

**BEN FRANKLIN TRANSIT  
BOARD OF DIRECTORS *DRAFT* MEETING MINUTES  
1000 Columbia Park Trail, Richland, WA  
Thursday, April 9, 2015**

**1. Convene/Roll Call:**

CHAIRMAN WATKINS called the meeting to order at 7:00 p.m.

**Roll Call**

**Board Members Present:** MATT WATKINS, BOB OLSON, JEROME DELVIN, BOB KOCH, TERRY CHRISTENSEN, STEVE BECKEN, NORMA NELSON

CHAIRMAN WATKINS stated counting six voting members announced that a quorum was present.

BFT Staff: Dennis Solensky, Tony Kalmbach, Barbara Hays, Jerry Otto, Terry DeJuan, Christy Watts, Kevin Hebdon, Debra Hughes, Patrick T. Roach, Legal Counsel, Michaela Dimas

**2. Pledge of Allegiance**

CHAIRMAN WATKINS invited NORMA NELSON to lead in the Pledge of Allegiance.

**3. Citizens Public Comment/Introduction of Visitors**

CHAIRMAN WATKINS invited public comment on any item that is not on the agenda.

No public comment was given.

**4. Approval of Agenda**

CHAIRMAN WATKINS stated that he is not aware of any changes to the agenda & called for a motion to approve the agenda.

ACTION: BOB OLSON made and TERRY CHRISTENSEN seconded a motion to approve the agenda as presented. MOTION CARRIED UNANIMOUSLY.

**5. Retirement Recognition – Resolution 08-2015**

Richard Cournyer, Material Program Specialist  
March 11, 1985- February 28, 2015

CHAIRMAN WATKINS called on Jerry Otto, Maintenance & Special Projects Manager

Jerry Otto read the tribute portion of Resolution 08-2015. Richard Cournyer will receive a Certificate of Commendation, lifetime Bus Pass and a signed copy of Resolution 5-2014. Pictures were taken.

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

CHAIRMAN WATKINS stated Richard Courner would receive a Certificate of Commendation, lifetime Bus Pass and a signed copy of Resolution 08-2015.

**6. Board Committee Reports**

A. Planning & Marketing Committee/Bob Koch, Chair

BOB KOCH stated the Planning & Marketing Committee were brought up to date on the TDP and making it friendly for kids. Christy brought a marketing update on outreach. Rob Orvis brought an update on opening bids.

B. Operations & Maintenance Committee/Rick Miller, Chair

RICK MILLER stated that the Operations and Maintenance Committee met primarily about surplus vehicles. There was also the TDP update and Dial-A-Ride update.

C. Administration & Finance Committee/Steve Becken, Chair

STEVE BECKEN stated that he was not present for the Committee meeting. CHAIRMAN WATKINS stated that we will review that information at the next meeting.

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

- A. Minutes of March 12, 2015 Regular Board Meeting
- B. Payroll/Voucher Summary

March 2015 Vouchers audited and certified by Ben Franklin Transit is 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 April 3, 2015.

ACTION: As of this date, April 9, 2015 I, \_\_\_\_\_  
Move that the following checks be approved for payment:

**Payroll**

Check Register Number	Check Number/Number	Date of Issue	In the amount of
563-15	76967 77009	3/6/2015	371,560.85 Payroll
564-15	77010 77050	3/20/2015	367,378.52 Payroll
<b>Total</b>			<b>\$ 738,939.37</b>

**Non-Payroll Vouchers**

129-15	Electronic File February Excise Tax		3/5/2015	768.00	Tax
130-15	56812	56868	3/6/2015	336,636.81	Mdse
131-15	Electronic File IRS		3/6/2015	149,056.97	Tax
132-15	56869	56878	3/9/2015	166,048.96	Mdse
133-15	56879	56936	3/13/2015	183,785.06	Mdse
134-15	56937	57008	3/20/2015	225,674.05	Mdse
135-15	Electronic File IRS		3/20/2015	146,299.28	Tax
136-15	56574	57022	3/23/2015	150,772.11	Mdse
137-15	VOID	57075	3/27/2015	151,098.32	Mdse
138-15	56352	57076	3/27/2015	400.79	Mdse
<b>Total</b>				<b>\$1,510,560.82</b>	

Check Register Numbers 563-15 to 564-15 and 129-15 to 138-15  
 In the total amount of: **\$2,249,500.19**

The motion was seconded by \_\_\_\_\_ and approved by a unanimous vote.

C. Resolution 09-2015– Surplus Vehicles as stated in Resolution 09-2015.

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

CHAIRMAN WATKINS read aloud the items on the Consent Agenda. He called for a motion to approve the Consent Agenda as presented.

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

**8. Action Items**  
 None

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

**9. Discussion/Information Items**  
 A. CAC Meeting Minutes of March 9, 2015

CHAIRMAN WATKINS stated that we do not have a CAC member in the audience.

**10. Staff Reports & Comments**  
 A. Legal Report

Patrick T. Roach, Legal Counsel, stated that there is nothing to report.

## **B. Boardings Report**

Tony Kalmbach, Transit Planner, stated total operational boardings for February were down -2.6% over 2014. For February, Fixed route was down -1.3%, Dial-A-Ride was up 1.6% and Taxi Service (Taxi Feeder, Finely and Night and Sunday Service) was up 6.8% in comparison to February 2014. For January, Vanpool was down -5.8% in comparison to January 2014. For Hanford going to four tens that reduces the amount of days that people are traveling.

## **C. Treasurer's/Budget/Sales Tax Reports**

Kevin Hebdon stated that Treasurer's Report – through March 2015 shows 17.5 million cash balance, 8.6 is restricted for operating, 2.6 is restricted for Capital expenses, leaving us a unrestricted balance of approximately \$6.3 million dollars. As for the Budget- we are 2 months into the new year, tracking along revenues budget to actual is on track as are expenses. We are only about \$23 thousand under budget for revenues. Expenses are \$834,000 down. Sales tax we are on track. Sales Tax for the month of January business received just short of \$2.1 million. As compared to January last year that is 12.3% increase. Our monthly budgeted amounts are about 9.3% ahead of our budgeted amounts. Sales tax is strong and doing well. The PTBAs and other local jurisdictions' information was not available as of the time of this meeting tonight.

CHARIMAN WATKINS stated that February was the largest sales tax revenue that we have experienced.

## **D. General Managers Report**

Dennis Solensky, General Manager, presented his report to the Board as follows:

- Tony is taking the over to replace the – position.
- In the past there has been some difficulty in scheduling service within the organization, a lack of communication and getting service accomplished. We created a Service Planning Committee. Our Members of Operations as well as the Planning Department as well as the Accounting Department formed this committee.
- Involved in the Annual Chili Cook-Off this year. It was a great event, and he thanked Barb Hays for hosting this event.
- The Consultant will be coming in soon for the Franklin-Covey Training. The Management Staff showed sincere excitement about that. He's confident that if people buy into the paradigms they teach that the organization will only improve.

Christy Watts, Customer Service & Marketing Manager announced, The Employee Breakfast is on May 12<sup>th</sup>. Food will be served from 4a.m.-11 a.m. Dennis will be doing the Employee of the Year Recognition at about 8:30. Invitations are going out into the mail tomorrow.

### **11. Board Member Comments**

None.

### **12. Next Meeting – Thursday, May 14, 2015 – 7:00 p.m.**

BFT Administration Building Board Room, 1000 Columbia Park Trail,  
Richland, WA 99352

**13. Executive Session** – Recess into Executive Session – 7:30 p.m.

CHAIRMAN WATKINS announced that the meeting would recess into Executive Session. He stated that action would be taken following the Executive Session. CHAIRMAN WATKINS asked Patrick T. Roach, Legal Counsel for the Revised Code of Washington (RCW) reference. Patrick T. Roach stated that the RCW 42.30.110 Sub Sec. 1 (G. to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee and discuss salary)

CHAIRMAN WATKINS stated that the Executive Session would most likely take about an hour. He recessed the Regular Board of Directors Meeting into Executive Session at 7:24 p.m.

LISA STADE joined Executive Session at 7:40 p.m.

CHAIRMAN WATKINS asked Dennis Solensky, General Manager to join the Executive Session at 8:30 p.m.

Patrick Roach BFT Legal Counsel and Sara Perry Attorney departed Executive Session at 8:45 p.m. then returned at 9:05 p.m.

Closed Executive Session Adjourned at 9:21 p.m.

**14. Adjourn-** The Regular BFT Board of Directors Meeting adjourned at 7:24 p.m.

Respectfully Submitted by:  
Michaela Dimas, Exec. Assistant/Clerk of the Board  
May 14, 2015