

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS MEETING MINUTES
Thursday, November 14, 2013/7:00 p.m.
1000 Columbia Park Trail, Richland, WA**

1. Convene/Roll Call: MATT WATKINS, BOB OLSON, BOB KOCH, JEROME DELVIN, STEVE BECKEN, RICHARD BLOOM, ROBERT THOMPSON, (for TERRY CHRISTENSEN), RICK MILLER, LISA STADE, NORMA NELSON

Staff: Tim Fredrickson, Tom Turner, Barbara Hays, Christy Watts, Tony Kalmbach, Jerry Otto, Kathy McMullen, Rob Orvis, Gloria Boyce, Debra Hughes, Katherine Ostrom, Susan Snowdy, Jeremy Bishop, Legal Counsel

2. Pledge of Allegiance

CHAIRMAN WATKINS called on BOB THOMPSON to lead the Pledge of Allegiance

3. Citizens Public Comment/Introduction of Visitors

Visitors: Lance Riniker, Zachary Ziegler, Ed Harvill, Chris Lillyblade, Rusty Morris, Buddy Sosa, Citizens Advisory Committee (CAC) Members

CHAIRMAN WATKINS 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

CHAIRMAN WATKINS stated that there will be an Executive Session. It will be announced again prior to recess of the Regular Board of Directors meeting. He called for a motion to approve the Agenda.

ACTION: BOB KOCH made and BOB OLSON seconded a motion to approve the agenda. MOTION CARRIED.

5. Board Committee Reports

A. Planning & Marketing Committee/Bob Koch, Chair

BOB KOCH stated that the Committee met on Tuesday, November 5, 2013. The group discussed finalizing the Public Comment Policy, establishing a Policy Statement regarding the use of BFT owned or operated Park & Ride Lot Facilities. These items are included on tonight's agenda. The Committee heard Staff reports on Ridership and Sales Tax. The group also discussed the various options a vanpool group has if the van is parked because of being furloughed during a government shutdown. The Committee meeting notes were included in the Board packet for reference.

B. Operations & Maintenance Committee/Rick Miller, Chair

RICK MILLER stated that the Committee met on Wednesday, November 6, 2013. The Committee discussed a couple of items – surplus of vehicles, and extending the contract with CWI Security. These items are on tonight's agenda. The Committee heard reports from Staff on Ridership, Quarterly Performance, and Sales Tax. An update on E-1 the all-electric bus was provided. The Committee meeting notes were included in the Board packet.

C. Administration & Finance Committee/Steve Becken, Chair

STEVE BECKEN, Chair, stated that the Committee met on Thursday, November 7, 2013. The Committee discussed the award of Internet Service, extending contract with Banner Bank, and filing of a WSDOT Grant for purchase of MDT (Mobile Data Terminals) for Dial-A-Ride. The Committee heard Staff reports on Ridership and Sales Tax. The Committee meeting notes were included in the Board packet.

6. Consent Agenda

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

- A. Minutes of October 10, 2013 Regular Board Meeting
- B. Minutes of October 10, 2013 Board/Staff Budget Retreat
- C. Payroll/Voucher Summary

October 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 November 8, 2013.

ACTION: As of this date, November 14, 2013 I, _____
 Move that the following checks be approved for payment:

Payroll

Check Register Number	Check Number/Number	Date of Issue	in the amount of
118-13	74771 74824	10/4/2013	347,427.49 Payroll
119-13	Electronic File Payroll Taxes	10/4/2013	136,411.37 Payroll
122-13	74825 74874	10/18/2013	342,370.34 Payroll
123-13	Electronic File Payroll Taxes	10/18/2013	136,277.57 Payroll
Total			\$ 962,486.77

Non-Payroll Vouchers

120-13	51476 51533	10/4/2013	\$ 368,644.71 Mdse
121-13	51534 51571	10/11/2013	377,169.20 Mdse

124-13	51572	51636	10/18/2013	244,899.57	Mdse
125-13	51637	51637	10/22/2013	80,264.78	Mdse
126-13	Electronic File	Excise Tax	10/22/2013	755.56	Mdse
127-13	51638	51676	10/25/2013	205,574.51	Mdse

Total \$1,277,308.33

Check Register Numbers 118-2013 to 127-13 in the total amount of **\$2,239,795.10**
The motion was seconded by _____ and approved by a unanimous vote.

- D. Resolution 64-2013 – Establish an Updated Public Comment Policy & Rescind Resolution 55-2008 in its entirety
- E. Adopt a Policy Statement regarding BFT Owned and or Operated Park & Ride Facilities
- F. Resolution 65-2013 – Declaring two (2) Vehicles Surplus and Re-instating one (1) Vehicle
- G. Resolution 66-2013 – Authorizing the General Manager to extend the Contract With CWI Security, Inc. Security Services
- H. Resolution 67-2013 – Authorizing the General Manager to enter into a Contract With One World Telecommunications for Internet Services
- I. Resolution 68-2013 – Authorizing the General Manager to extend the Contract With Banner Bank for an additional one (1) Year
- J. Resolution 69-2013 – Authorizing the General Manager to file WSDOT Consolidated Grant GCB1594 Applications for Mobile Data Terminals

CHAIRMAN WATKINS noted that the different Committee structure is in place so that Board and Staff can cover in details some of the agenda materials so that we don't necessarily cover those details this evening. The focus on the details of transit operations in Committee makes our Board meetings run more smoothly. We have an extensive Consent Agenda of items that have been through Committee and are considered routine; unless a Board Member, or a member of the public wants to have any item pulled from the agenda for further consideration.

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

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

- 7. Action Items
None

8. Discussion/Information Items

A. CAC & CAC Dial-A-Ride Sub-Committee Meeting notes of November 11, 2013

CHAIRMAN WATKINS called on CAC members for a report. Buddy Sosa, CAC member, stated that Roger Bowman, CAC Chairman, asked that he remind the Board members of the following items:

- The CAC members are nominating new officers for next year. Elections will be held in December 2013.
- The CAC extends an invitation to Board members to attend their December 9, 2013 meeting at 6:00 p.m. in the BFT Board Room. They will have Christmas goodies to share.
- The CAC expresses their appreciation and thanks to the Board and Staff for reinstating Sunday service. The Dial-A-Ride clients and others are providing good feedback about the Sunday service.

CHAIRMAN WATKINS noted for Board members who may not have attended a CAC meeting to consider the invitation for the December 9 meeting. He thanked Buddy Sosa for the report.

B. APTA – Legislative Conference, March 8-11, 2014, Washington, DC

Timothy J. Fredrickson, General Manager, stated that the 2014 APTA Legislative Conference will be held March 9-11, 2014 in Washington, DC. Tim Fredrickson encouraged Board Members to attend. This conference is considered a business meeting conference for Board Members and BFT Staff. Appointments with our U.S. Congressional delegates or their Legislative Assistants for Transportation are scheduled prior to the conference. Board Members LISA STADE and JEROME DELVIN expressed interest in attending.

10. Staff Reports & Comments

A. Legal Report

Jeremy Bishop, Legal Counsel, stated that no news is good news.

B. Boardings and Quarterly Performance Report

Tony Kalmbach, Transit Planner, stated that he presented the September ridership numbers in the Committee meetings last week. Numbers for fixed route are a little better, only down 2 percent compared to same period last year. Dial-A-Ride had a small decrease in ridership. Vanpool showed a decrease as we have seen throughout the year so far. Changes and fluctuations out in the Hanford area are contributors to the down trend for Vanpool. Demand Response Taxi-Feeder – we've seen an increase in the Taxi-Feeders as we have added additional Trans+Plus Night and Sunday service. All together we are down 8 percent ridership wise for September 2013 versus September 2012.

Tony Kalmbach noted that Staff included a 2013 vs. 2012 Performance Measures by Mode for July, August, and September in the Board packet.

CHAIRMAN WATKINS asked if there is any preliminary data back on Sunday Service thus far? Tony Kalmbach stated that if he remembers correctly about 800 boardings for October were reported. CHAIRMAN WATKINS asked how this number compares to prior Sunday Service. Tony Kalmbach stated that the last time we had Sunday Service was 2009. He doesn't believe Staff has compared it very closely yet to prior Sunday Service. He believes the reinstated Sunday Service is very popular so far.

Rusty Morris, CAC Member, stated that the Dial-A-Ride folks like Sunday Service too.

C. Treasurer's/Budget/Sales Tax Reports

Gloria Boyce, Administrative Services Manager, stated that Budget through September we are running through the forecast that was presented to the Board at the October 10 Budget Retreat about 1.7 over revenue and about 1.4 less than expenses. The farebox recovery year-to-date is 13.5 percent up from a budgeted 12.6 percent. Our lower than expected ridership increases our allocated cost per boarding and decreases our fares per boarding.

Treasurer's Report – We are showing through October 31, 2013 a \$16.9 million dollar balance. The Board has reserved a little over \$8 million for operating and about \$1.8 million for approved capital for this year. This leaves a surplus funds balance of about \$7 million dollars.

Sales Tax – Sales Tax revenue receipts for business through August 13 – August '13 over August '12 revenues are up 3.5 percent, year-to-date over 2012 up 6.3 percent, and monthly budgeted amount receipts are up about 5.8 percent. The other PTBA's and Local Jurisdiction Sales Tax reports were included in the Board packet.

D. General Managers Report

Tim Fredrickson stated that one of the things Staff did in the past, but we got away from, was to have a department manager give a report on something that a Board member may have some interest in. TERRY CHRISTENSEN and RICK MILLER had asked about E-1 and some of the issues and problems that have been encountered. Tim Fredrickson stated that he has asked Jerry Otto, Fleet Manager, to give a report on E-1.

Jerry Otto stated that E-1 was involved in an accident. A vehicle rear-ended the bus about a month ago. The body damage was all cosmetic in nature and has been repaired. Once we put the bus back in service we experienced some problems. We had a vibration at 30 miles-per-hour. It was discovered that the U-Joints were bad. The joints have been replaced. We also had a problem with the vehicle speed switch sensor. If the door was opened, it would allow the rear brakes to go on – like in an emergency stop – the rear brakes would slam on. The bus could not be driven until that problem was fixed and it has been resolved. CHAIRMAN WATKINS asked when the brake problem was discovered. Jerry Otto stated that the brake problem was discovered in a test drive following the accident and after the body damage repairs had been completed.

Jerry Otto stated that E-1 is experiencing low power issues. It takes too long for the bus to get up to highway speed. Technicians from Complete Coach Works were here last week reprogramming the power curve and it is working quite well. The performance of E-1 right now is the best he has experienced since inception of the bus. Maintenance Staff will continue to tweak this going forward. Right now we are testing the heating systems for the first time. It runs off batteries.

Jerry Otto reported that Maintenance Staff is sending daily data to Complete Coach Works comparing E-1 to a regular diesel bus running the same exact route. It will be interested to see the comparables report. E-1 is up and running. We hope to push forward and make it a very successful Coach.

Tim Fredrickson noted that referring back to the low power concerns – the way that E-1 was at the time – worked well for operating on flat ground. But, if we have more All-Electric buses in the fleet in the future, they need to travel well on all routes in the system and be able to get up hills. With the way that Jerry has rigged E-1 now, we think that will be the thing that gets us to that point.

CHAIRMAN WATKINS stated that it doesn't sound like the braking system is related to the electric technology. Jerry Otto stated that actually it really is tied to the electric technology.

CHAIRMAN WATKINS thanked Jerry Otto for the update.

Tim Fredrickson stated that there is one more item. He has told this person that she can relate the end of her career at BFT however she wishes.

Susan Snowdy, Executive Assistant/Clerk of the Board, stated that on November 1, 2013, she submitted a letter of her intent to retire from this wonderful organization, effective January 31, 2014.

CHAIRMAN WATKINS stated that he is not sure if he should laugh or cry. CHAIRMAN WATKINS stated that the Clerk of the Authority will have to run through the gauntlet with Certificates, and all that sort of stuff. The Clerk agreed noting that she can do that.

CHAIRMAN WATKINS called for a preliminary round of applause.

11. Board Member Comments

NORMA NELSON – Good evening and thank you for coming. Don't have much to report. Teamster's has mediation Monday and Tuesday. She wished everyone a Happy Thanksgiving and safe travel for those traveling over the Holiday. She expressed her thanks to Susan Snowdy for her many years of service to BFT. We will miss her.

LISA STADE – Not much to report. Things in Benton City are going well.

STEVE BECKEN – The City of Prosser has two new councilmember's coming on board starting the first of next year.

BOB OLSON – The City of Kennewick also has a new councilmember. He is a former reporter for the Tri-City Herald. Work has begun on a new roundabout.

JEROME DELVIN – At the County there is always something going on about the jail. He summated Mt. Kilimanjaro in October.

BOB THOMPSON – Good to be here. The City of Richland has a new councilmember, Rick Jones. We will miss John Fox. He did a great job as Mayor. He looks forward to working with the new councilmember. Other than that the City of Richland is doing fine.

RICHARD BLOOM – The City of West Richland has a new Mayor and an in-determinent councilmember. We will see how all this sorts out. The City had a Veteran's Day Parade. Thanks to BFT Staff for provision of the Board Room meeting space to the Hanford Advisory Board the last 2 days. They were quite pleased with the room and ask him to convey their appreciation.

RICK MILLER – At Franklin County we are getting close to completion of the new jail facility in Pasco. Then we can worry about all the other problems we have. Working on the Budget right now and the efforts are continual to make the Budget balance. He will leave the balance of what is going on to Mr. Koch.

BOB KOCH – The City of Connell has a new Mayor starting next year. As it turns out all six positions run out this year for various reasons. Other than that things are status quo.

MATT WATKINS – There is no significant change in Pasco due to the elections. We have all the same councilmember's. It looks like he gets to still be the Mayor. The City is working through their Budgeting process. We will add some Staff next year due to the Department of Ecology mandating some work on the City sewer system. We have of course the capital Budget to keep up with the growth that is still happening. The City has been paying down their debt and has a startling statistic. About 10 years ago they had about \$350 per capita and we are now down to \$45 per capita. Certainly we've grown a lot, but there was also lots of debt with that growth.

10. Next Meeting – Thursday, December 12, 2013 – 7:00 p.m.
BFT Administration Building Board Room, 1000 Columbia Park Trail,
Richland, WA
11. Executive Session – CHAIRMAN WATKINS stated that an Executive Session will be held. The purpose is to review the performance of a public employee. Jeremy Bishop, Legal Counsel, provided the Revised Code of Washington reference: (RCW 42.30.110). CHAIRMAN WATKINS stated that the Executive Session is expected to take approximately 45 minutes. No action will be taken. Notice will be given to the public if additional time is needed. Following the Executive Session the Regular BFT Board of Directors will reconvene into open session for closing remarks and adjournment.

CHAIRMAN WATKINS recessed into Executive Session at 7:27 p.m. The Executive Session will be attended by voting Board Members, Legal Counsel, and a Consultant.

CHAIRMAN WATKINS gave notice to the public at 8:16 p.m. that an additional 15 minutes was needed for the Executive Session.

12. Reconvene – CHAIRMAN WATKINS reconvened the Regular Board of Directors meeting into open session at 8:26 p.m. CHAIRMAN WATKINS stated that no action will be taken.
13. Adjournment – CHAIRMAN WATKINS promptly adjourned the reconvened open session of the Regular BFT Board of Directors meeting at 8:27 p.m.

Meeting recorded by:
Susan Snowdy, CMC
Executive Assistant & Clerk of the Board/November 14, 2013