

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS DRAFT MEETING MINUTES
Thursday, March 12, 2015
1000 Columbia Park Trail, Richland, WA**

1. Convene/Roll Call:

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

Board Members Roll Call:

MATT WATKINS, BOB OLSON, RICK MILLER, TERRY CHRISTENSEN, RICHARD BLOOM, STEVE BECKEN, LISA STADE, and NORMA NELSON (JEROME DELVIN-EXCUSED)

CHAIRMAN WATKINS announced that a quorum of the Board was present. Please note that JEROME DELVIN called and said he was not able to attend this evening and there is a chance he may call in later.

Staff: Dennis Solensky, Gloria Boyce, Katherine Ostrom, Kathy McMullen, Terry DeJuan, Tony Kalmbach, Barbara Hays, Jerry Otto, Debra Hughes, Rob Orvis, Tom Turner, Christy Watts, Patrick T. Roach, Legal Counsel, Michaela Dimas

2. Pledge of Allegiance

CHAIRMAN WATKINS asked everyone to join 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 comment was given.

4. Approval of Agenda

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

ACTION: It was moved by VICE CHAIRMAN BOB OLSON, seconded by STEVE BECKEN and carried by unanimous vote that the agenda be approved as presented.

5. Retirement Recognition – Resolution 06-2015

Marilyn Kloen, Accounting
September 9, 1985/February 28, 2015

CHAIRMAN WATKINS called on Gloria Boyce, Administrative Services Manager.

Gloria Boyce stated that they are sad to lose Marilyn and read the tribute portion of Resolution 06-2015. We wished Marilyn a happy retirement.

ACTION: It was moved by VICE CHAIRMAN OLSON, seconded by TERRY CHRISTENSEN and carried by unanimous vote to approve Resolution 06-2015 recognizing the retirement of Marilyn Kloen is approved.

CHAIRMAN WATKINS stated Marilyn Kloen would receive a Certificate of Commendation, lifetime Bus Pass and a signed copy of Resolution 06-2015.

6. Board Committee Reports

A. Planning & Marketing Committee/Bob Koch, Chair

RICHARD BLOOM stated the Planning & Marketing Committee met on Tuesday, March 3, 2015. The Committee received an update on upcoming events, bids and requests for proposals. It was a relatively short and concise meeting.

B. Operations & Maintenance Committee/Rick Miller, Chair

RICK MILLER stated that the Operations and Maintenance Committee met and had gone over the Tulip Lane Park & Ride, upcoming projects, service changes, route changes, and ridership update. Staff presented a Resolution for the East Bus Stop Pullout and Tulip Lane Park & Ride Projects, which is on tonight's agenda.

C. Administration & Finance Committee/Steve Becken, Chair

STEVE BECKEN stated that the Committee discussed the Tulip Lane Park & Ride and its ready to go out for bids and it is a discussion item tonight. Staff gave a Teamster Pension update, went over sales tax reports and informed us of the upcoming bids and requests for proposals.

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

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

February 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 March 6, 2015.

ACTION: As of this date, March 12, 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
561-15	76761 76800	2/6/2015	367,770.07 Payroll
562-15	76801 76880	2/20/2015	376,989.15 Payroll

Total \$ 744,759.22

Non-Payroll Vouchers

113-15	56517 56517	2/4/2015	141.00 Mdse
114-15	56261 56317	2/5/2015	553,509.43 Mdse
115-15	Electronic File Schetky	2/3/2015	1,412,087.00 Mdse
116-15	Electric File IRS	2/6/2015	142,846.01 Tax
117-15	56564 56573	2/9/2015	97,343.55 Mdse
118-15	VOID 56485	2/11/2015	(1,795.00) Mdse
119-15	Electronic File January Excise Tax	2/6/2015	1,014.11 Mdse
120-15	56574 56651	2/13/2015	190,478.95 Mdse
121-15	VOID 56381	2/13/2015	(3,073.00) Mdse
122-15	56352 56652	2/13/2015	3,073.00 Tax
123-15	VOID 56382	2/19/2015	(12,059.40) Mdse
124-15	56653 56743	2/20/2015	290,318.39 Mdse
125-15	Electric File Gillig	2/20/2015	1,710,415.24 Mdse
126-15	56744 56756	2/23/2015	151,875.20 Mdse
127-15	56757 56811	2/27/2015	161,407.09 Mdse
128-15	Electronic File IRS	2/27/2015	151,103.97 Mdse

Total \$4,848,685.54

Check Register Numbers 561-15 to 562-15 and 113-15 to 128-15
In the total amount of:

\$5,593,444.76

The motion was seconded by _____ and approved by a unanimous vote.

C. Resolution 07-2015– Authorizing the General Manger to solicit bids for the East Bust Stop Pull Out and Tulip Lane Park & Ride Lot Projects.(moved as an ACTION ITEM)

(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 and stated that he noticed on the Agenda that the Tulip Lane is both on the consent agenda and on as discussion item later. I would suggest to the Board concurrence that it be moved as an Action Item.

ACTION: It was moved by VICE CHAIR OLSON and seconded by LISA STADE, and carried by unanimous vote to approve the Amended Consent Agenda.

8. Action Items

A. Resolution 07-2015- Authorization for the General Manager to solicit bids for the East Bus Stop Pull Out and Tulip Lane Park & Ride Lot Projects.

CHAIRMAN WATKINS stated that this is one that he is most interested in and called on staff for comment.

Kathy McMullen, Service Development Manager, stated a grant was received two years ago from WSDOT to improve the park & ride lot take over maintenance and kind of make it our own. Jerry has been working hard on this and had to be away tonight. We contracted with RH2 to do the design and are now at 95% and ready to go out for bid. A drawing was in view for the Board giving the details of the project. A bridge will from the park & ride lot going to the street Columbia Park Trail where bus route 110 goes by. We also want to put a bus stop across the street, which was not covered in the original grant. There is construction monies for the Park & Ride with the WSDOT funding. A separate grant for across the street that will go through Federal Transit Administration, funding is set up for passenger amenities. So both pieces are in play and meetings with the wineries end of this week first part of next week to go over the 95% design. One concern was the lighting because it is right across the road from Bookwalters has outside seating and also some concerns were raised about crossing the street. The lighting will be arranged accordingly and we will be talking with the city for some industrial improvements and maintain the safety in that area. We are asking for approval to put this out for bid.

CHAIRMAN WATKINS stated that it was his understanding that this has been a bit of a challenge with the wetlands throughout the design process. Kathy replied that there was lengthy negotiations with WSDOT to get the lease all set up and we are working with the city right now to make sure we have the site that is across the street that would be improved walk in so that they won't be doing construction and disturb.

CHAIRMAN WATKINS stated that it is a good-looking Park & Ride along with the one we have across the street and what is the next one coming? Kathy said that property was being looked at over by Southridge, off of Road 100 in Pasco, Richland we have had requests, and I think we have been talking to a real estate agent and doing more work on that. There are three Park & Rides in the TDP right now. CHAIRMAN WATKINS stated that he thinks this is one thing transit should toot its horn about as a successful project. Any questions?

TERRY CHRISTENSEN stated that he would really like to make sure we have signage for the bus stop and crosswalk across Columbia Park Trail. Make sure we have it and are comfortable with that before we have to go out and bid it, to avoid having to go back and so a change order and have more money to support it. There needs to be some sort of flashing caution light or something due to traffic that goes through that road. Make sure we have a pull out for buses so that they are able to get out of the way of traffic for safety. I want to make sure this is on it before going out. There should not be an issue collaborating with the city of Richland to work that out.

RICHARD BLOOM stated that tonight Richland was having a meeting on the traffic on Queensgate.

TERRY CHRISTENSEN stated he was just at that meeting. Just want to see it safe in that area.

Kathy McMullen stated she had a call out to Pete Rogalsky.

RICHARD BLOOM stated that the flashing lights for the crosswalk on Van Giesen just have been a Godsend and are solar powered.

ACTION: TERRY CHRISTENSEN made and RICK MILLER seconded a motion authorizing the General Manager to solicit bids for the East Bus Stop Pull Out and Tulip Lane Park & Ride projects. Motion carried 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 February 9, 2015

Austin Nielson, CAC member stated that they just had their March meeting the past Monday. CAC ongoing process to review rules and may have a recommendation to keep those up to date in the future. Christy Watts presented the new Marketing activity and route changes. Preparing for the annual Legislative update and April meeting. We are hoping to get a representative to attend the meeting. Thank you all for what you do for Ben Franklin Transit and serving our community.

10. Staff Reports & Comments

A. Legal Report

Patrick T. Roach, Legal Counsel, stated that there will be an Executive Session under RCW 42.30.110 Sub Sec. 1 (G. to discuss the qualifications of public employment and review the performance of a public employee and discuss salary) anticipate this will take a half hour or 45 minutes. CHAIRMAN WATKINS questioned it take half an hour. Likely, not have any action item after that. CHAIRMAN WATKINS asked if there was any other legal report. Mr. Roach said there is nothing to report.

B. Boardings Report

Tony Kalmbach, Transit Planner, stated total operational boardings for December were up 6.1% over 2013. For January, Fixed route was down -2.7%, Dial-A-Ride was up 2.4% and Taxi Service (Taxi Feeder, Finely and Night and Sunday Service) was up 5.5% in comparison to January 2014. For December, Vanpool was up 1.1% in comparison to December 2013.

C. Treasurer's/Budget/Sales Tax Reports

Gloria Boyce, Administrative Services Manager, stated that Treasurer's Report – through February 2015 shows 16.7 million cash balance, 8.6 is restricted for operating, 2.6 is restricted for Capital expenses, leaving us a unrestricted balance of approximately \$5.5 million dollars.

Budget- we are 2 months into the new year tracking along revenues budget to actual is on track as our expenses. Expenses are a little lower we have some vacancy in operations and attributing that to our surplus in expenses. Sales tax we are on track. We now have a state tax refund on gas/diesel we should see some lower fuel costs because of that. Our allocated cost for boardings Taxi feeder is high compared to what is budgeted so that is driving our allocated cost per boarding up our fares per boarding. Further information is detailed in your Board packet. Sales tax for December 2014 is up 12.9% from December 2013 up 10.1% YTD
In your packet is the local jurisdictions sales tax information as well as other PTBA's across Washington State.

D. General Managers Report

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

- Attended the 2015 APTA Legislative Conference in Washington D.C. with Lisa Stade, Jerome Delvin , and Kathy McMullen and made presentations. I would say that Ms. Stade asked me upon arrival what I felt would represent a successful trip. In a flu bitten state at the time, I told her if we were able to introduce ourselves and introduce myself as the new General Manager, put our best foot forward give them an outline of our system and prepare ourselves to go forward there and leave a good positive impression. Tremendous amount of gratitude to Kathy who attended that did a lot of work.

11. **Board Member Comments**

12. **Next Meeting – Thursday, April 9, 2015 – 7:00 p.m.**

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

13. **Executive Session – Recess into Executive Session – 7:47 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) Announcement to the public would be made if more time were needed.

CHAIRMAN WATKINS noted that the Executive Session will most likely take about 45 minutes. He recessed the Regular Board of Directors Meeting into Executive Session at 7:47 p.m.

Closed Executive Session Adjourned at 8:33 p.m.

14. **Adjourn: The Regular BFT Board of Directors Meeting adjourned at 7:47 p.m.**

Respectfully Submitted by:
Michaela Dimas, Exec. Assistant/Clerk of the Board
April 9, 2015