

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

1. Convene/Roll Call: BOB OLSON, BOB KOCH, RICK MILLER, STEVE BECKEN, LISA STADE, JIM BEAVER (for Jerome Delvin), TERRY CHRISTENSEN, RICH BUEL (for Richard Bloom), NORMA NELSON, (Matt Watkins/Chair, excused)

Staff: Ed Frost, Kathy McMullen, Terry DeJuan, Tony Kalmbach, Christy Watts, Barbara Hays, Jerry Otto, Gloria Boyce, Rob Orvis, Dan Sandmeier, Tom Turner, Susan Snowdy, Patrick T. Roach, Legal Counsel

2. Pledge of Allegiance

VICE CHAIRMAN OLSON invited NORMA NELSON to lead the Pledge of Allegiance.

3. Citizens Public Comment/Introduction of Visitors

Visitors: Chris Lilyblade, Roger Bowman, Rachel Bowman/CAC Members, Ed Harvill, and a couple of Operation's employees.

VICE CHAIRMAN OLSON invited public comment on any item that is not on the agenda. Please state name and address for the record. Please limit remarks to three minutes.

No public comment was given.

4. Approval of Agenda

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

ACTION: BOB KOCH made and JIM BEAVER seconded a motion to approve the agenda as presented. MOTION CARRIED.

5. Retirement Recognition – Resolution 5-2014
Pamela Rosenow/Coach Operator
December 7, 1985/January 31, 2014

ACTION: JIM BEAVER made and BOB KOCH seconded a motion to approve Resolution 5-2014.

TERRY CHRISTENSEN offered a friendly amendment noting a date typo in the Resolution. JIM BEAVER and BOB KOCH accepted the friendly amendment. Staff stated (for the record) that the date typo would be corrected prior to presentation.

The question was called and the motion CARRIED UNANIMOUSLY.

VICE CHAIRMAN OLSON called on Ed Frost, Interim General Manager. Ed Frost deferred comment to Barbara Hays, Operations Manager.

Barbara Hays read the tribute portion of Resolution 5-2014. Barbara Hays stated that Pamela Rosenow indicated that she would be traveling out of town and would be unable to be here tonight. Pamela Rosenow will receive a Certificate of Commendation, lifetime Bus Pass and a signed copy of Resolution 5-2014. Congratulations!

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

VICE CHAIRMAN OLSON opened the floor for nominations.

BOB KOCH nominated to retain the same slate of officers as 2013 – MATT WATKINS, Chair and BOB OLSON, Vice Chair. JIM BEAVER seconded the nomination.

VICE CHAIRMAN OLSON 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 2014 are:

Chair/Matt Watkins
Vice Chair/Bob Olson

A. Planning & Marketing Committee/Bob Koch, Chair

BOB KOCH stated that the Planning & Marketing Committee met on Tuesday, February 4, 2014. The Committee received an update on the status of the Tulip Lane Park & Ride Lot project. Tony Kalmbach presented a ridership report and a year end Performance Report. Staff gave a sales tax update. Staff presented information regarding another all-electric bus company Build Your Dreams (BYD) out of Los Angeles, CA. They have proposed bringing one of their buses to BFT for a month-long trial. More as this unfolds. The minutes were provided in the packet.

B. Operations & Maintenance Committee/Rick Miller, Chair

RICK MILLER stated that the Operations and Maintenance Committee met on Wednesday, February 5, 2014. Staff was briefed on exercising Contract options with ABM Janitorial and Senske Lawn & Tree Care. Staff discussed the award of the Bulk Fuel Contract, sale of 5 Vanpool Vans to Grant Transit, and the need to rescind Resolution 4-2014 to exercise a Contract Option with Casaday Bee-Line & Towing. All these items are on tonight's agenda. Staff gave ridership and sales tax reports. Staff also shared information about the Tulip Lane Park & Ride Lot and the BYD electric bus proposal.

C. Administration & Finance Committee/Steve Becken, Chair

VICE CHAIRMAN OLSON stated that the Committee discussed the membership dues assessment from the Benton-Franklin Council of Governments (BFCOG). The significant increase in the assessment for 2014 is due to BFT's status of becoming a direct recipient of Federal Transit Administration (FTA) funding. The change in status requires more involvement and work by the Council of Governments. The Committee received updates on Labor Negotiations, and a report that the 2012 Accountability Audit outcome was one recommendation regarding our small item bids. Good job! The Committee also received a briefing about the BYD electric bus proposal. VICE CHAIRMAN OLSON noted that he thought it was really neat that BFT Staff contacted Macy Neshati at Complete Coach Works to see what he thought about the BYD proposal. Macy Neshati was very enthusiastic and stated that he welcomes the competition. More as this unfolds.

7. Consent Agenda

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

- A. Minutes of January 9, 2013 Regular Board Meeting
- B. Payroll/Voucher Summary

January 2013 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 7, 2013.

ACTION: As of this date, February 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 of
500-14	75134 75184	1/10/2014	327,544.61 Payroll
501-14	Electronic File Payroll Taxes	1/10/2014	124,472.22 Payroll
502-14	75185 75231	1/24/2014	342,180.08 Payroll
503-13	Electronic File Payroll Taxes	1/24/2014	134,812.52 Payroll
Total			\$ 929,009.43

Non-Payroll Vouchers

100-14	52289 52349	1/3/2014	\$ 64,701.83 Mdse
101-14	52350 52400	1/10/2014	566,684.65 Mdse
102-14	52401 52474	1/17/2014	1,222,417.57 Mdse
104-14	52475 52475	1/22/2014	77,090.24 Mdse
105-14	Elect. File Dec. Excuse Tax	1/27/2014	1,049.61 Mdse
106-14	52553 52596	1/31/2014	108,568.39 Mdse
107-14	Wire transfer Gillig, LLC	1/31/2014	1,711,601.16 Mdse
Total			\$4,189,703.78

Check Register Numbers 500-14 to 503-14 and 100-14 to 107-14
In the total amount of:

\$5,118,713.21

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

- C. Resolution 6-2014 – Rescind Resolution 4-2014 for Exercising a One Year Contract Option with Casaday Bee-Line Service & Towing LLC in its entirety
- D. Approve payment of \$37,240.00 for 2014 BFCOG Member Assessment
- E. Resolution 7-2014 – Authorizing the General Manager to Exercise a Contract Option with ABM Janitorial Services for Janitorial Services
- F. Resolution 8-2014 – Authorizing the General Manager to Exercise a Contract Option with Senske Lawn & Tree Care, Inc. for Landscaping Maintenance Services
- G. Resolution 9-2014 – Authorizing the General Manager to sell up to 5 Vanpool Vans To Grant Transit Authority for \$1.00 each

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

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

ACTION: JIM BEAVER made and STEVE BECKEN seconded a motion to approve the Consent Agenda as presented. MOTION CARRIED.

8. Action Items

- A. Resolution 10-2014 – Authorizing the General Manager to Award a Contract For Bulk Fuel to R.E. Powell Distributing

VICE CHAIRMAN OLSON called on Staff for comment. Ed Frost deferred comment to Rob Orvis, Procurement Supervisor.

Rob Orvis stated that the current bulk fuel contract is set to end on March 2, 2014. BFT has contracted with R.E. Powell Distributing for bulk fuel for the last 5 years. BFT Staff solicited Invitation for Bids. We received 4 Bids, 3 of which were determined to be responsible and responsive. Rob Orvis provided a summary of the fuel pricing and usage of diesel and gasoline for detailed comparisons between all 3 bidders. Staff recommends awarding the bulk fuel contract to R.E. Powell Distributing for 2 years with options to extend up to 3 additional years.

VICE CHAIRMAN OLSON asked if R.E. Powell is a local company. Rob Orvis stated no, they are located in Walla Walla, WA.

ACTION: BOB KOCH made and TERRY CHRISTENSEN seconded a motion to approve Resolution 10-2014 as presented. MOTION CARRIED UNANIMOUSLY.

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

9. Discussion/Information Items
A. Staffing Plan for General Manager Update

Ed Frost stated so far we have 50 applicants and 456 hits on the website.

Next we will be reading and reviewing the applications/resumes. From this total group of qualified applicants we would narrow the field down to somewhere between 8 and 10 applicants. The plan calls for Skype or conference call interviews for each applicant in this group. The 8 to 12 group would be narrowed down to 3 to 5 applicants to actually bring to town for in person interviews. More as this unfolds.

B. Tulip Lane Park & Ride Lot Project Update

Jerry Otto, Maintenance/Special Projects Manager, stated that he is working with the folks at WSDOT regarding leasing and/or transferring the property to BFT. BFT will be improving the property and maintaining it for years to come. It made sense in conversations with WSDOT for BFT to take over the property instead of leasing. Patrick T. Roach, BFT Legal Counsel, will be researching to determine if there are any environmental concerns associated with the property.

VICE CHAIRMAN OLSON asked Pat Roach if he had any comments.

Patrick T. Roach, noted that we are in the middle phase of trying to get all of the facts together. We have to do our due diligence once we actually get a written offer from WSDOT. We have shown our interest. As it all comes together and we do the environmental review and have all the documents together the complete package will be presented to the Board.

C. CAC Meeting Notes January 13, 2014

VICE CHAIRMAN OLSON called on Roger Bowman, CAC Member.

Roger Bowman stated that the CAC held 2 meetings on Monday of this week, February 10, 2014 – The Dial-A-Ride Sub-Committee and Citizens Advisory Committee meetings. The Dial-A-Ride Sub-Committee members took a tour of the Dial-A-Ride facilities including Reservations, Scheduling and Dispatch. The group also toured the Fixed Route Operations side of the building including Dispatch and the Operation's Lounge area.

During the Dial-A-Ride Sub-Committee meeting the group talked about the cameras on buses and that a vendor for the cameras has been chosen. All the new Dial-A-Ride buses will be equipped with those cameras. Samples of a few still photos, taken by the cameras, were shown to depict the level of resolution the cameras provide.

During the CAC meeting Mr. Otto gave the group a presentation on the Tulip Lane Park & Ride Lot. He also gave information about the Maintenance Shop upgrade of a new vehicle lift. He talked about some of the features of the new fixed route buses that are coming.

Roger Bowman noted that on the desk tonight is a memo talking about the CAC's recruitment of new members. An application for membership and a flyer detailing the interest areas that need representation is part of the handout. The flyer with the application duplicated on the back will be shared on BFT vehicles and will be available at various agencies and BFT transit centers.

Roger Bowman noted that he signed the memo tonight. It was previously signed by Ed Frost and Matt Watkins. Roger Bowman stated that he wanted the Board members to see the materials and have a chance to review before the CAC distributed them.

Roger Bowman thanked Ed Frost for attending the CAC meetings. The CAC appreciates his attendance a lot.

D. APTA Legislative Conference, March 9-11, 2014 Washington, DC

Ed Frost, stated that Staff had their second conference call with Dale M. Learn, BFT Governmental Representative in Washington, DC. We are in the final stages of developing our brochure that Board and Staff members will hand out to our Congressional delegates. The brochure will detail the priorities of BFT and include a little history of BFT's use of federal funding. Dale Learn will meet with Board Members Jerome Delvin, Lisa Stade, and Debra Hughes, BFT Human Resources Manager, prior to the congressional meetings to review meeting materials. Based on conversations with Dale Learn, the highest priorities for BFT should be the continuation of the MAP-21 Transportation Bill and the present ratio of formula funding in that Bill which has been very advantageous to BFT.

E. APTA Bus/Paratransit Conference & International Bus/Maintenance Roadeo Kansas City, MO, May 2-6, 2014

Ed Frost deferred to Barbara Hays and Jerry Otto. They have employees who are entered to participate in the Roadeo events. At this time she has one Coach Operator, Dan Schmidt, signed up and a second Coach Operator is considering attendance. Jerry Otto stated that he has three Technicians signed up for the Maintenance portion of the Roadeo, Josh Rosas, Garrett Penix, and Ryan Gillihan.

10. Staff Reports & Comments A. Legal Report

Patrick T. Roach, Legal Counsel, stated that he is happy to report that there is nothing negative to report to the Board tonight.

B. Boardings Report/2013 Annual Performance Report

Tony Kalmbach, Transit Planner, stated that there are no major changes in ridership for December. Ridership seems to be reflecting the trend we have seen in previous months. Overall December ridership was down 5.8 percent compared to 2013 to 2012 and down 11.1 percent year-to-date for the system. He is happy to report that preliminary numbers for January and looking up.

VICE CHAIRMAN OLSON asked about the Annual Performance Report. Tony Kalmbach stated that he gave the Board/Staff Standing Committee's a power point presentation of the Annual Performance Report last week. That same information was included in the Board packets. If there are any questions he would be glad to answer them. VICE CHAIRMAN OLSON stated that he thought the report was very well done.

C. Treasurer's/Budget/Sales Tax Reports

Gloria Boyce, Administrative Services Manager, stated that she is reporting tonight on the Budget through December 31, 2013. These numbers represent a soft close of the reports in the Board packet this month. We are finishing out our year end close process with just a few minor adjustments in that process. So far it looks like our revenues for 2013 will be about 5.5 percent above the budgeted amount due primarily to a slight up tick in our fare revenue as well as an up tick in our sales tax revenue. Our expenses are down for the year just about 6.6 percent representing our on-going labor negotiations that were not completed in 2013. Look for the final year-end information sometime in March during the Committee meetings.

Treasurer's Report – Surplus funds represent approximately \$21.9 million dollars. We are making our Operating Reserve as well as our Capital Reserves leaving us a surplus funds balance of approximately \$11 million dollars at the end of January.

Sales Tax – Sales tax report year-to-date for 2014 – Sales tax receipts for January were just over \$2 million dollars, about 0.8 percent above budgeted. They are about 3.4 percent higher than what we anticipated in our 2014 monthly Budget Also in your packets is other local jurisdictions sales tax information as well as other PTBA's across Washington State.

D. General Managers Report

Ed Frost stated that first of all he would like to congratulate Staff for the outstanding job they did during the recent inclement weather. Our drivers did a wonderful job, facilities maintenance employees kept things as clean as they could. The maintenance group did a tremendous job particularly when it got really cold. The whole company did a terrific job. What he appreciated more than anything was the attitude displayed by the employees. No matter who he talked to they were upbeat even though they faced tough challenges. Everyone was just fantastic. He is sure the general public certainly appreciated the efforts of the employees. He is very proud.

The BYD Electric Bus folks in Los Angeles, CA want to bring one of their all-electric buses to BFT. The bus will be placed in service for one month free of charge. We now have a contract from BYD which has been referred to Patrick T. Roach, BFT Legal Counsel for review. The BYD Contract will be reviewed by the Operations and Maintenance Committee and placed on the Board agenda for consideration by the full Board at their March 13, 2014 meeting. If all goes according to plan we should have the BYD bus on site and in service around the first of April. Good opportunity to compare the BYD bus to our E-1 from Complete Coach Works (CCW). Macy Neshati, VP of Complete Coach Works, has stated that he welcomes the competition.

VICE CHAIRMAN OLSON asked about the charging station for the BYD bus. Jerry Otto stated that a portable charging station will come with the bus. VICE CHAIRMAN OLSON asked about the features of the bus. Jerry Otto stated that we haven't been inside a BYD bus yet. Staff will be conducting the data and testing just as we have with E-1. It is a great opportunity to compare the two different all-electric buses.

Ed Frost stated that he is pleased to report that BFT has a tentative agreement on the major issues of the labor contract with the Teamster's Union Local 839. We will be completing the details next week. If everything goes the way we anticipate we will be bringing the Collective Bargaining Agreement through the Committee structure the first week in March and to the full Board of Directors for consideration at the March 13, 2014 Board of Directors meeting.

11. Board Member Comments

NORMA NELSON – Stated her thanks to everyone who worked on the labor negotiating team. NORMA NELSON stated her thanks to all for their work and extra efforts during the cold weather, snow, etc. It was a big accomplishment getting all the vehicles out in service.

LISA STADE – Stated her thanks to all the drivers during the inclement weather. She is looking forward to the BYD bus coming to BFT. There is an open position on the Benton City Council. She is looking forward to the APTA Legislative Conference and the visits to Capitol Hill.

STEVE BECKEN – Stated his thanks to BFT Staff for their efforts to set up a conference call so that he could remotely attend the Administration & Finance Committee meeting last week when we had the snow storm.

JIM BEAVER – Standing in for Jerome Delvin again. Jerome is on vacation. For the ladies in the room when you attend the Benton-Franklin County Fair this year there will be new restrooms available to accommodate users.

TERRY CHRISTENSEN – Not really much to share from the City of Richland. It is a relatively quiet time.

RICH BUEL – Stated that it is a pleasure to be here this evening. He enjoys sitting in for Mr. Bloom. This is a good group. It is always good to see everyone.

RICK MILLER – Stated that everyone needs to be careful in Franklin County. The new jail is opening soon.

BOB KOCH – Talking about the jail – there was a Streaker running through the Courthouse this afternoon. He will probably be residing in one of the jail cells tonight.

BOB OLSON – No report.

12. Next Meeting – Thursday, March 13, 2014 – 7:00 p.m.
BFT Administration Building Board Room, 1000 Columbia Park Trail,
Richland, WA
13. Executive Session – None.
14. Adjourn: The Regular BFT Board of Directors Meeting adjourned at 7:35 p.m.

Respectfully Submitted by:
Susan Snowdy, CMC / Exec. Assistant/Clerk of the Board
March 13, 2014