

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS MEETING MINUTES
Thursday, June 13, 2013/7:00 p.m.
1000 Columbia Park Trail, Richland, WA**

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

Staff: Tim Fredrickson, Jerry Otto, Kathy McMullen, Terry DeJuan, Christy Watts, Barbara Hays, Dick Ciccone, Debra Hughes, Katherine Ostrom, Tom Turner, Gloria Boyce, Rob Orvis, Susan Snowdy, Patrick T. Roach, Legal Counsel

2. Pledge of Allegiance

CHAIRMAN WATKINS invited Roger Bowman to lead the Pledge of Allegiance

3. Citizens Public Comment/Introduction of Visitors

Visitors: Ed Harvill, Robyn Barnhart, Roger Bowman, Rachel Bowman/CAC Members, Rory Walker, Jim Thaelke, Mona Jamison, Brandi Roske, Dan Sandmeier, Rose Livingston, Aaron Deaver, Chris Lilyblade, Zachary Zeigler

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 there are no changes to the agenda. He called for a motion to approve the Agenda as presented.

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

CHAIRMAN WATKINS noted the next item on the Agenda is one we all enjoy. We have the opportunity to honor and recognize the BFT Employees and Team of the Year. In addition we have a long-time BFT Employee who recently retired to honor this evening.

5. Employee/Team of the Year Recognition
Resolution 27-2013 – Robyn Barnhart – Operator Category

ACTION: BOB OLSON made and STEVE BECKEN seconded a motion to approve Resolution 27-2013 as presented. MOTION CARRIED.

CHAIRMAN WATKINS called Robyn Barnhart forward. He called on Staff for comment. Timothy J. Fredrickson, General Manager, deferred to Katherine Ostrom, Dial-A-Ride

Manager. Katherine Ostrom read the tribute from the Resolution to Robyn Barnhart, Dial-A-Ride Driver for 15 years. CHAIRMAN WATKINS presented to Robyn Barnhart a framed Certificate of Commendation and commemorative pin.

Resolution 28-2013 – Rose Livingston – Support Category

ACTION: BOB KOCH made and BOB OLSON seconded a motion to approve Resolution 28-2013 as presented. MOTION CARRIED.

CHAIRMAN WATKINS called Rose Livingston forward. He called on Staff for comment.

Christy Watts, Supervisor of Marketing and Customer Service, read the tribute from the Resolution to Rose Livingston, Customer Service Representative, for 19 years. CHAIRMAN WATKINS presented to Rose Livingston a framed Certificate of Commendation and commemorative pin.

Resolution 29-2013 – Jim Thaelke, Louisa Hernandez, Mona Jamison,
Brandi Roske/Human Resources – Team Category

ACTION: RICHARD BLOOM made and TERRY CHRISTENSEN seconded a motion to approve Resolution 29-2013 as presented. MOTION CARRIED.

CHAIRMAN WATKINS called the HR Team: Jim Thaelke, Louisa Hernandez, Mona Jamison and Brandi Roske forward. He called on Staff for comment.

Debra Hughes, Manager of Human Resources, read the tribute from the Resolution to The HR Team. CHAIRMAN WATKINS presented to each HR Team member a framed Certificate of Commendation and commemorative pin.

It was noted that the HR Team represents over 80 years of service to BFT. Three members are long-time employees. The newest member of the HR Team is Brandi Roske who has been with BFT almost a year.

There were photo opportunities for the honorees. Tim Fredrickson noted that all employees of the year will be honored at the WSDOT Wall of Fame Awards Banquet at the Washington State Public Transportation Symposium on Tuesday, August 27, 2013 at the Red Lion Inn at the Park, Spokane, WA.

Retirement Recognition
Resolution 30-2013 – Rory Walker, Mechanic I
T.E.A.M. 1982-1985 BFT 1985-2013

ACTION: BOB OLSON made and STEVE BECKEN seconded a motion to approve Resolution 30-2013 as presented. MOTION CARRIED.

CHAIRMAN WATKINS called Rory Walker, BFT Retiree, forward. He called on Staff for comment.

Dick Ciccone, Manager, Fleet/Facilities/Special Project, read the tribute from the Resolution to Rory Walker. CHAIRMAN WATKINS presented a framed Certificate of Commendation and a Lifetime Bus Pass to Rory Walker for his 31 years of service to BFT.

There was a photo opportunity for Rory Walker.

CHAIRMAN WATKINS called for a group photo to include Employees/Team of the Year, BFT Retiree, and Board Members.

CHAIRMAN WATKINS expressed his personal congratulations to all honorees. He wished Rory Walker well on his new endeavors.

6. Board Committee Reports
A. Planning & Marketing Committee/Bob Koch, Chair

BOB KOCH stated that the Committee met on Tuesday, June 4, 2013. The group discussed the Transit Development Plan (TDP) proposal. The TDP is scheduled for Public Hearing on Tuesday, July 9, 2013. Staff presented a request to extend the Pass Contract with CBC. Ridership and Sales Tax Reports were given. Tim Fredrickson talked about the TIGER (Transportation Investments Generating Economic Recovery) Grant application that BFT submitted the first week of June. The minutes of the meeting were included in the Board packet.

The Committee notes were included in the Board packet.

B. Operations & Maintenance Committee/Rick Miller, Chair

RICK MILLER stated that the Committee met on Wednesday, June 5, 2013. The group talked around the Transit Development Plan proposal. It is set for Public Hearing on Tuesday, July 9, 2013, 2:00 p.m. at Three Rivers Transit Center. The Committee heard from Staff about surplus of 2 Dial-A-Ride Vehicles. Ridership and Sales Tax Reports were given by Staff. Tim Fredrickson talked about the TIGER Grant application BFT submitted Monday, June 3, 2013. The Committee notes were included in the Board packet.

C. Administration & Finance Committee/Steve Becken, Chair

STEVE BECKEN, Chair, stated that the Committee met on Thursday, June 6, 2013. The group discussed some of the same items as the other Committees. The Admin and Finance Committee made a recommendation to forward the Resolution to approve the General Counsel Agreement to the full Board as a Consent Item on the June 13, 2013 Board meeting agenda. The Committee meeting notes were presented on the desk tonight.

7. Consent Agenda
(Any item is open for discussion at Board or Public Request)
A. Minutes of May 9, 2013 Regular Board Meeting
B. Payroll/Voucher Summary

April 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 June 7, 2013.

ACTION: As of this date, June 13, 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
049-13	74075 74195	5/3/2013	345,192.79 Payroll
050-13	Electronic File Payroll Taxes	5/3/2013	134,442.58 Payroll
051-13	ADJ Qtr Payroll Taxes 2012	5/7/2013	983.21 Payroll
056-13	74196 74252	5/17/2013	348,754.76 Payroll
057-13	Electronic File Payroll Taxes	5/17/2013	135,499.33 Payroll
062-13	74254 74310	5/31/2013	364,719.62 Payroll
063-13	Electronic File Payroll Taxes	5/31/2013	141,410.92 Payroll

Total \$1,471,003.21

Non-Payroll Vouchers

052-13	49852 49999	5/3/2013	\$ 421,013.74 Mdse
053-13	50000 50001	5/8/2013	54,786.88 Mdse
054-13	50002 50069	5/10/2013	153,812.25 Mdse
055-13	50070 50071	5/14/2013	393.25 Mdse
058-13	50072 50130	5/17/2013	387,746.17 Mdse
059-13	50131 50135	5/20/2013	111,844.81 Mdse
060-13	Electronic File Excise Tax	5/23/2013	1,424.83 Mdse
061-13	50138 50251	5/24/2013	435,903.04 Mdse
064-13	50252 50312	5/31/2013	258,519.65 Mdse

Total \$1,825,444.62

Check Register Numbers 049-2013 to 064-13 in the total amount of **\$3,296,447.83**
 The motion was seconded by _____ and approved by a unanimous vote.

- C. Resolution 31-2013 – Authorizing the General Manager to extend Agreement # 893 with Columbia Basin College for Pass Contract
- D. Resolution 32-2013 – Authorizing the General Manager to surplus two Dial-A-Ride Vehicles
- E. Resolution 33-2013 – Authorizing the General Manager to enter into a Sole

Source Agreement for General Counsel Professional Legal Services with Roach & Bishop, LLP

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

ACTION: BOB KOCH made and BOB OLSON 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. Motion for the Board to approve the recommendation from the Planning and Marketing Committee to proceed with the TIGER Grant Application for an Electric Bus Program

CHAIRMAN WATKINS called on Tim Fredrickson for comment.

Tim Fredrickson stated that all three of the BFT Standing Board Committees have been briefed on the TIGER Grant Application with a consortium of transit systems and other organizations with BFT as the lead agency. The Planning and Marketing Committee has made a recommendation for Staff to proceed with the grant proposal. Copies of the grant application have already been provided to all Board Members.

Therefore, it is requested by Staff that the BFT Board of Directors adopt a motion for the Board to approve the recommendation from the Planning and Marketing Committee to proceed with the TIGER Grant Application for an electric bus program.

Tim Fredrickson noted that the memo is basically Staff asking for Board affirmation on the TIGER Grant Application.

CHAIRMAN WATKINS stated that Staff did let him know about the TIGER Grant Application and the timing issues associated with the submittal. CHAIRMAN WATKINS noted that he did let Tim Fredrickson know that he thought Staff should go forward with the Grant with the express understanding that Board and Staff have a discussion about what all this would look like for the transit agency for the future.

Patrick T. Roach, BFT Legal Counsel, suggested re-wording for the proposed motion:

Motion for the Board to approve the recommendation from the Planning and Marketing Committee to proceed with the TIGER Grant Application for an Electric Bus Program and to Ratify Staffs prior participation in advancing the Application

BOB KOCH made and STEVE BECKEN seconded a motion to approve the re-wording of the Motion listed above as Action Item 8A. Discussion followed.

CHAIRMAN WATKINS stated that BFT has done an All-Electric Bus Demonstration Project and our financial portion was essentially a wrecked bus. The TIGER Grant Application from what he understands is for additional electric buses and we would significantly offset costs compared to conventional buses. It seems to him that electric buses are not just researching pie in the sky, but are on that edge of being viable in a real transit operation.

The part that keeps him at bay is if we do invest in a variety of things and there ever comes a point that we are locked in to that and have to spend more money on a electric bus and have to make that horrible decision of what service level we have to cut – this is what keeps him awake at night. CHAIRMAN WATKINS stated that he doesn't think he has much of a concern about the Grant document. He has gone through a dozen or so pages that have helped with his comfort level. These are concerns that we should be fully aware of and consider all aspects of the program going forward.

RICHARD BLOOM stated that the Planning & Marketing Committee discussed the Budgetary impacts and regarding the overall system there doesn't appear to be any negatives at this point.

CHAIRMAN WATKINS stated to be clear that the Motion on the floor is approving a TIGER Grant Application. The motion revised by Pat Roach, Legal Counsel, is listed above.

CHAIRMAN WATKINS called the question and the revised Motion CARRIED UNANIMOUSLY.

CHAIRMAN WATKINS thanked Staff for their hard work and leadership on the grant application and bus program. Tim Fredrickson responded, thank you.

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

9. Discussion/Information Items
 - A. Citizens Advisory Committee Meeting Minutes of May 13, 2013

Staff noted that the CAC Meeting Minutes of May 13 were not available for the Board packet, but will be distributed when completed.

The CAC held their Annual Picnic at Three Rivers Transit Center June 10, 2013

Tim Fredrickson stated that we do have members of the CAC in the audience. He called on Roger and/or Rachel Bowman for comment. Roger Bowman, Chair of the CAC, stated that the CAC is researching Route 110 service for West Richland on Saturday's. They are working on a proposal. More as this unfolds.

Roger Bowman reported that the CAC held their annual picnic on June 10, 2013 at the Three Rivers Transit Center. Thanks to all for the good time. He expressed his thanks to the Board Members who attended. Thanks to BFT Staff for the food, supplies and the even did the cooking. Very nice job! There were rides on the All-Electric bus which everyone enjoyed very much. Thanks for making the bus available.

B. APTA Board Member Seminar/Board Support Employee Development Workshop, July 20-23, Austin, TX

Tim Fredrickson stated that the APTA Board Member and Board Support Employee Development Workshop event July 20-23, 2013 in Austin, TX, is a good opportunity for new Board members as well as seasoned Board members. It is a much smaller meeting and he would invite those interested to contact Susan Snowdy, Clerk of the Board.

C. APTA Annual Meeting, Sept. 29-Oct. 2, 2013, Chicago, IL

Tim Fredrickson stated that even though this is not an EXPO year, the Annual Meeting is a good conference. It is attended by transit professionals not only from the U.S., but internationally as well.

10. Staff Reports & Comments
A. Legal Report

Pat Roach, Legal Counsel, stated that he is happy to report there are no new legal matters of any significance. CHAIRMAN WATKINS noted that this is a good way to start out a new contract.

B. Boardings Report

Kathy McMullen, Service Development Manager, stated that Tony Kalmbach is at FleetNet training this evening. In a nutshell ridership in general for BFT is down slightly. Fixed Route is up 1% and other modes are down. The Travel Training Program is moving people off Dial-A-Ride and onto Fixed Route whenever possible. The Vanpool program ridership is down due to the way the data collection process works and layoffs. Staff will have new quarterly ridership reports coming out in July.

C. Treasurer's/Budget/Sales Tax Reports

Gloria Boyce, Administrative Services Manager, provided a summary report of the items listed in Agenda Item 10B.

Gloria Boyce, Administrative Services Manager, stated from a Budget perspective that BFT is overall within 1 to 2 percent of our Budget, while our ridership a decrease, our fares are showing an increase though April of about 4 percent over Budget.

BFT Sales Tax for the year is up. Grants are on par, so we are running just a little bit over Budget in the revenue. Expenses are down year-to-date. Our farebox recovery is 15.4 percent through April on a budgeted 12.8 percent.

Treasurer's report shows a \$15.3 million case balance. After Board restrictive cash for Operating and Capital expenses we have about \$5 surplus funds balance. Sales Tax through April 2013 business is up 10.4 percent from April business 2012. After many years of having the guess of a 10 percent increase in Sales Tax at Staff Meetings, Susan Snowdy was the winner this time. Sales tax is up 4.3 percent year-to-date from 2012 and 7.3 percent from our 2013 monthly Budget. The Local Jurisdictions and other PTBA reports are in the Board packet.

D. General Managers Report

ITEMS IN PACKET:

- Vanpool Newsletter

ITEMS ON THE DESK:

- Admin and Finance Committee Meeting Notes from June 6, 2013
- Trade Magazines
- Preliminary Program and registration information regarding the State Conference in Spokane, WA Aug. 25-28 Red Lion Inn at the Park
- BFT just received notice of award of State Formula Funding for Transit from the WSDOT today for the 2013-2015 Biennium in the amount of \$1,439,566.00. This is good news. It is money that we had not programmed into the Budget. The money is actually targeted and restricted to Special needs, which means Dial-A-Ride and shared ride situations.

CALENDAR ITEMS:

- On Agenda
- Reminder: The Washington State Public Transportation Symposium will be held in Spokane, WA Aug. 26-28 Red Lion Inn at the Park.
- The WSDOT Wall of Fame Awards Banquet will be held on Tues. Aug. 27, 2013 Red Lion Inn at the Park. The Employees of the Year will be honored at that event.
- The State Rodeo will be held on Sunday, August 25, 2013 in Spokane, WA. We will have 2 Coach Operators, 1 Dial-A-Ride Driver and a 3-person Maintenance Team competing at this event.

11. Board Member Comments

CHAIRMAN WATKINS reminded Board members to include any bus riding experience when they give their reports. Thanks!

JEROME DELVIN – Attended the CAC event and enjoyed it. He rode the All-Electric bus and that was interesting. Things at the County are still all about water.

TERRY CHRISTENSEN – Summer time is here and going fast. We've got hogs and dogs this weekend at Flat Top Park and Cool Desert Nights, then July 4th, going the Fair, and

kids back in school. Next thing you know the leaves will be falling off the trees. There's really nothing too exciting going on at the City of Richland, just business as usual.

Tim Fredrickson noted that BFT's All-Electric Bus will be one of the vehicles in the Cool Desert Nights event. It will be cool!

RICHARD BLOOM – Not to counteract my cohort from east Richland, but the dogs are not cooking this weekend. The Hogs and Dogs event will take place on Thursday, June 20th prior to the Cool Desert Nights weekend. The City of West Richland broke ground on the new Shelby Super Car facility. Good to see this moving forward, should see dirt moving soon. He believes summer is here for sure.

RICK MILLER – At the County's Wednesday Board meeting discussions about Road 100 access into Pasco being made easier were heard. There were some discussions regarding lot sizes in the Road 100 area - one acre and half acre and what the zonings are. The point is Road 100 is a growing area and maybe a bus stop would be appropriate.

BOB KOCH – He also had the opportunity to ride the All-Electric bus. He enjoyed the CAC Picnic.

NORMA NELSON – Good evening and thank you to all for coming. She expressed her congratulations to all the Employees of the Year. It is a proud thing and it has always been her pleasure to work with those employees at the transit. She attended the CAC picnic which was awesome. It is always good when you get people into a relaxed atmosphere. She had a great time and thanks for the invitation. She looks forward to next year. She rode the All-Electric bus and enjoyed that. She helped with the tie-downs of wheelchairs.

STEVE BECKEN – The City of Prosser's Scottish Fest is this weekend – blowing up anvils again – 75 feet in the air. There will be guys wearing Kilts, throwing telephone poles around and other strange and sorted sports. Don't make the mistake of asking who's the dude in the dress – they don't like that.

BOB OLSON – He attended a ribbon cutting on a street in Cheney, WA. The reason he mentions this – in talking to the Mayor of Cheney they somehow were talking about transit. Spokane Transit now has their map that extends past the top of Sunset Hill. He thought that was interesting since Spokane has had service into Cheney for many years, but the transit map only went to the top of Sunset Hill. That's a good one.

MATT WATKINS – He attended the CAC Picnic and rode the All-Electric bus. The bus feels a little heavier and lower and it seems in some way to feel a little funner or more secure going around corners. It was interesting and quiet. He will not be here for the July 11th Board meeting. He asked BOB OLSON, Vice Chair, to fill in for him. He will be participating in the Iron Butt Rally in Pittsburgh, PA and hopefully doing well so everyone root for him.

12. Next Meeting – Thursday, July 11, 2013 – 7:00 p.m.
BFT Administration Building Board Room, 1000 Columbia Park Trail,
Richland, WA

13. Executive Session – None.

14. Adjournment

Adjournment – The regular meeting of the BFT Board of Directors adjourned at 7:43 p.m.

Meeting recorded by:
Susan Snowdy, CMC
Executive Assistant & Clerk of the Board/July 11, 2013