

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS MEETING MINUTES
Thursday, October 10, 2013/7:00 p.m.
1000 Columbia Park Trail, Richland, WA**

1. Convene/Roll Call: MATT WATKINS, BOB OLSON, STEVE BECKEN, RICHARD BLOOM, RICK MILLER, TERRY CHRISTENSEN, NORMA NELSON

Staff: Tim Fredrickson, Gloria Boyce, Kevin Hebdon, Rob Orvis, Tom Turner, Jerry Otto, Kathy McMullen, Tony Kalmbach, Christy Watts, Terry DeJuan, Katherine Ostrom, Barbara Hays, Dan Sandmeier, Delsa Pospical, Patrick T. Roach, Legal Counsel

2. Pledge of Allegiance

CHAIRMAN WATKINS asked Bob Olson to lead the Pledge of Allegiance.

3. Citizens Public Comment/Introduction of Visitors

Visitors: Zac Ziegler, Operator-Chris Lilyblade, DAR Drivers-Tracy Bronson, and Dave Thomas

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 no changes to the Agenda have been requested. He called for a motion to approve the Agenda as printed.

ACTION: BOB OLSON made and STEVE BECKEN seconded a motion to approve the agenda as printed. MOTION CARRIED.

5. Recognition – Retirement

Resolution 59-2013 – Recognizing Maricella Prettyman, Coach Operator
1985-2013

Barbara Hays, Operations Manager, stated that Karen Maricella Prettyman is unable to be here tonight, however, we wish to recognize and give tribute to her for 28 years of service to BFT. Barbara Hays read the tribute from Maricella Prettyman's resolution. Maricella will receive a lifetime bus pass, copy of Resolution 59-2013, and a Certificate of Commendation.

ACTION: BOB OLSON made and RICHARD BLOOM seconded a motion to approve Resolution 59-2013 as presented. MOTION CARRIED.

Recognition – Service Commendation

Resolution 60-2013 – Recognizing Barbara Warren, Coach Operator
1982-2013

Barbara Hays, Operations Manager, stated that Barbara Warren is unable to be here tonight, however, we wish to recognize and give tribute to her for 31 years of service to BFT. Barbara Hays read the tribute from Barbara Warren’s resolution. Barb will receive a lifetime bus pass, copy of Resolution 60-2013, and a Certificate of Commendation.

ACTION: RICHARD BLOOM made and TERRY CHRISTENSEN seconded a motion to approve Resolution 60-2013 as presented. MOTION CARRIED.

- 6. Board Committee Reports
 - A. Planning & Marketing Committee/Bob Koch, Chair. Meeting cancelled.
 - B. Operations & Maintenance Committee/Rick Miller, Chair. Meeting cancelled.
 - C. Administration & Finance Committee/Steve Becken, Chair

STEVE BECKEN, Chair, stated that the Admin & Finance Committee met on Thursday, October 3, 2013. He stated that they discussed the 2014 Capital & Operating Budget, Ridership and Sales Tax reports. Also, since the Operations & Maintenance Committee did not meet in October they considered two resolutions for Board action: Res XX-2013 Procurement of forty four (44) paratransit vehicles from Schetky Northwest Sales, Inc.; and Res XX-2013 Extend Fixed Route Bus Tire Lease Contract with Bridgestone Americas Tire Operations, LLC. Meeting minutes were in the packet.

- 7. Consent Agenda
(Any item is open for discussion at Board or Public Request)
 - A. Minutes of September 12, 2013 Regular Board Meeting
 - B. Payroll/Voucher Summary

September 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 October 4, 2013.

ACTION: As of this date, October 10, 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
106-13	74660 74713	9/6/2013	372,575.44 Payroll
107-13	Electronic File Payroll Taxes	9/6/2013	140,601.58 Payroll
111-13	74714 74770	9/20/2013	388,413.47 Payroll

112-13	Electronic File Payroll Taxes	9/20/2013	151,509.96	Payroll
			Total	\$ 1,053,100.45

Non-Payroll Vouchers

108-13	51222	51223	9/5/2013	\$ 65,102.47	Mdse
109-13	51224	51279	9/6/2013	463,002.00	Mdse
110-13	51280	51350	9/13/2013	371,553.43	Mdse
113-13	51351	51351	9/18/2013	50,993.52	Mdse
114-13	51352	51411	9/20/2013	279,659.33	Mdse
115-13	Electronic File Excise Tax		9/23/2013	2,405.61	Mdse
116-13	Void Check #51155		9/26/2013	(342.00)	Mdse
117-13	51412	51475	9/27/2013	98,965.89	Mdse
			Total	\$1,328,340.25	

Check Register Numbers 106-13 to 117-13 in the total amount of **\$2,381,440.70**
The motion was seconded by _____ and approved by a unanimous vote.

C. Resolution 61-2013 – Authorizing the General Manager to extend the Contract with Bridgestone Americas Tire Operations, LLC for the lease of Fixed Route Bus Tires

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)

8. Action Items

A. Resolution 62-2013 – Adoption of the BFT 2014 Capital and Operating Budget

MATT WATKINS stated that we have a Resolution before the Board to adopt the 2014 Capital & Operating Budget and asked if any further discussion is needed following the Budget Retreat held from 4:30 to 6:30 p.m. today. TERRY CHRISTENSEN stated that the Budget Retreat provided opportunity for Board members to review the proposed 2014 Capital & Operating Budget in detail, by page and item. MATT WATKINS reminded all in attendance that the Budget Retreat was advertised to the public.

CHAIRMAN WATKINS called for a motion.

ACTION: BOB OLSON made and STEVE BECKEN seconded a motion to approve Resolution 62-2013 for Adoption of the BFT 2014 Capital & Operating Budget as presented. MOTION CARRIED.

B. Resolution 63-2013 – Authorizing the General Manager to enter into a Contract Schetky, Northwest Sales, Inc for Forty-Four (44) Paratransit Vehicles utilizing The Washington State Contract #06209

CHAIRMAN WATKINS asked if there was any discussion on this Resolution.

Tim Fredrickson stated that we have the opportunity to purchase forty-four (44) DAR vehicles from Schetky Northwest. The purchase is included in BFT's Budget, and Federal grants are in place for a total amount of \$4,080,888.00. Katherine Ostrom, DAR Manager, stated that 32 of these vehicles will go to the Tri-Cities DAR fleet; 4 to Prosser General Demand, and 8 to The ARC, replacing older vehicles across the board. She stated that drivers were asked for input on what was important to have on these vehicles, and as a result each vehicle will have 6 security cameras. Jerry Otto, Fleet Manager, stated that the vehicles will have 6 liter Chevrolet chassis, which should provide a quieter and more efficient ride. The vehicles will come to us with requested decals and ready to put on the road after the FTA required inspection.

CHAIRMAN WATKINS called for a motion to approve.

ACTION: RICK MILLER made and RICHARD BLOOM seconded a motion to approve Resolution 63-2013 as presented. MOTION CARRIED.

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

9. Discussion/Information Items
 - A. CAC Committee Meeting notes of September 9, 2013

CHAIRMAN WATKINS stated that the meeting notes were included in the Board packet. No representative from the CAC was in attendance at tonight's Board meeting. The September 9 CAC minutes include a report of the CAC/Board Roundtable, which RICHARD BLOOM and BOB KOCH attended and commented on at the September 12 Board meeting.

- B. Report on APTA Annual Meeting held Sept. 29-Oct. 2, 2013, Chicago, IL

Tim Fredrickson stated that he and Board Member BOB KOCH represented BFT at the APTA Annual Meeting this year. Something happened there that he has never seen before—the FTA Administrator was there with 6-7 staff members to answer questions for an hour. Transit agencies were free to talk about any trouble or issue they were having; they were there to help those who needed their help! A discussion was held about Transit agency representation on Metropolitan Planning Organizations, an FTA MAP 21 requirement.

10. Staff Reports & Comments
A. Legal Report

Patrick T. Roach, Legal Counsel, stated that there are no pending legal matters of important significance. He will go into Executive Session with Board members at the end of this meeting per RCW42.30.110(1)G.

B. Boardings and Quarterly Performance Report

Tony Kalmbach, Transit Planner, stated that included in your packet are the August ridership trends. He noted that ridership trends for the past several months have remained constant. Next month's Board committees will receive the more detailed quarterly ridership report.

C. Treasurer's/Budget/Sales Tax Reports

Gloria Boyce, Administrative Services Manager, stated that total revenues thru August are up 7.0 percent from budget year-to-date and expenses are down 9.3 percent. Farebox recovery year-to-date is 14.4 percent from a budgeted 12.6 percent. This information is detailed in the Board packet.

Treasurer's Report – Through September shows \$16.6 million cash balance of which the Board has restricted \$8.0 million for 3 months of operating reserves, leaving a positive surplus funds balance of \$6.7 million.

Sales Tax revenue for July business is up 5.4 percent over the same period in 2012, up 6.6 percent year-to-date 2012 and up 5.8 percent of our monthly Budget.

The Local Jurisdictions and other PTBA's Sales Tax reports were included in the Board packet.

D. General Managers Report

Tim Fredrickson, General Manager, stated that management has been participating in labor negotiations for the last two days.

Tim stated that he had the privilege of talking about transit with local legislators at the State Senate Transportation Committee Hearing held at CBC. He introduced CAC Chair, Roger Bowman, who made an excellent presentation for local transportation needs. An unsolicited person after him also spoke about transit and did a good job. He knows that Senator King went out of his way to arrange for an unexpected stop at CBC.

11. Board Member Comments

TERRY CHRISTENSEN – Kadlec Regional Medical Center is expected to have the new connecting road completed from Jadwin to Gilmore by the end October; after that we will see a section of Goethals vacated. He has been working on the Richland city budget over the last few months and noted that grants to cities have pretty much dried up. The

question city hall is dealing with is how we can best serve our citizens. Next week the City Manager will unveil her proposed 2014 budget.

RICHARD BLOOM – No report.

RICK MILLER – Budget is one of the biggest problems Franklin County is working with right now.

MATT WATKINS – He attended the State Senate Transportation Committee Hearing at CBC recently. Twelve legislators sat up front and listened and it was obvious they were taking notes. He thinks the Tri-Cities region did a wonderful job in presenting needs for this area. He was able to follow up with Terry Nealy the next day to view the proposed expansion of Argent from 20th Ave. to 36th Ave., and he could see quite clearly that it is a major pathway in our city.

BOB OLSON – Discussion at the Benton Franklin Council of Governments meeting today was what came out of the State Transportation Meeting last week. One person was told that the facility that worked best for the Senate Transportation Committee hearings was at CBC. Bob noted that City of Kennewick is still doing a lot of windshield chip sealing as a result of road projects.

STEVE BECKEN – The Prosser Balloon Rally last weekend did not have one balloon lift off due to rain and wind. Steve noted that he was in San Francisco a couple of weeks ago and rode the bus system, cable system, and BART rapid transit.

NORMA NELSON – She wants to thank BFT for paying her way to the WSDOT Transportation Roadeo and Symposium. She had a good time and was proud of those who competed. She was also proud of our Maintenance Team.

12. Next Meeting – Thursday, November 14, 2013 – 7:00 p.m.
BFT Administration Building Board Room, 1000 Columbia Park Trail, Richland, WA

13. Executive Session – MATT WATKINS dismissed Staff members and guests at 7:33 p.m. and stated that they were free to go home, as the Board would not have further discussion when they reconvene. Board members and Legal Counsel, Pat Roach, met for 31 minutes.

14. Adjournment – The Board reconvened at 8:04 p.m. after the Executive Session MATT WATKINS immediately adjourned the meeting.

Meeting recorded by:
Delsa Pospical, CMC
For Susan Snowdy, Executive Assistant & Clerk of the Board/October 10, 2013