

BEN FRANKLIN TRANSIT
1000 Columbia Park Trail, Richland, WA
BOARD OF DIRECTORS MEETING MINUTES
Thursday, November 13, 2014/7:00 p.m.

CHAIRMAN MATT WATKINS called the meeting to order at 7:00pm

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

Staff: Dennis Solensky, Gloria Boyce, Jerry Otto, Kathy McMullen, Tony Kalmbach, Christy Watts, Terry DeJuan, Dan Sandmeier, Debra Hughes, Katherine Ostrom, Rob Orvis, Tom Turner, Barbara Hays, Jeremy Bishop, Legal Counsel, Michaela Dimas/Scribe

2. **Pledge of Allegiance**

CHAIRMAN WATKINS asked everyone to stand for 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.

Brian Bradford stood and stated the following:

Tonight I'm speaking not as a member of the Citizens Advisory Committee but as a transit rider and a concerned citizen of the Tri-Cities. Mr. Bradford

- BFT needs a fundamental change on how services are provided for the public. The system design does nothing for how the cities have grown. The system faults of the Cities themselves are failing to manage their growth, efficiently and productively.
- Need for street level wheelchair accessibility. Particularly in Kennewick and Pasco (Southridge and Sandifur Parkway area).
- He is unable to use transit to get to the Hospital or his Physician's Office
- The taxi feeders are not wheelchair accessible
- There needs to be full coordination between BFT and the Cities
- The Board needs to show support for transit by influencing the City to be pro-transit
- Buses should run to at least 9 PM Mon –Sat on major routes and 7pm on Sundays.

CHAIRMAN WATKINS commented I don't think we are going to be able to address all your issues this evening. This might be something that transit and asked GM Dennis Solensky to

Dennis Solensky, General Manager, stated that he would have someone meet with him to discuss his concerns.

CHAIRMAN WATKINS asked if anyone else wished to address the Board with something that is not on the agenda.

4. Approval of Agenda

CHAIRMAN WATKINS called for a motion to approve the Agenda as presented.

ACTION: RICK MILLER made and RICHARD BLOOM seconded a motion to approve the Agenda as presented. MOTION CARRIED UNANIMOUSLY.

5. Retirement Recognition

Resolution 60-2014 – Recognizing Marla Pearson Dial-A-Ride Driver
October 23, 2002 – September 30, 2014

Katherine Ostrom, Dial-A-Ride Manager read the Resolution for the record. Marla Pearson received a Certificate of Commendation and a lifetime bus pass.

ACTION: BOB OLSON made and RICHARD BLOOM seconded a motion to approve Resolution 60-2014. MOTION CARRIED UNANIMOUSLY.

Resolution 61-2014 - Recognizing Colleen Marshall Coach Operator
January 31, 1984 – October 31, 2014

Barb Hays, Operations Manager read the Resolution for the record. Colleen Marshall received a Certificate of Commendation and a lifetime bus pass. Barb Hays thanked Colleen Marshall for her long years of service to BFT.

ACTION: BOB OLSON made and RICHARD BLOOM seconded a motion to approve Resolution 61-2014. MOTION CARRIED UNANIMOUSLY.

6. Board Committee Reports

A. Planning & Marketing Committee/Bob Koch, Chair

Cancelled, nothing to report

B. Operations & Maintenance Committee/Rick Miller, Chair

RICK MILLER stated that the Committee met on October 29, 2014. He presented an overview of the items discussed by the Committee. He stated that both items that are on CONSENT were discussed at the meeting. The minutes were included in the Board packet.

C. Administration & Finance Committee/Steve Becken, Chair

STEVE BECKEN stated that the Committee met on Thursday, October 30, 2014. He presented an overview of the items discussed. The minutes were included in the Board packet.

7. Consent Agenda

(Any item is open for discussion at Board or Public Request)

- A. Minutes of October 9, 2014 Regular Board Meeting
- B. Payroll/Voucher Summary

October 2014 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 has been emailed to the Board members November 7, 2014.

ACTION: As of this date, November 13, 2014, I, _____
 move that the following checks be approved for payment:

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
541-14	7615 76206	10/3/2014	369,068.2	Payroll
542-14	Electronic File Payroll	10/3/2014	143,839.0	Payroll
543-14	7620 76207	10/6/2014	1,135.1	reissue lost
544-14	7609 76091	10/6/2014	(1,135.1)	void/stop
545-14	7620 76255	10/17/2014	389,765.4	Payroll
546-14	Electronic File Payroll	10/17/2014	152,102.6	Payroll
547-14	7625 76299	10/31/2014	384,867.9	Payroll
548-14	Electronic File Payroll	10/31/2014	146,185.2	Payroll
			Total \$ 1,585,828.58	

NON-PAYROLL VOUCHERS

187-14	5489 5495	10/3/2014	385,336.53	Mds
188-14	5495 5496	10/6/2014	343,914.04	Mds
189-14	5496 5502	10/10/2014	201,578.98	Mds
190-14	5502 5509	10/17/2014	371,709.12	Mds
191-14	ACH Wire	10/17/2014	853,821.88	Mds
192-14	5507 VOIDED CHECK	10/17/2014	(60,902.75)	Mds
193-14	5509 5510	10/20/2014	107,083.12	Mds
194-14	5510 5510	10/22/2014	361.00	Mds
195-14	Electronic File September Corrected Excise Tax	10/23/2014		
196-14	5510 5516	10/24/2014	236,573.09	Mds
197-14	5516 5516	10/27/2014	570.00	Mds
198-14	5517 5521	10/31/2014	266,357.56	Mds
199-14	5521 5521	10/31/2014	426.50	Mds

Total \$ 2,708,136.54

Check Register Nos. 541-14 to 548-14 and 187-14 to 199-14 in the total amount of: **\$ 4,293,965.12**

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

- C. Resolution 62-2014- Rescinding Shared Transportation Resolution 54-2013 and Revising Surplus Property Policy 3-99
- D. Resolution 63-2014- Authorizing the General Manager to extend the contract with The ARC of Tri-Cities.

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

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

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

8. Action Items

- A. Resolution 64-2014 – Adopt 2015 Operating & Capital Budget

Gloria Boyce, Administrative Services Manager, presented the 2015 Operating & Capital Budget, addressed concerns that were presented at the Budget Meeting held on October 9, 2014, and articulated each item for the Board.

CHAIRMAN WATKINS called for a motion to approve.

ACTION: STEVE BECKEN made and BOB OLSON seconded a motion to approve Resolution 64-2014 as presented. MOTION CARRIED UNANIMOUSLY.

9. Discussion/ Information Items

- A. CAC Meeting Minutes of October 13, 2014

CAC representative Brian Bradford stated he was not at the October CAC meeting due to illness. He asked his fellow member of the CAC if she would like to speak about that meeting. A female CAC member stated she wasn't aware she needed to speak. She did ask the Board to help recruit new CAC members and would like to see DAR applications on the DAR buses.

CHAIRMAN WATKINS asked if GM Dennis Solensky to please look into this and have them more readily available.

10. Staff Reports & Comments

- A. Legal Report

Jeremy Bishop, Legal Counsel, stated that there is no legal report.

- B. Boarding Report- Tony Kalmbach

Tony Kalmbach, Transit Planner, reported ridership is stable and consistent from previous months.

Total Operational boardings for August was down -0.4% over 2013. For September, Fixed route was up 7.7%, Dial-A-Ride is up 6.5% and Taxi Service (Taxi Feeder, Finely and Night and Sunday Service) was up 48.9% over September 2013. For August Vanpool was down -5.1% in comparison to August 2013. If there are any questions I would be happy to answer. Flyer was provided in packet.

C. Treasurer's/ Budget/Sales Tax Reports

Treasurer's Report – Gloria Boyce, Administrative Services Manager, stated the Treasurer's report through October shows we have a balance of 20.4 million cash balance of which over 8 million is restricted for 3 month operating expenses and 3.2 million reserved for local match requirements for Capital program leaving us with an unrestricted balance of 9.1 million.

Budget Report- as of October we have approximate 1% over budget in revenue. Which allows us not to dip into reserves this year and we are looking good.

The Local Jurisdictions and other PTBA's Sales Tax reports for September were given out.

D. General Managers Report

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

- Established five Executive Committees to work on shuttle buses, leadership/management training, strategic plan, technology/security, and alternative modes of transportation.
- Serving on the committee developing Vista Field, and have included Kathy McMullen
- Presented Gloria Boyce, Administrative Services Manager & her team an Award from the Government Finance & Officers Association. This is the 2nd year in a row the Accounting Department has received this award. They have done an exemplifiable job.
- Hosted a luncheon with the Labor Union
- Asked to serve & was elected to be on the Board of the Visit Tri-Cities Tourism Board
- Included a customer comment letter in Board packet
- Board Retreat scheduled for January 10, 2014.

CHAIRMAN WATKINS asked the Board to start thinking about specific things to be included or discussed at the January Retreat. Looking forward to the Board Retreat

11. Board Member Comments

12. Next Meeting Thursday, January 8, 2014, 7:00 p.m.
 1000 Columbia Park Trail, Richland, WA

13. Adjourn the meeting was adjourned at 8:02 P.M.

Respectfully submitted by:
Michaela Dimas, Exec. Assistant, Clerk of the Board
December 11, 2014