

**BEN FRANKLIN TRANSIT  
BOARD OF DIRECTORS MEETING MINUTES  
Thursday, May 9, 2013/7:00 p.m.  
1000 Columbia Park Trail, Richland, WA**

1. Convene/Roll Call: MATT WATKINS, BOB OLSON, RICH BUEL (for Richard Bloom), STEVE BECKEN, LISA STADE (for Francisca Proctor), RICK MILLER, BOB THOMPSON (for Terry Christensen), BOB KOCH, JEROME DELVIN, NORMA NELSON

Staff: Tim Fredrickson, Dick Ciccone, Barbara Hays, Kathy McMullen, Tony Kalmbach, Debra Hughes, Rob Orvis, Christy Watts, Katherine Ostrom, Gloria Boyce, Susan Snowdy, Brian Roach, Legal Counsel (for Patrick T. Roach),

2. Pledge of Allegiance

CHAIRMAN WATKINS invited Robert Thompson, to lead the Pledge of Allegiance

3. Citizens Public Comment/Introduction of Visitors

Visitors: Greg Turpen, CAC member, Ed Harvill, Dial-A-Ride Driver, a couple of other BFT employees, and 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.

5. Board Committee Reports

A. Planning & Marketing Committee/Bob Koch, Chair

BOB KOCH stated that he met with Staff on April 30<sup>th</sup>. The group discussed the update on the ADA Reasonable Modification Plan. Staff reported that Public Hearings on the ADA and Title VI Plans would be held on Monday, May 6, 2013 at 2:00 p.m. at Three Rivers Transit Center.

Staff presented information regarding a minor adjustment to route 47 that could fulfill a request by the Kennewick Parks and Recreation folks to provide service to the Southridge Sports Complex. Also, Staff will be taking care of a 147 signature petition for service to run in front of the ARC of Tri-Cities with a peak bus deadheading back to the MOA detour by the ARC and meet this demand. BOB KOCH noted that the proposed

temporary changes sounded reasonable to him. Staff provided Ridership, and Sales Tax Reports. Staff handed around a couple of photos of the All-Electric ZEPS Bus and talked about a color scheme for future buses. 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, May 1, 2013. The group discussed extensions of a couple of Contracts, a maintenance Agreement with Business Radio and reviewed the ADA Reasonable Modification and Title VI Plans. They talked about a couple of minor Route changes that would cover the Southridge area, especially the Sports Complex.

The other minor change would serve the ARC of Tri-Cities on Fowler Street. This will be accomplished using a peak bus that would normally be ending service and deadheading back to the MOA. No cost would be associated with this minor change.

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, May 2, 2013. The group discussed some of the same items as previously reported. Most items are either listed on tonight's Agenda as Consent or Action. The Committee notes were available on the desk tonight for review.

6. Consent Agenda

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

- A. Minutes of April 11, 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 May 3, 2013.

ACTION: As of this date, May 9, 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
039-13	73965 74018	4/5/2013	338,675.41 Payroll
040-13	Electronic File Payroll Taxes	4/5/2013	134,419.76 Payroll
043-13	74019 74074	4/19/2013	344,321.91 Payroll

044-13	Electronic File Payroll Taxes	4/19/2013	135,678.41	Payroll
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**Total    \$ 953,095.49**

**Non-Payroll Vouchers**

038-13	Void Check	49478	4/2/2013	\$ (1,112.05)	Mdse
041-13	49567	49653	4/5/2013	598,870.99	Mdse
042-13	49654	49687	4/12/2013	86,707.53	Mdse
045-13	49688	49788	4/19/2013	365,270.31	Mdse
046-13	Electronic File Excise Tax		4/22/2013	1,295.73	Mdse
047-13	49789	49851	4/26/2013	196,392.35	Mdse
048-13	Void Check	49521	4/26/2013	(64.00)	Mdse

**Total    \$1,247,360.86**

Check Register Numbers 038-2013 to 048-13 in the total amount of **\$2,200.456.35**

The motion was seconded by \_\_\_\_\_ and approved by a unanimous vote.

- C. Resolution 19-2013 – Authorizing the General Manager to extend the Contract With Commercial Tire for tires and tire services
- D. Resolution 20-2013 – Authorizing the General Manager to extend the Agreement With Sierra Electric, Inc for electrical services
- E. Resolution 21-2013 – Authorizing the General Manager to extend the Agreement With Business Radio, Inc, (dba Columbia Communications) for Radio Maintenance Services
- F. Resolution 22-2013 – Authorizing the General Manager to renew the Contract With Trapeze Software Group to support the Dial-A-Ride Paratransit Software System
- G. Resolution 23-2013 – Authorizing the General Manager to enter into an Agreement With the Segal Company to complete a Salary Review of the Compensation Plan For Non-Represented BFT Employees
- H. Resolution 24-2013 – Authorizing the General Manager to enter into a Sole Source Agreement for Professional Services with Northwest CPA Group, LLC
- I. Resolution 25-2013 – Authorizing the General Manager to enter into an Agreement To transfer 2 Bus Options from Whatcom Transit to BFT
- J. Resolution 26-2013 – Authorizing the General Manager to enter into a contract with Gillig, LLC for 2 transit buses utilizing the Whatcom Transit contract

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 BOB KOCH 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

### A. Approval of BFT ADA Reasonable Modification Plan 2013-2017

Tim Fredrickson deferred comment to Kathy McMullen, Service Development Manager. Kathy McMullen stated that 4 individuals attended the Public Hearing on Monday, May 6, 2013. The comments were mostly of a personal nature:

- Fragile customers having to wait for buses in inclement weather – Realistically there is not a lot that can be done
- Service to apartments off the By-Pass Highway near Duportail – Staff is proposing to move some Taxi-Feeder service into this area

Kathy McMullen noted that a couple of changes were made to the ADA Plan. All the eligibility has been clarified, made some changes to the timeline, and extended the appeal time up to 60 days. Also, we included the fare collection process and tweaks to the operating and ridership guidelines. All the changes have been incorporated into both Plans: the ADA Reasonable Modification and Title VI.

CHAIRMAN WATKINS had a couple of questions: 1) Asked about service to a particular area. Kathy McMullen stated that this is specific to Title VI. Paratransit service is currently in place at the apartments located off the 240 By-Pass Highway in Richland, but there is not fixed route bus service at this location. Staff is proposing to move Taxi-Feeder service to this location to judge the service demand. 2) ADA PLAN - Asked about the 4-level Eligibility Appeal process. Kathy McMullen stated that the Appeal Steps include:

- Initial Appeal (2 Managers)
- Second Appeal (3 Managers)
- Third Appeal (General Manager)
- Fourth Appeal (Board of Directors)

Kathy McMullen stated that if all steps fail, the individual would have to go to the Department of Transportation, or Federal Transit Administration. CHAIRMAN WATKINS thanked Kathy McMullen for the explanation. It seems like even a court of law doesn't have as many steps as this. Kathy McMullen stated that the FTA regulations state that eligibility for paratransit service is on par with property rights. They are taking it very seriously so the rules are very rigorous.

CHAIRMAN WATKINS called for a motion.

**ACTION:** BOB KOCH made and STEVE BECKEN seconded a motion to approve the BFT ADA Reasonable Modification Plan 2013 through 2017 as modified.  
**MOTION CARRIED.**

### B. Approval of BFT Title VI Plan 2013-2016

Kathy McMullen stated that there was only one comment at the Public Hearing regarding the small area without fixed route service near apartments located off the 240 By-Pass Highway in Richland, WA. Right now we have 81 percent of our population within one-half mile of an existing route. We would like for that goal to be 90 percent. CHAIRMAN WATKINS asked if this is something that can be done with existing resources. Kathy McMullen stated that we would either increase coverage with the current route structure by adding another route, or in some instances extend an existing route. We will be looking at the efficiency of the entire system to see if we can basically wring more service out of what we already have.

CHAIRMAN WATKINS called for a motion.

ACTION: BOB THOMPSON made and RICH BUEL seconded a motion to approve the BFT Title VI Plan 2013-2016 as presented. MOTION CARRIED.

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

8. Discussion/Information Items

- A. Employee Appreciation and Awards Breakfast, Friday, May 10, 2013, 5:00 a.m. to 11:00 a.m. Operations Driver's Lounge

Tim Fredrickson extended the invitation noting that May 10, 2013 is the 31<sup>st</sup> Anniversary of BFT service. The announcement of the 2012 Employees and Team of the Year will take place around 9:30 a.m. We look forward to seeing everyone. CHAIRMAN WATKINS noted that this is always a good event.

- B. Citizens Advisory Committee Meeting Minutes, April 8, 2013

The CAC meeting minutes for April 8, 2013 were included in the packet.

Tim Fredrickson stated that we do have a member of the CAC in the audience. He called on Greg Turpen for comment.

Greg Turpen CAC Member, reported that the CAC group met on April 8, 2013. He didn't attend the meeting. However, he is aware that Tim Fredrickson presented a Legislative Briefing regarding State and Federal interest items. Kathy McMullen made presentations on the ADA and Title VI Plans. Greg Turpen invited the Board Members to attend the Annual CAC Picnic, which will be held indoors on June 10<sup>th</sup> at Three Rivers Transit Center. He believes the plan includes a bus ride on a particular route from 5:00 to 6:00 p.m. then return to the Transit Center for the picnic.

CHAIRMAN WATKINS thanked Greg Turpen for the report noting that he plans to attend the CAC picnic. He reminded Board Members that this would be an opportunity to ride the bus too. CHAIRMAN WATKINS also stated that he noticed the improvements to the ramp out front. Apparently there were grade concerns with the former ramp.

C. Staff Report on APTA Bus/Paratransit Conference/International Roadeo  
Indianapolis, IN, May 5-8, 2013

Tim Fredrickson stated that the Bus and Paratransit Conference was interesting and informative. BFT was very well represented in the APTA International Bus and Maintenance Roadeo events. Gabe Beliz, Coach Operator placed 1<sup>st</sup> and Dan Schmidt, Coach Operator placed 2<sup>nd</sup> in bus competition. BFT's Maintenance Team placed 14<sup>th</sup> and tied with Chicago Transit out of 32 Teams. In total scoring BFT placed 6<sup>th</sup> overall. Excellent! CHAIRMAN WATKINS – Good report.

D. 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.

9. Staff Reports & Comments  
A. Legal Report

Brian Roach, Legal Counsel, with Roach & Bishop, LLP, stated that he has been in contact with the "real deal" and there are no legal issues to report.

B. Treasurer's/Budget/Sales Tax Reports

Gloria Boyce, Administrative Services Manager, provided a summary report of the items listed in Agenda Item 9B.

Gloria Boyce, Administrative Services Manager, stated not much change from last month.

Treasurers: We have just over \$16 million, three months of that is Operating reserve, local match for capital projects this year which leaves a surplus balance of approximately \$5.7 million.

Operating Budget: We are right on track. There are no discrepancies to report. We're within 1 percent of where we thought we would be. The allocated cost per boardings is running just a little bit high due to ridership. Fares are down a little bit per boarding.

Sales tax: Revenue through February 2013 Business is up 6.4 percent over February of 2012, 2.7 percent year-to-date and about 6.8 percent over our monthly Budget. In the packet are the Local Jurisdiction and PTBA Sales Tax reports.

CHAIRMAN WATKINS stated that he appreciates the format of the Staff reports. The way they are being presented is much easier to follow. Thanks!

C. Boardings Report

Editor's Note: This report was inadvertently overlooked during the meeting. The 2-page Boardings Report was included in the Board packet materials. Boardings for March 2013 compared to same period 2012 shows Fixed Route -3%, Dial-A-Ride -7%, Vanpool -26%, Demand Response -11%. Total Operation's -9%. There was one less operating day for March 2013 over March 2012.

#### D. General Managers Report

##### ITEMS IN PACKET:

- BFT was named Outstanding Business of the Year by the Tri-Cities Hispanic Chamber of Commerce on April 20, 2013. He attended the Awards Banquet at the Pasco Red Lion.
- Received a nice thank you letter from a family member of a Dial-A-Ride customer who recently passed away.
- Thanks to BFT from the City of Richland for support provided for the tour of various sites throughout the City of Richland.

##### ITEMS ON THE DESK:

- Admin and Finance Committee Meeting Notes from May 2, 2013, Public Hearing Notes from May 6, 2013 and Trade Magazines.

##### CALENDAR ITEMS:

- Don't miss the BREAKFAST!

##### OTHER:

- One more item to report on: It appears that several Transit Systems along the west coast are interested in forming a Consortium for the acquisition of more electric buses. It is proposed and we have been asked by the group to be the lead agency because we are the first to have an all-electric bus. Also BFT has the relationship with Complete Coach Works (CCW). CCW is very interested in participating. They have also hired the same lobbying firm we use in Washington, DC – Gordon, Thomas, Honeywell and they are interested in putting together a grant application for TIGER funds for innovation and engineering.
- Tim Fredrickson stated that he has personally asked to put into the grant an overhead bus port on BFT's east parking lot with solar panels on top and be able to do direct input on the electricity that would go into our electric buses. Or, put together a battery bank that we would then generate the electricity, goes into the bank and then into the buses at night. He noted that he has put that thought into folks heads, and so far they seem like that would be a good idea since we are the leaders right now in the electric bus application.

Tim Fredrickson stated that he just wants everyone to know that there is a potential for that kind of activity going on here at BFT.

CHAIRMAN WATKINS stated that BFT is into the one All-Electric Bus because of the financial support, because it was highly subsidized and we were aware of this going into the demonstration project.

CHAIRMAN WATKINS asked if we shift from the pilot mode to embracing additional vehicles is there going to be some sort of case presentation on why it makes financial sense, is cost effective, and how do you gauge interest and support. Tim Fredrickson stated that one of the neat things about doing rebuilt All-Electric vehicles is the fact that the price per unit is very close to that of a new diesel vehicle and certainly very comparable or less cost than a diesel hybrid.

Tim Fredrickson stated that these are the kinds of things we are weighing right now that we think make the All-Electric bus, if it has the range to do as the builder says it will do, that makes it extremely attractive to us for the long run and for demonstration now. That's where we are at right now.

BOB OLSON stated that with all the attention that the builder is getting, do we think they will be able to keep up. Tim Fredrickson responded, yes. Tim Fredrickson stated that CCW has had some issues and now that they know what those issues are, they will now know how to deal with those issues. Latest update is that the batteries have arrived from China and are in the bus. The target date for seeing the bus at BFT is Tuesday night, May 14, 2013. Training and familiarization will take place before the bus goes out on route.

#### 10. Board Member Comments

JEROME DELVIN – No comment.

BOB THOMPSON – A question came up at the Richland City Council about the design of bus stops and the variety of bus shelters. It appears some are older than others. Is there a standard that we are headed for, is there a replacement program in place, all good questions. He doesn't need an answer tonight.

Richard Ciccone, Fleet/Facilities, Special Projects Manager, stated that he has an answer right now. Dick Ciccone stated that some of the shelters in Richland are new, some are 25 years old, some are made out of wood, some we need a forklift just to pick them up. Dick Ciccone stated that the blue shelter in front of City Hall and the Police Department is new, all aluminum, power coated, with tempered glass. This is the BFT standard shelter going forward. CHAIRMAN WATKINS stated realistically speaking isn't replacing the shelters going to take a while. Dick Ciccone stated yes, it will take a while. Kathy McMullen stated that the plan is to use 5307 formula funds that can be used for enhancing facilities. The goal is to have the same shelter throughout the entire system in a few years.

RICH BUEL – Mr. Bloom sends his regrets for not being able to attend tonight's meeting. However, he stated that he would be here tomorrow morning for the breakfast.



RICK MILLER – Stated that he has been on the BFT Board for a few years now. He hasn't ever asked about the ground rules for Board Member comments. Is he supposed to talk just about transit, transportation or anything? CHAIRMAN WATKINS stated that there are no ground rules. If you don't have anything to talk about, just so pass. RICK MILLER said OK, pass.

NORMA NELSON – Good evening and thanks to all for coming to the meeting. She will be attending the breakfast early about 5:00 a.m. In recent Staff meetings discussions have been held regarding the topic of Sleep Apnea. She is headed to Seattle next weekend. The Teamster's has their joint council meeting with locals in Washington State and Canada. We are monitoring this topic as the effects of this sleep condition could have an impact, in the future, on holders of Commercial Driver Licenses. She will bring back information from the meeting. More as this unfolds. Negotiations are moving to Mediation.

LISA STADE, Alternate representing Benton City, WA – Stated that she is filling in for Francisca Proctor, who is out of town. Stated that Benton City is looking into placing some benches on their bike path and are looking into the powder coating as they believe it will withstand use better.

LISA STADE asked if there would be a possibility of having art work on the bus stops, at least some of them by local artists. Dick Ciccone responded noting that BFT has done that in the past with the City of Richland. The project was very well received. Dick Ciccone stated that since the new shelters are almost entirely glass, artwork could be challenging, but it could be done.

CHAIRMAN WATKINS stated that Transit provides the basic concept and if a local community is interested in sprucing up transit then we coordinate with the group or groups to get the job done. Dick Ciccone stated that BFT would take ownership of the art. CHAIRMAN WATKINS asked Dick Ciccone if he would be the contact for the artwork. Dick Ciccone stated, yes. CHAIRMAN WATKINS asked LISA STADE to contact Dick Ciccone. LISA STADE stated her thanks to the Board and Staff. More as this unfolds.

STEVE BECKEN – Yielded his time to BOB KOCH.

BOB KOCH – Stated that seeing the amount of work that Staff goes through on some of the items that we passed on tonight's agenda is astronomical. He applauded the Staff for the amount of work and their openness to suggestions and readiness to make changes, Kudos to Staff.

BOB OLSON – Stated that LISA STADE's artwork comment reminded him of a phone call he got last week. You probably won't believe it, but he got a call from a lady who thought it would be really nice if we put stationary bikes or treadmills at the bus stops so that people could rid themselves of extra gastronomical air before boarding the bus. (Laughter) – Try handling this one on the phone.

Maxine Walton and Jack Anderson asked him to express their thanks to Staff for work on the Route 47 Southridge area and Sports Complex request. They also asked him to say that if Staff needs any help with getting the word out, let them know.

Asked what the latest is on noise or the lack thereof for the All-Electric bus. Dick Ciccone stated that he would probably have an answer tomorrow. The folks at CCW will be doing decibel testing tomorrow. Noise is "zero" at idle, really quiet.

MATT WATKINS – As BOB KOCH mentioned earlier, Staff is doing a lot, many examples that evident tonight. The Board Members just check in once a month to see how Staff and Policy are going. We talk about things that might concern us and provide a suggestion or two if we have one. We ask questions here and there. That's how it works because we know that Staff is the ones that do the work. We are the representatives of the community and we want to make sure Staff is able to accomplish the mission of BFT. We depend on that.

Following the model of transit back in the day when the PTBA was formed that was a greater Tri-Cities vote we (Regional Public Facilities District) did something that has not been done in about 37 years, we will have a Tri-Cities vote on whether to do a Regional Aquatics Facility (Pool and Slide). Unanimously 9 Tri-Citians specifically from the cities of Pasco, Kennewick and Richland agreed to put on the ballot a question whether the Tri-Cities wants to support the facility by way of a 0.1 percent sales tax.

Transit was talked about a few times last night as being a model for this vote. Thanks to BFT for leading the way years ago.

11. Next Meeting – Thursday, June 13, 2013 – 7:00 p.m.  
BFT Administration Building Board Room, 1000 Columbia Park Trail,  
Richland, WA
12. Executive Session – CHAIRMAN WATKINS announced there will be an Executive Session. The purpose is to review the performance of a public employee reference RCW 42.30.110; sub 1g. The Executive Session is expected to take approximately 30 minutes. No action will be taken.

CHAIRMAN WATKINS recessed the regular meeting into Executive Session at 7:44 p.m. Notice to the public will be given upon reconvening.

Reconvene – The regular meeting of the BFT Board of Directors reconvened into open session at 8:10 p.m. Notice to the public was given. CHAIRMAN WATKINS stated that a discussion regarding a public employee was held. No action was taken.

13. Adjournment

Adjournment – The regular reconvened meeting of the Board of Directors immediately adjourned at 8:10 p.m.

Meeting recorded by:  
Susan Snowdy, CMC  
Executive Assistant & Clerk of the Board/June 13, 2013