

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS MEETING MINUTES
Thursday, July 10, 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, TERRY CHRISTENSEN, RICHARD BLOOM, STEVE BECKEN, NORMA NELSON

BOB KOCH, JEROME DELVIN, RICK MILLER: EXCUSED

Staff: Dennis Solensky (VIA Phone), Kathy McMullen, Jerry Otto, Tom Turner, Debra Hughes, Kevin Hebdon, Rob Orvis, Tony Kalmbach, Barb Hays, Terry DeJuan, Jeremy Bishop/Legal Counsel, Lisa Hamilton/Scribe

2. Pledge of Allegiance

CHAIRMAN WATKINS invited Barb Hays 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 given.

Visitors: Zach Ziegler, Holly Kaczmarek, Dottie Leach, Ed Harvill, Chris Lilyblade, Dave Thomas

4. Approval of Agenda

CHAIRMAN WATKINS called for a motion to approve the Agenda presented.
Lisa Hamilton, Clerk to the Board, stated that Item #5 should be removed from the agenda as Wanda Davis was unable to attend. CHAIRMAN WATKINS noted the removal of Item #5.

ACTION: BOB OLSON made and STEVE BECKEN seconded a motion to approve the Agenda as amended. MOTION CARRIED unanimously

5. Retirement Recognition

Item removed

6. Board Committee Reports

- A. Planning & Marketing Committee was CANCELLED
- B. Operations & Maintenance Committee/RICK MILLER, Chair
- C. Admin & Finance Committee was CANCELLED

CHAIRMAN WATKINS stated that RICK MILLER was absent but the minutes are available in the packet.

7. Consent Agenda

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

- A. Minutes of June 12, 2014
- B. Payroll/Voucher Summary

June 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 Board members on July 3, 2014.

ACTION: As of this date, July 10, 2014, I, move that the following checks be approved for payment:

PAYROLL

Check Register Number	Check Number		Date of Issue	In the Amount of	
523-14	75737	75738	6/12/2014	2,500.00	EMPAWARDS
524-14	Electronic File Payroll Taxes		6/12/2014	521.49	EMPAWARDS
525-14	75739	75789	6/13/2014	365,239.00	Payroll
526-14	Electronic File Payroll Taxes		6/13/2014	144,243.03	Payroll
527-14	75790	75839	6/27/2014	367,203.49	Payroll
528-14	Electronic File Payroll Taxes		6/27/2014	148,293.51	Payroll
Total	\$ 1,028,000.52				

NON-PAYROLL VOUCHERS

144-14	53731	53741	6/2/2014	143,455.80	Mdse
145-14	53742	53810	6/6/2014	518,960.19	Mdse
146-14	53811	53897	6/13/2014	275,658.39	Mdse
147-14	53898	53900	6/13/2014	5,711.44	Mdse
148-14	53901	53911	6/13/2014	98,072.27	Mdse
149-14	Electronic File May sales tax		6/16/2014	1,443.26	Mdse
150-14	53912	53925	6/19/2014	87,692.00	Mdse
151-14	53926	53926	6/23/2014	18,230.07	Mdse
152-14	53927	53990	6/27/2014	212,597.68	Mdse
153-14	53991	54001	6/30/2014	92,586.41	Mdse
Total	\$ 1,454,407.51				

Check Register Nos. 523-14 to 528-14 and 144-14 to 153-14 in the total amount of:

\$ 2,482,408.03

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

- C. Resolution 41-2014 authorizing the General Manager to release an invitation for bids for an on-call electrical services contractor.

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

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

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

10. Action Items

- A. Resolution 42-2014 authorizing the General Manager to amend Contract #942, task authorization No. 1, with RH2 engineering, Inc. regarding the Tulip Lane Park and Ride Project.

CHAIRMAN WATKINS read the resolution and called on Barbara Hays, Operations Manager, for further explanation. She deferred comment to Jerry Otto, Maintenance Manager, who stated that the drawings presented represent 30% of the completed design and explained the wetland roadblock that needs to be addressed by the City of Richland or Benton County. TERRY CHRISTENSEN will step in if this issue cannot be resolved in the near future. Jerry Otto asked that the Board approve the resolution allowing RH2 Engineering to complete the design and get the project started. He stated that BFT would like to move forward on the bid packets in order to begin the project next spring with an approximate June 2015 completion date.

CHAIRMAN WATKINS called for a motion to adopt Resolution 42-2014 as presented.

ACTION: BOB OLSON made and STEVE BECKEN seconded a motion to adopt Resolution 42-2014 as presented. Motion carried unanimously.

- B. Transit Development Plan 2014 - 2020

Kathy McMullen, Service Development Manager, provided a PowerPoint presentation of the 2014-2020 service improvement plan. Clear goals were stated, some of which were to increase ridership, convenience, effective operations and technology improvements, improved security, and great customer service. The plan was put out for approval. No one attended the public hearing.

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

11. Discussion/Information Items

- A. CAC Meeting Notes July, 2014

Holly Kaczmariski reported this year was BFT's best rodeo. The July 14, 2014 CAC meeting was cancelled. The Dial-A-Ride Subcommittee plans to ride a new Dial-A-Ride bus on August 11, 2014. She invited the BFT Board to attend the September 8, 2014 Board/CAC Round Table Discussion.

Dottie Leach expressed appreciation to Dial-A-Ride, stating that the service is her independence since she is legally blind and can't drive. She also stated the Dial-A-Ride drivers are very nice and service is head and shoulders above other paratransit services.

12. Staff Reports & Comments

A. Legal Report

JEREMY BISHOP, legal counsel, stated there is nothing new to report.

B. Boarding Report

Tony Kalmbach reported Ridership for May remains relatively stable and consistent. Fixed route was down 0.1%, Dial-A-Ride is down 1.9% and Taxi Service (Taxi Feeder, Finely and Night and Sunday Service) was up 25.3% over May 2013. For April Vanpool was down -4.9% in comparison to April 2013. Overall, boarding's were down 0.8%.

C. Treasurer's/Budget/Sales Tax Reports

Gloria Boyce, Administrative Services Manager stated that the Fare Box recovery ratio YTD is 13.2% up from a budgeted 12.2%.

Treasurer's Report – Gloria Boyce, Administrative Services Manager, stated the Treasurer's report shows a cash balance of just over \$22.7 million dollars. Approximately 8 million dollars is restricted for operating costs and 3.5 million is reserved for approved capital projects, leaving an unrestricted balance of 11 million dollars in surplus funds.

Sales Tax – Gloria Boyce, Administrative Services Manager, stated that June sales tax receipts are in for April business in the amount of \$2,240,827. Compared to April 2013 receipts are up 5.2 percent and YTD up 1.1 percent from 2013. We are a positive 4.5 percent over the 2014 monthly budgeted amount.

Public Transportation Benefit Area (PTBA's) from around the state and local jurisdiction sales tax reports are in your packet.

D. General Managers Report

Barbara Hays, Operations Manager, read Dennis Solensky's General Manager report, as follows:

- June 18th was the BFT Employee Association BBQ. Assn members cooked hamburgers and sausage dogs and provided a variety of ice cream. For a small fee employees had the opportunity to drop dunk-tank volunteers provided they hit the target. Board member, Norma Nelson, convinced a number of co-workers to dunk her and she received a prize for that.
- Shortly after the BBQ we held the annual BFT Roadeo, and had the best Roadeo attendance ever. Over 100 people attended and there were 30 contestants between Coach and DAR

drivers. Gabe Beliz won the title for Coach and Del Long for DAR. There was a separate class for new drivers and those who had not competed for a long time. The Employee Association served breakfast. There were door prizes and also an obstacle course. Dennis thinks everyone had a good time and are looking forward to next year's Roadeo.

- Dennis said he and Christy Watts met with KONA Radio about Dump the Pump Day. Customer Service reps handed out water that day and talked to customers about the advantages of using the bus.

- BFT is dealing with a few labor issues and we are enthusiastic about working with the new contact for Teamsters, Russell Shjerven. We do hope he will stay a while as he is working well with us.
- Several staff members have been interviewing for open positions.
- The WSTA meeting in Yakima was very enlightening; Dennis met many peers and made several good connections during that event.
- Dennis had a conference call with Lobbyist, Dale Learn, and is looking forward to his visit and talking about available funding sources for grants.
- He attended a Chamber lunch where mayors spoke; he met the mayors from the different communities and did some good networking.

Dennis thanked Barb Hays for giving his report tonight. He pointed out again that the Roadeo was tremendous, and that he just can't say enough about the way staff made it happen and how much community support was there. He appreciates everyone's hard work.

Matt Watkins noted that Mr. Solensky is trying to move his home and family in its entirety to the Tri-Cities and he asked Dennis how that process is going? Dennis stated that his wife has done a great job preparing for the move; he flew to Erie this morning and he and his wife are packing. He will fly out permanently on Monday. He thinks everything is going great. He appreciates everyone's patience with him not being at the Board meeting; this is the first Board meeting he has missed in 20-some years. His family is having a ball being in the Tri-Cities. He thanked staff members whose daughters are taking care of his children. He and his wife look forward to getting back and establishing their permanent roots in the Tri-Cities next week.

13. **Board Member Comments**

TERRY CHRISTENSEN – No report.

RICHARD BLOOM – Expressed thanks to Kathy McMullen for responding to a constituent's service concerns.

MATT WATKINS – Reported on a mayors' lunch he attended last weekend with the head of Energy Northwest. Matt commented to the guest that we actually do notice the refueling as being a significant downward bump in sales tax for transit in the off years, and during refueling years it is an asterisked item pointing out that this not the norm. Their guest said they are on a two-year cycle and they strive not to spend anything on refueling except every other year. He said that last year's refueling was the largest expense ever and they expect next year's refueling to be the same.

BOB OLSON – Reported on a few local street projects.

STEVE BECKEN – Reported that Prosser is making history; the first legal marijuana retail store opened this week.

LISA STADE – Benton City enjoyed a great 4th of July; events were well attended.

NORMA NELSON – No report.

14. **Next Meeting** – Thursday, August 14, 2014 7:00 p.m., BFT Administration Building Board Room, 1000 Columbia Park Trail, Richland, WA

15. **Executive Session**

16. **Adjourn:** The Regular BFT Board of Directors Meeting adjourned at 7:31 p.m.

Respectfully Submitted by:
Lisa Hamilton/Exec. Assistant/Clerk of the Board
August 1, 2014