

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS MEETING MINUTES
Thursday, October 9, 2014/7:00 p.m.
1000 Columbia Park Trail, Richland, WA**

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

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

Staff: Dennis Solensky, Gloria Boyce, Jerry Otto, Jim Thoeke, Terry DeJuan, Kathy McMullen, Tony Kalmbach, Katherine Ostrom, Christy Watts, Rob Orvis, Tom Turner, Barbara Hays, Patrick Roach, Legal Counsel, Michaela Dimas/Scribe

2. **Pledge of Allegiance**

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

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

5. **Retirement Recognition**

CHAIRMAN WATKINS stated there is a plethora of items. However, he was excited for the first item.

Resolution 52-2014 -Susan Snowdy Executive Assistant/Clerk to the Board
April 17, 1987 – July 3, 2014

Christy Watts read the Resolution for the record. Susan Snowdy received a Certificate of Commendation and a lifetime bus pass. Christy Watts thanked Susan Snowdy for his long years of service to BFT. CHAIRMAN WATKINS stated he would like to share more on a personal note... He appreciated her gentle good humor, style & grace and already missed her. He presented her with a Certificate and lifetime bus pass. Susan Snowdy stated that saying thank you seems so inadequate. Thank you everyone, she had a wonderful long ride with Transit and adored everyone, had such great team leaders, and so easy to work with. Lastly, Susan said, "Retirement is something she highly recommends".

BOB OLSON stated he would've liked to say something but afraid he would cry.

ACTION: BOB OLSON made and RICHARD BLOOM seconded a motion to approve Resolution 52-2014. MOTION CARRIED UNANIMOUSLY.

Resolution 53-2014 -Steve Nelson Coach Operator
January 1, 1984 – September 12, 2014

Barb Hays read the Resolution for the record. Steve Nelson received a Certificate of Commendation and a lifetime bus pass. Barb Hays thanked Steve Nelson for his long years of service to BFT.

Steve Nelson thanked everyone for their kind words. CHAIRMAN WATKINS thanked him for his many years of service.

ACTION: BOB OLSON made and RICK MILLER seconded a motion to approve Resolution 52-2014 & Resolution 53-2014. MOTION CARRIED UNANIMOUSLY.

Recognition of 2014 Rodeo Events

CHAIRMAN WATKINS stated Gabe Beliz and Dan Schmidt are not here this evening.

Resolution 54-2014-Gabe Beliz – was not in attendance to receive recognition
Resolution 55-2014-Dan Schmidt- was not in attendance to receive recognition

Resolution 56-2014-Del Long

Katherine Ostrom, Dial-A-Ride Manager, read Del Long, Dial-A-Ride Driver, placed 1st in the Washington State Rodeo Paratransit vehicle competition held in Yakima, WA. Katherine Ostrom gave Del a BFT jacket. Del Long will receive a copy of Resolution 56-2014 and Certificate of Commendation.

CHAIRMAN WATKINS asked if BOB OLSON wanted to make a single Resolution.

ACTION: BOB OLSON made and RICHARD BLOOM seconded a motion to approve Resolution 54-2014, Resolution 55-2014 and Resolution 56-2014 as presented.
MOTION CARRIED UNANIMOUSLY.

CHAIRMAN WATKINS asked for Del Long to come up so that he could shake his hand. Katherine Ostrom presented him with a jacket as well. CHAIRMAN WATKINS expressed his thanks to all honorees for a job well done.

6. Board Committee Reports

A. Planning & Marketing Committee/Bob Koch, Chair

RICHARD BLOOM (filling in for BOB KOCH) stated that the Committee met on October 1, 2014. He presented an overview of the items discussed by Committee. The minutes were included in the Board packet.

B. Operations & Maintenance Committee/Rick Miller, Chair

Cancelled, nothing report.

C. Administration & Finance Committee/Steve Becken, Chair

STEVE BECKEN stated that the Committee met on Thursday, October 2, 2014. He presented an overview of the items noting that most are on tonight's Agenda. 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 September 11, 2014 Regular Board Meeting
- B. Payroll/Voucher Summary

August 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 was emailed to the Board Members September 5, 2014.

ACTION: As of this date, September 11, 2014, I, _____
Move that the following checks be approved for payment:

Payroll

Check Register Number	Check Number/Number	Date of Issue	in the amount of	
533-14	75941 75980	8/8/2014	370,056.94	Payroll
534-14	Electronic File Payroll Taxes	8/8/2014	145,859.97	Payroll
535-14	75981 76067	8/22/2014	370,956.95	Payroll
536-14	Electronic File Payroll Taxes	8/22/2014	148,147.98	Payroll
Total			\$ 1,035,021.84	

Non-Payroll Vouchers

166-14	54333	54396	8/8/2014	698,892.83	Mdse
167-14	54397	54407	8/11/2014	107,017.03	Mdse
168-14	54408	54475	8/14/2014	308,281.13	Mdse

169-14	54476	54476	8/18/2014	357.50 Mdse
170-14	53963	Voided Check	8/20/2014	(51.79) Mdse
171-14	54477	54540	8/22/2014	234,502.71 Mdse
172-14	Electronic File	Excise Tax	8/21/2014	989.45 Mdse
173-14	54541	54553	8/25/2014	144,979.51 Mdse
174-14	Electronic File	Excise Tax	8/25/2014	2,208.86 Mdse
175-14	54554	54555	8/27/2014	1,525.99 Mdse
176-14	54556	54608	8/29/2014	663,175.26 Mdse

Total \$2,161,878.48

Check Register Numbers 533-14 to 536-14 and 166-14 to 176-14 in the total amount of:

\$3,196,900.32

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

- C. Resolution 57-2014- Delegating Authority to the General Manager to negotiate and enter into a 5 year contract with US Bank National Association for Banking, Credit Card and Investment Services.
- D. Resolution 58-2014- Authorizing the General Manager to enter into a contract with Business Radio, Inc. for the purchase and installation of 139 digital radios and related equipment.

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 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 59-2014 –Revision of Procurement Policies & Procedures (PPG #5000)
 Rob Orvis, Procurement Supervisor, stated in order to get things updated and utilize staff time we look to update our policy. The staff has noticed that over the last few years the ministerial requirements related to the purchase of goods & services has increased, primarily due to various limits outlined in BFT’s Policy & Procedures Guide last revised over 9 years ago in 2005. These limits add considerable time, cost and effort for both staff and the Board when purchasing small and routine items. Staff has performed a cost analysis on these small & routine items and is recommending new limits based on cost and peer agencies (see table 1 below). Staff believes the increase will create efficiencies and lower the costs of doing business while still providing fair & competitive processes and adherence to Federal and State procurement regulations [It should be noted that the Board approves these items through the

annual adoption of BFT's operating and capital budgets and monthly approval of vouchers]. Staff will continue to provide the "90 Day Procurement Outlook" for formal bids and RFP's over the new proposed limit of \$75,000.

Staff recommends the following changes to PPG #3000 (attachment 1):

Authorization Level Changes:

- Increase the threshold for Formal Procurements from \$25,000 to \$75,000. Formal Procurements are Invitation for Bids and Request for Proposals.
- Increase the General Managers purchasing threshold from \$25,000 to \$100,000.
- Eliminate the requirement for authorization from the Board of Directors to release bids or proposals. Procurement staff will be required to notify appropriate Board Committees of future formal procurements over \$75,000.

CHAIRMAN WATKINS called for a motion to approve.

ACTION: RICHARD BLOOM made and BOB OLSON seconded a motion to approve Resolution 59-2014 as presented. MOTION CARRIED UNANIMOUSLY.

9. Discussion/ Information Items

A. CAC Meeting Minutes Of September 8, 2014

CAC representative, wanted to thank RICHARD BLOOM and JEROME DELVIN for coming to our last meeting at our roundtable discussion and fielded a lot of questions which are in your packets. Also, we will be replacing three members and we need someone in West Richland. We are looking for new members at the end of the year. Also, can BFT take advantage of lower fuel prices any estimates of the budget impact of lower fuel prices?

CHAIRMAN WATKINS asked if that was an unresolved question, at the CAC meeting. CHAIRMAN WATKINS directed the question to Jerry Otto.

Jerry Otto stated that the problem with fuel prices is that it always fluctuates all over the place. The problem when putting a budget together is estimating for the next 12 months what the price will be. What we do is average from the year before and takes that into a calculation and try to make an estimate for the year. Right the fuel prices are at \$3.14 a gallon down \$0.03 cents.

10. Staff Reports & Comments

A. Legal Report

Patrick T. Roach, Legal Counsel, stated that he is happy to report there are no new legal matters of any significance.

B. Boarding Report- Tony Kalmbach

Tony Kalmbach, Transit Planner, reported ridership is stable and consistent from previous months. Total Operational boardings for July 2014 are up over last year by 2%. 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 August shows we have a balance of 21.8 million of which over 8 million is reserved for operating and 3.2 million reserved for local match requirements for Capital program leaving us with an unrestricted balance of 10.4 million dollars or about 48%.

Budget Report- as of September we have positive revenue of approximate forecast of \$388,000.00. We have a variance and our expenditures are coming under by 1.2 million dollars. We are looking good.

Sales Tax Update- August for July business receipts were up 10.4% over this period last year. Year to date we are 1.6% over last year's receipts and we are 5.5% over budgeted revenues.

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

D. General Managers Report

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

- We been throughout the month and last few months heavily engaged in the budget process. We are incorporating new initiatives in the plan for this year.
- Gloria and I had the opportunity to attend a WSTA & WSTIP Leadership Seminar with a tremendous speaker. It was eventful, and allowed us to network with many of the other state managers who were in attendance. We had the opportunity to pick up a few ideas for our leadership improvement program we are going to be going through. We found the retreat to be very rewarding.
- Kathy McMullen and I attended a last minute event put on hosting U.S. Secretary of Transportation Fox and Senator Murray on a Ferry across the Pudget Sound. Which we presented our short and long range Capital needs and the state of the organization and community. It will keep us at the table during discussion of funding and helps us network with the other managers in the state. Gives us an opportunity to present our initiatives that we will be calling on Washington to help fund when more discretionary Capital money becomes available.
- We have started an initiative to start visiting with School Districts networking and trying to determine what additional needs they might have, how they provide their transportation and where they expect to be down the road. We have been meeting with each of them individually. In an effort to improve our outreach in the local Community. We had a tremendous meeting with the Richland Superintendent Dr. Rick Schulte. He expressed that they do have needs going forward and have contacted us on a small additional item. Next we a have meeting with Kennewick School District.
- I have been asked to serve on the Committee in developing Vista Field, presents a lot of opportunity for us in the transportation perspective to help the development of it. We were not only asked to participate for the transportation aspect but we were

