded a motion to approve the amendment as presented. MOTION CARRIED UNANIMOUSLY.

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

9. Action Items

- A. Authorization to release the *Draft* 2015 Transit Development Plan (TDP) for public comment.

CHAIRMAN WATKINS asked Dennis Solensky, who introduced Tony Kalmbach to speak on the Action Item. Tony Kalmbach presented the Transit Development Plan (TDP). He stated that he had asked the Planning & Marketing Committee to allow for a 30 Day Public Comment Hearing, but it will be July before they can get to that. He stated that they gave a presentation to the CAC, and there will be a public hearing on June 10, 2015 at 2:30 and 5:30 p.m.

ACTION: BOB KOCH made a motion to release the draft. LISA STADE seconded the motion. MOTION CARRIED UNANIMOUSLY.

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

10. Discussion/Information Items

- A. CAC Meeting Minutes of April 13, 2015

Brian Bradford, a member of the Ben Franklin Transit Citizens Advisory Committee, spoke. He stated that there would be an annual picnic on June 8, 2015, at the Bus Garage. There is a \$5 requested contribution. It will start at 4:45 p.m. At 5:00, they will board one or two Dial A Ride buses to see the new equipment. They will be back at 6:00 with a picnic outside, depending on the weather. It will end at 7:30 p.m. They will be presenting a recommendation to the Board's next meeting for Anthony Nash to become a member of the CAC. Tony Kalmbach presented the TDP at their meeting, and Dennis Solensky, General Manager, presented the Strategic Plan. CHAIRMAN WATKINS asked for a raising of hands of those who were considering attending and emailed information on the BBQ.

11. Staff Reports & Comments

A. Legal Report – Patrick Roach, Legal Counsel

Patrick Roach, Legal Counsel, stated there was no new information. He stated that there would be a need for an Executive Session that evening. Pursuant to RCW 42.30.110.

CHAIRMAN WATKINS inquired on the estimated length of time for that meeting, and Patrick Roach replied that it should take about an hour.

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

Tony Kalmbach presented Ridership for the month of March. Fixed Route was down -2.8%. Dial A Ride was up 3.6%. Taxi Service was up 9%. February Vanpool was down -4.2%. The Total Operational Boardings for February were down -0.4%.

C. Treasurer's/Budget/Sales Tax Reports – Gloria Boyce

Gloria Boyce presented the Treasurer's Report through April. It shows a cash balance of \$24,836,513. Last month was down waiting for grant receipts, we're back up to our balance of over \$20 million this month. Funds Available Less Approved Capital – Local Match Requirement is at \$13,653,028. She stated that for the budget there are no blips on the radar, other than the fuel we budget an average blended rate of \$3.30 per gallon. Through this year it has been \$2.10 or less so there have been savings for fuel. Through April we are down about \$400,000 for sales. On the revenue side we are waiting for the final federal appropriation which we expect by the end of the month, as well as a final State Budget to solidify the 2015 revenue stream and come to the Board with a mid-year Budget Review. Our allocated costs per boarding are raised because ridership is down. Bare Box Recovery Ratio is still running about 13.7% above our budgeted 11.7%. Sales tax for February is up 11.4% from February of 2014. 10.9% YTD from last year and 9% over our Monthly Budget. Both the other PTBAs and local jurisdiction tax information are in the packet.

CHAIRMAN WATKINS stated that this is a refueling year for Energy Northwest, so we should see a significant blip in the August timeframe.

D. General Manager's Report – Dennis Solensky

Dennis Solensky, General Manager, stated...

- There is a new sign for the Strategic Plan on the wall outside and thanked Brandi Roske for doing that.

- Meeting with the Port of Kennewick this month relative to the project and our involvement.
- The Employee Association Breakfast was held and the Employees of the Year have been chosen, which will be presented next month.
- Met with Dale Learn, our Lobbyist, who came from Washington D.C. for his annual visit.
- Lunched with Judy Westik from the Arc Tri-Cities.
- We are deep into the Franklin-Covey Leadership Training. He is thrilled with the participation and feedback from it.
- We are working through some minor grievances with Russell Shjerven, our Teamsters Representative. GM expects all of them to be resolved within the week. He stated that the conversations are not heated and are handled very professionally.
- He promoted Tony Kalmbach to Service Development Manager and would like to do so formally.

12. Board Member Comments

BOB THOMPSON commented that it was good to be back. The City of Richland continues.

RICHARD BLOOM stated that West Richland is still booming. They are running out of lot space. They are moving forward on the EGA Expansion to include the Racetrack, and they are moving forward with the Port of Kennewick to continue that development.

JEROME DELVIN stated everything is very good. No report.

NORMA NELSON congratulated the retirees. There are three more in Dial A Ride leaving in the summer, including their #1 driver retiring after 32 years. That will be a hard hit. She will be in Alaska next month, so Christ will substitute for her. She had a good time at the Breakfast, and had never been able to see it before.

Katherine Ostrom, DAR Manager noted that NORMA was chosen as the Operator of the Year. CHAIRMAN WATKINS & Board congratulated her.

LISA STADE commented that in Benton City they had their tenth annual car show, this time with added skateboard demonstrations and art. There was crossover from all ages as people watched the skateboarders.

STEVE BECKEN commented that there was some minor flooding in stores. Other than that, things have been quiet.

VICE CHAIRMAN BOB OLSON commented that there would be a ribbon cutting in Kennewick on Olympia Street and 27th over the hill of 397 on June 10th. More details will follow; it's around 10 or 11 am. He commented that he has been fortunate to read a book on finances, money, and allowances to 4 2nd grade classes. The first question they asked was, "Do you work for Obama or does he work for you?" He explained that his job was making policies, or the rules. It was a really good experience.

CHAIRMAN MATT WATKINS apologized for missing the Employee Breakfast. He stated there also has been flooding in Pasco.

**13. Next Meeting – Thursday, June 11, 2015 at 7:00 p.m.
1000 Columbia Park Trail, Richland WA**

14. Executive Session

Agenda Item No. 14 – Executive Session

CHAIRMAN WATKINS 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 approximately 1 hour and asked to have it start at 7:45 p.m. Announcement to the public will be made if more time is needed. The Executive Session will be attended by voting Board Members, Legal Counsel, and a Consultant.

CHAIRMAN WATKINS noted that the Executive Session would most likely take about an hour. He recessed the Regular Board of Directors Meeting into Executive Session at 7:41 p.m.

CHAIRMAN WATKINS walked out at 8:30 p.m. stated that the Board has called Dennis Solensky, General Manager into the Executive Session.

Patrick Roach, Legal Counsel, notified the waiting public at 8:45 p.m. that 15 minutes more is needed for the Executive Session.

**Notes following Executive Session
May 14, 2015**

Re-convene into Open Session

CHAIRMAN WATKINS reconvened the Regular BFT Board of Directors Meeting into Open Session at 9:07 p.m. He thanked everyone for their patience in waiting for the additional time extensions needed to complete the Executive Session.

CHAIRMAN WATKINS stated that consideration and action is needed for a couple of items before the Board. He noted that he would state the items and call for motions.

1. Non-renewal of Dennis Solensky, BFT General Manager's Contract effective immediately and authorizes the Admin & Finance Committee to negotiate a separation package with Dennis Solensky, BFT General Manager.

RICHARD BLOOM and STEVE BECKEN seconded a motion to non-renewal of BFT General Manager Dennis Solensky's Contract effective immediately and authorize the Admin & Finance Committee to negotiate a separation package with Dennis Solensky, BFT General Manager.

CHAIRMAN WATKINS restated the motion.

ACTION: RICHARD BLOOM made and Bob Olson seconded a motion of non-renewal of Dennis Solensky, BFT General Manager's contract and authorizes the Admin & Finance Committee to negotiate a separation package with Dennis Solensky, BFT General Manager.
MOTION CARRIED.

2. Effective end date of Dennis Solensky, BFT General Manager

Discussion held as to what the end date should be. RICHARD BLOOM stated that the motion should include the effective date of June 5, 2015. CHAIRMAN WATKINS restated that the effective end date would be June 5, 2015. They agreed.

ACTION: RICHARD BLOOM made and BOB OLSON seconded a motion for effective end date of June 5, 2015 for Dennis Solensky, BFT General Manager's contract. MOTION CARRIED UNANIMOUSLY.

3. Badge, Keys and Personal Effects of BFT General Manager

BOB OLSON stated that there should an arrangement for Dennis Solensky to pick up his personal effects. STEVE BECKEN stated that the Dennis Solensky should turn in his keys and badge tonight.

CHAIRMAN WATKINS stated that Dennis Solensky, General Manger would pick up the rest of his personal effects at Patrick T. Roach's Office and would need to turn in his keys and badge tonight.

CHAIRMAN WATKINS restated the motion.

ACTION: RICHARD BLOOM made and STEVE BECKEN seconded a motion to have Dennis Solensky pick his personal effects at Patrick T. Roach's Office and turn in his keys and badge tonight. MOTION CARRIED UNANIMOUSLY.

4. Give authority to the Admin & Finance Committee to seek a BFT General Manager replacement.

CHAIRMAN WATKINS stated that the fourth item might require some discussion. We have agreed to not renew the General Manager's contract and need to discuss a replacement. We can work on this, have a discussion or make a motion.

ACTION: RICHARD BLOOM made and BOB KOCH seconded a motion to authorize the Admin & Finance Committee to seek a BFT General Manager replacement. MOTION CARRIED UNANIMOUSLY.

CHAIRMAN WATKINS thanked everyone for his or her patience.

15. Adjournment

CHAIRMAN WATKINS adjourned the reconvened open session of the Regular BFT Board of Directors meeting at 9:10 p.m.

Meeting recorded by:
Michaela Dimas, Executive Assistant & Clerk of the Board
May 14, 2015