

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS MEETING MINUTES
Thursday, February 12, 2015/7:00 p.m.
1000 Columbia Park Trail, Richland, WA**

1. Convene/Roll Call: MATT WATKINS, BOB OLSON, BOB KOCH, RICK MILLER, TERRY CHRISTENSEN, RICHARD BLOOM, STEVE BECKEN, LISA STADE, and CHRIS LILYBLADE. (JEROME DELVIN & NORMA NELSON-EXCUSED)

CHAIRMAN WATKINS stated we have a quorum present.

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

2. Pledge of Allegiance

CHAIRMAN WATKINS called on CHRIS LILYBLADE to lead 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 to the Board, that there is an amended Agenda in front of them, which also will have an amendment to add, item 9A under Action Items, Consideration for Strategic Priorities 2015. The results from the retreat added to the Agenda. CHARIMAN WATKINS called for a motion to approve the Agenda as amended.

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

5. Retirement Recognition – Resolution 04-2015
Marshall Logston/Coach Operator
August 13, 1995/January 31, 2015

CHAIRMAN WATKINS asked if Marshall Logston was present, Barbara Hays, Operations Manager stated he was not. CHAIRMAN WATKINS asked if she was going to be presenting this item.

Barbara Hays read the tribute portion of Resolution 04-2015. Barbara Hays stated that Marshall Logston indicated that he would be unable to be here tonight, he is shy.

Marshall Logston will receive a Certificate of Commendation, lifetime Bus Pass and a signed copy of Resolution 04-2015. Congratulations!

CHAIRMAN WATKINS noting that there was a typo in the Resolution, and will need to be changed from Resolution 04-2014 to Resolution 04-2015. Staff stated that the typo would be corrected.

ACTION: RICHARD BLOOM made and BOB OLSON seconded a motion to approve Resolution 04-2015. The question was called and the motion CARRIED UNANIMOUSLY.

CHAIRMAN WATKINS stated that it is sad to see another person go.

6. Recognitions- Winning Posters for the, " I walk, I bike and I ride the bus" Contest

CHAIRMAN WATKINS stated this is a great item to discuss. There are posters that are on display and are the monitors. We are going on the second year doing this.

Kathy McMullen, Service Development Manager stated Christy Watts is not in attendance due to illness. She stated this is has been a really successful program and we had a lot of participation and David Parra, Customer Service Representative will be presenting and introducing the winners. We have all of the winners that will be on our 2015- 2015 month calendars.

David Parra, Customer Service Representative presented the winners. He stated that this was the second year doing this contest and the competition was really fierce, from Prosser to Tri-Cities all the public schools participated mainly from the High Schools. Our guest judges were able to narrow it down to our Top 3 Winners and 13 additional art pieces for the BFT's 16-month calendar. First and 3rd place winners were all from Prosser, round of applause for them and our 2nd place winner was from Pasco High. They also get great prizes. First place winner Aaron Whitaker will receive a new bike/teacher will receive \$500.00 in art supplies. Second place winner from Pasco High Carlos Sanchez took home \$100.00 to continue his art endeavors and \$250.00 in art supplies for his classroom. Third place winner Esther Bowen took home \$100.00 to continue her art endeavors and \$250.00 for her classroom.

Kathy McMullen asked if they wouldn't mind posing for pictures.

CHAIRMAN WATKINS stated he would like to hit a couple of points. There is a little monetary reward for the artist in particular but just as importantly, art supplies for the class and the Teacher Kila Smith. How about Teacher Randi Cruzen?

Pasco High Vice-Principal stated Randi Cruzen couldn't make it and would accept the reward on her behalf.

CHAIRMAN WATKINS continued to thank the educators as well as the artists and schools involved. Props to Mrs. Smith from Prosser for nearly sweeping the entire contest.

STEVE BECKEN wanted to congratulate all three of the winners, especially the two from Prosser. I announced these Tuesday night and the Council would like to extend an invitation to both of the Prosser winners to show their posters and to be recognized. It is a wonderful achievement to take on a thousand people and we got two of the top three.

David Parra said it was hard to narrow it down to three, there were over a thousand entrees. It was tough to go through but the top three really stood out.

CHAIRMAN WATKINS asked where else the posters would be utilized. David Parra David Parra noted that the 3 Grand Prize Winning Posters will be displayed on BFT buses. Kathy McMullen stated they will also be printed on the schedule books.

Photos were taken of each presentation and a group photo of the Grand Prize Winners and their posters. Round of applause to all was given.

7. Election of BFT Board of Directors Officers – Chair/Vice Chair

CHAIRMAN WATKINS opened the floor for nominations, presumed it should be himself and BOB OLSON, anyone else who is interested JEROME DELVIN is not here. Discussion for nominations for Chair/Vice Chair was opened.

BOB KOCH moved to retain the same as 2014 – MATT WATKINS, Chair and BOB OLSON, Vice Chair. RICHARD BLOOM seconded the nomination.

CHAIRMAN WATKINS asked again if there were anyone else who would like to be Chair or Vice Chair, hearing no other nominations called for a vote.

ACTION: The Aye's have it and by UNANIMOUS VOTE the officers of the BFT Board of Directors for 2015 are:

Chair/Matt Watkins
Vice Chair/Bob Olson

8. Board Committee Reports

A. Planning & Marketing Committee/Bob Koch, Chair

BOB KOCH stated the Planning & Marketing Committee met Lisa Stade was excused. The Committee viewed the art for the poster contest and they are all winners. Christy Watts went over the posters and explained each. Kathy McMullen talked about the Onboard Survey results, was a little more involved, and received double the input. Tony Kalmbach presented a ridership report and staff gave a sales tax update. The minutes were provided in the packet.

B. Operations & Maintenance Committee/Rick Miller, Chair

RICK MILLER stated that the Operations and Maintenance Committee met and had went over the winners of the Poster Contest winners. Staff presented a Resolution for Surplus of Vehicles, which is on tonight's agenda. Staff gave ridership and sales tax reports.

C. Administration & Finance Committee/Steve Becken, Chair

STEVE BECKEN stated that the Committee discussed the CAC membership for Mike Moran; it is on as a discussion item tonight. Rob Orvis informed us of the upcoming bids and requests for proposals. Staff went over sales tax reports.

- 9. Consent Agenda
(Any item is open for discussion at Board or Public Request)
 - A. Minutes of January 8, 2015 Regular Board Meeting
 - B. Payroll/Voucher Summary

January 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 February 6, 2015.

ACTION: As of this date, February 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
557-15	76761 76800	1/9/2015	306,521.36 Payroll
558-15	Electronic File Payroll Taxes	1/9/2015	136,303.78 Payroll
559-15	76801 76880	1/23/2015	367,323.12 Payroll
560-15	Electronic File Payroll Taxes	1/23/2015	145,903.13 Payroll

Total \$ 956,051.39

Non-Payroll Vouchers

100-15	Electronic File Excise Tax	1/7/2015	42.89 Tax
101-15	56261 56317	1/9/2015	218,194.31 Mdse
102-15	VOID OLD CK STOCK	1/9/2015	0.00 Mdse
103-15	56318 56327	1/12/2015	98,552.05 Mdse
104-15	Elect. File Dec. Excise Tax	1/9/2015	1,233.95 Tax
105-15	VOID 55693	1/15/2015	(513.21) Mdse
106-15	56328 56380	1/16/2015	322,273.84 Mdse
107-15	56381 56381	1/19/2015	9,015.74 Mdse
108-15	56382 56382	1/21/2015	105.75 Mdse
109-15	56383 56448	1/23/2015	1,052,470.06 Mdse

110-15	56449	56461	1/26/2015	164,008.69 Mdse
111-15	56462	56516	1/30/2015	145,882.67 Mdse
112-15	Electronic File Banner Bank Card		1/31/2015	14,317.43 Mdse
Total				\$2,025,584.17

Check Register Numbers 557-15 to 560-15 and 100-15 to 112-15
 In the total amount of: **\$2,981,635.56**

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

C. Resolution 05-2015– Surplus of Vehicles as stated in Resolution 62-2014.

(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 KOCH made and STEVE BECKEN seconded a motion to approve the Consent Agenda as presented. MOTION CARRIED UNANIMOUSLY.

10. Action Items

A. BFT 2015 Strategic Priorities

CHAIRMAN WATKINS called on Dennis Solensky, General Manager for comment.

Dennis Solensky, General Manager stated there was a list provided to each Board member as a result of the Board Retreat recently held. The central theme of the 2015 Strategic Plan for BFT is maximizing outreach to the community and developing strategic partnerships within our region that will help us reach our objectives and provide maximum value to our community. By further developing our employees and organization and through coordination with other agencies, we will continue to grow and prosper. The three primary objectives developed for this plan was 1) address community growth particularly on the urban fringes, 2) maximize coordination with other agencies and organizations including the Tri-Cities' growing Healthcare industry 3) implement succession planning, staff development, and measures to address upcoming attrition. The secondary objectives are as follows 1) address the changing demographics of our community including reaching out to our growing Hispanic population regarding employment and transportation needs, 2) participate in Economic Development and assist in the planning, development, and service provision to the Downtown Entertainment Districts, including tourism, special events, convention center, wineries, etc., 3) plan for para-transit demographic shifts, manage increased demand by people with developmental disabilities, and changing senior needs. 3) continue to integrate technology into our organization, and research and infuse methodology to advance technological communication with our customers and finally 4) Pursue Electric busses as

a future transportation alternative. I had mentioned this to each of the Board at the Committee meetings and asked if there were any questions, concerns or comments to please let him know. Only positive comments have been received. He asked that the Board adopt these priorities.

ACTION: LISA STADE made and RICK MILLER seconded a motion to approve the BFT 2015 Strategic Priorities as presented. MOTION CARRIED UNANIMOUSLY.

CHAIRMAN WATKINS stated that he would like to make sure everyone has had the opportunity to review these items and feel that these are critically important. This is a very specific set of priorities that were talked about at staff level suggestion to this Board at the retreat session and believe it is a recipe for the overarching goal to be achieving and it is helpful to the staff that we as a Board endorse, and a very important document. Are there any comments?

RICHARD BLOOM stated there are many opportunities coming up and at this point start looking at those opportunities.

LISA STADE stated that APTA has scholarship opportunities; you can look on their website.

CHAIRMAN WATKINS stated this is a base line with you at the helm, do you anticipate we revisit these in some way in later 2015 and how this will be accomplished?

Dennis Solensky stated he would report to the Board at the end of each calendar year with organizations progress towards the goals. Then when you see appropriate we will revisit the goals overall, it's likely to be two years before we can accomplish enough and if we are able to do so before then, we would do that accordingly.

CHAIRMAN WATKINS asked for the priorities to be placed where everyone could be reminded of the goals. Dennis stated that this was the plan moving forward and this is being worked on.

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

11. Discussion/Information Items

A. CAC Meeting Minutes of January 12, 2015

Mary Ketchersid, CAC member stated that there was an application for Mike Moran, General Manager Dennis Solensky attended the CAC meeting.

B. CAC Application for Mike Moran

CHAIRMAN WATKINS asked if anyone would like to make a motion to accept the CAC Application for Mike Moran.

ACTION: BOB OLSON made and LISA STADE seconded a motion to approve the

CAC Application for Mike Moran as presented. MOTION CARRIED UNANIMOUSLY.

12. 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 evaluate the qualifications of an applicant for public employment or to review the performance of a public employee and discuss salary) CHAIRMAN WATKINS asked to discuss time. Mr. Roach stated the session is not to exceed 20 minutes. He is happy to report that there is nothing negative to report to the Board tonight.

B. Boardings Report December 2014

Tony Kalmbach, Transit Planner, stated that ridership for December was up for fixed route, Dial a Ride and Taxi. In November, Vanpool was slightly down.

RICHARD BLOOM stated that the Hanford went to 4x10's and that makes one less day for Vanpool.

C. Treasurer's/Budget/Sales Tax Reports

Gloria Boyce, Administrative Services Manager, stated that Treasurer's Report – Balance 19.7 million dollars, 8.6 is restricted for operating, 3.2 is restricted for local match on Federal Grant. Leaving us a unrestricted balance of approximately \$7.8 million dollars. Sales Tax – Sales tax report year-to-date for 2014 – Sales tax receipts were just over \$1.7 million dollars, about 7 percent above budgeted. Our expenses are holding under budget at about 1.3/1.4 million dollars. We had about a \$521,000.00 savings in our areas of service; we did not get a few things accomplished due to transitions. We still have not received the other 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:

- Preparing 2015 APTA Legislative Conference in Washington D.C.
- Conducting the annual management performance reviews and the compensation plans.
- Technology Committee is reviewing tech advancements for our fleet and security.
- Meeting with our local Labor Union
- Adjusted service to the Southridge area, due to its growing need
- Met with Tim Arenson from the Port of Kennewick and discussed the growing needs.

CHAIRMAN WATKINS asked if there were any transportation issues on the Legislative level and would like to have a report or update.

11. Board Member Comments

TERRY CHRISTENSEN – continuing to see the growth of the City of Richland.

RICHARD BLOOM- we have a presentation to the Richland School Board for potential design of the new school and asked that they contact someone in transit to meet the needs.

RICK MILLER – working on some roads in town. New Sheriff seems to be doing well.

BOB KOCH – we are losing our Administrator that we have had for the last 20 yrs and will be in the hunt for that. But he wanted to thank the students for their work, and taking the time to do that and enjoying the meeting with us.

CHRIS LILYBLADE- wanted to congratulate the poster winners.

LISA STADE –Benton City is having their 10th Annual Car Show on April 25th. The money goes to youth programs. Things are getting underway for the YES program and some of her students were speaking out about how the students were coming up with ideas on how to solve the problems for youth. Youth excited about expanding the Skate Park. High School students working with Habitat for Humanity on building a house for Veterans, and we do need vehicle. We are working on a Community Center for youth. Thanks to the students and Christy Watts for the Art Contest and sharing.

STEVE BECKEN- Prosser is quiet right now. However, I would like to congratulate the winners from the Art Contest and would encourage you to come and be recognized by the Council.

BOB OLSON- it has been nice to see the artist get some recognition. We do not see enough of the good students get notoriety for what they do.

MATT WATKINS – Stated that it is has been a challenging week for Pasco. Himself and some representatives met to work on the Manhattan Project which will be a National Park. Which this will effect transit and will need to be involved. Pasco broke ground on Powerline road, due to growing need. This will help transit and if there are any problems when trying to involve transit please let me know.

12. Next Meeting – Thursday, March 12, 2015 – 7:00 p.m.
BFT Administration Building Board Room, 1000 Columbia Park Trail,
Richland, WA

13. Executive Session – Recess into Executive Session – 7:50 p.m.

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

14. Adjourn: The Regular BFT Board of Directors Meeting adjourned at 7:50 p.m.

Respectfully Submitted by:
Michaela Dimas, Exec. Assistant/Clerk of the Board
March 12, 2015