

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS MEETING MINUTES
Thursday, July 12, 2012/7:00 p.m.
1000 Columbia Park Trail, Richland, WA**

1. Convene/Roll Call: MATT WATKINS, RICHARD BLOOM, TERRY CHRISTENSEN, BOB OLSON, RANDY TAYLOR, (for Steve Becken), NORMA NELSON, (Leo Bowman, Steve Becken, Lynn Johnson, Bob Koch, Rick Miller, excused)

Staff: Tim Fredrickson, Gloria Boyce, Rob Orvis, Katherine Ostrom, Christy Watts, Kathy McMullen, Dick Ciccone, Susan Snowdy, Nick Jones, Legal Counsel, (for Patrick T. Roach)

2. Citizens Public Comment/Introduction of Visitors

Lance Rinker, Roger Bowman, CAC Member, Rachel Bowman, Lora Merrow, CAC Member, and a few Dial-A-Ride Drivers, members of Local 839 were in attendance.

VICE 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.

3. Approval of Agenda

VICE CHAIRMAN WATKINS stated there are no changes to the agenda. VICE CHAIRMAN WATKINS called for a motion to approve the agenda.

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

VICE CHAIRMAN WATKINS asked Legal Counsel if there is a need for an Executive Session. Nick Jones, Legal Counsel, announced that there would not be an Executive Session tonight.

4. Retirement Recognition:

Resolution 32-2012 – Ken Gatherum, Dial-A-Ride Driver
August 1, 2006 – June 30, 2012

ACTION: BOB OLSON made and TERRY CHRISTENSEN seconded the motion to approve Resolution 32-2012. MOTION CARRIED.

VICE CHAIRMAN WATKINS called on Staff for remarks.

Katherine Ostrom, Dial-A-Ride Manager read the tribute portion of the Resolution for Ken Gatherum. Katherine Ostrom stated that Ken will be missed.

VICE CHAIRMAN WATKINS extended his personal thanks to Ken for his service to BFT, noting that he knew Ken Gatherum when he was employed at Lockheed Martin. Katherine Ostrom stated that she would send Ken's awards to him. Ken Gatherum will also receive a signed copy of Resolution 32-2012.

5. Board Committee Reports

A. Planning & Marketing Committee/Bob Koch, Chair

Meeting canceled – no report.

B. Operations & Maintenance Committee/Bob Olson, Chair

Meeting canceled – no report.

C. Administration & Finance Committee/Steve Becken, Chair

Meeting canceled – no report.

6. Consent Agenda

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

A. Minutes of June 14, 2012 Board of Directors Meeting

B. Payroll/Voucher Summary

Vouchers audited and certified by the 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 mailed to the Board Members July 6, 2012.

Check Register Number	Check Number/Number		in the amount of
059-12	Electronic	6/15/2012	\$ 364,424.65 Payroll
060-12	Electronic	6/15/2012	131,513.08 Payroll
064-12	0725514-072626	6/29/2012	545,995.54 Payroll
065-12	Electronic	6/29/2012	169,854.46 Payroll
Total			\$ 1,211,587.83
058-12	046803-046866	6/8/2012	311,701.35 Mdse
061-12	046867-046938	6/15/2012	316,458.44 Mdse
062-12	Electronic Excise tax	6/18/2012	6,058.89 Mdse
063-12	046939-046972	6/22/2012	153,447.77 Mdse
066-12	046973-047047	6/29/2012	175,617.43 Mdse
Total			\$ 964,283.88

Check Register Numbers 058-2012 to 066-12 in the total amount of **\$2,175,871.71**

VICE 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 TERRY CHRISTENSEN 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 2012-2017 Transit Development Plan (TDP) and Transportation Improvement Program (TIP)

Timothy J. Fredrickson, General Manager, stated that the Transit Development Plan and Transportation Improvement Program have been reviewed by Board Committees.

Kathy McMullen, Service Development Manager, echoed Tim Fredrickson's remarks noting that Committee members have previously reviewed the planning documents. Kathy McMullen stated that no one from the public attended the TDP Public Hearing on Wednesday, July 11, 2012, 5:30 p.m.

Kathy McMullen presented a brief overview of the changes made to the TDP since Board/Staff meetings. Kathy McMullen stated that she added park and ride lots and will be talking to the folks at WSDOT about updating the park and ride lots information, including the number of parking spaces, etc. Since the TDP and TIP are both planning documents, they are reviewed every year throughout the six-year planning process and revised accordingly. Kathy McMullen stated that the Transportation Improvement Program (TIP) document will be submitted with the Transit Development Plan.

ACTION: BOB OLSON made and RANDY TAYLOR seconded a motion to approve Resolution 28-2012 as presented. MOTION CARRIED.

NORMA NELSON stated that the Transit Development Plan is a very extraordinary document. She was very impressed with the detail of the Plan.

Tim Fredrickson stated that copies of the Transit Development Plan and Transportation Improvement Program will be made available if needed.

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

8. Discussion/Information Items

A. CAC & Dial-A-Ride Sub-Committee Meeting Notes June 11, 2012

The CAC meeting minutes were included in the packet. VICE CHAIRMAN WATKINS asked if members of the CAC wish to comment.

Roger Bowman, CAC member, stated that Kathy McMullen attended their meeting and talked about the Pass Program partnership BFT has with Columbia Basin College (CBC). A traffic signal is going in on Argent near CBC which will improve traffic flow. Terry DeJuan gave a presentation on the proposed fare increase for vanpool customers. The Dial-A-Ride Sub-Committee is looking into developing a way to take Dial-A-Ride applications on line. He is excited to see how this works out.

Lora Merrow, CAC member, stated that she is looking forward to the on-line application implementation too. Lora Merrow stated that when you have a ticket for an event it would be good if you could call earlier than the day of the event for a ride. VICE CHAIRMAN WATKINS suggested that she talk to Staff about this concern. Kathy McMullen stated that the high demand call by 2:00 p.m. the day of travel makes it hard to set priority. She will be talking with Tri-City Taxi on this topic.

VICE CHAIRMAN WATKINS thanked Roger Bowman for the report and noted that he always enjoys reading the CAC meeting notes.

**B. APTA Board Members/Board Support Employee Development Workshop,
Atlanta, GA July 21-24, 2012**

Tim Fredrickson stated that this workshop is especially good for new Board members. Our new Board member TERRY CHRISTENSEN plans to attend. The Seminar will be a good orientation for him.

**C. WSDOT State Public Transportation Conference/Rodeo:
Conference Aug. 26-29 at the Bellevue Hilton, Rodeo Aug. 26 in Tukwila
Wall of Fame Awards Banquet, Monday, August 27, 2012 at the Bellevue
Hilton**

Tim Fredrickson stated that the WSDOT State Public Transportation Conference will be held in Bellevue, WA at the Bellevue Hilton August 26-29. The Rodeo will be held in Tukwila on Sunday, August 26. The Wall of Fame Awards Banquet will be held on Monday, August 27, at the Bellevue Hilton. The Rodeo Awards Banquet will be held on Sunday, August 26, at the Bellevue Hilton.

Tim Fredrickson stated that he will serve on a panel discussion at the State Conference on Tuesday, August 28. The panel will consist of longer tenured General Managers who will embark on a question/answer session with the newer General Managers. It should be an interesting conversation.

D. APTA Annual Meeting, September 30, to October 3, 2012 in Seattle, WA
Tim Fredrickson stated that since the Annual Meeting is close to home it presents a good opportunity to attend.

**9. Staff Reports & Comments
A. Legal Report**

Nick Jones from Roach Law Offices and filling in for Pat Roach, stated that there are no legal items or business to report.

B. Treasurer's/Budget/Boardings/Sales Tax/Fuel Management Reports.

Gloria Boyce, Administrative Services Manager, presented an overview of the following: Treasurer's, Budget, Boarding, Sales Tax, and Fuel Management Reports. All reports were included in the Board packet.

C. General Managers Report

ITEMS IN PACKET:

- Letter to Joni Earl, CEO at Sound Transit expressing our interest in acquiring more buses as they become available.

ITEMS ON DESK:

- Copy of the summer edition of the *Almanac*, BFT's employee, friends and family newsletter.

Tim Fredrickson stated that BFT has received official notice that we will be awarded Gold LEED Certification for the new construction and the re-modernization of the Operations Center building. Formal presentation will be made at the August 9, 2012 Board meeting.

CALENDAR ITEMS:

- On Agenda

10. Board Member Comments

NORMA NELSON – Expressed her thanks to Payroll for their timely work on producing the retro checks for Operators and Drivers.

No additional Board Member comments were given.

11. Next Meeting – Thursday, August 9, 2012 – 7:00 p.m.
BFT Administration Building Board Room, 1000 Columbia Park Trail,
Richland, WA

12. Executive Session – None.

13. Adjournment

VICE CHAIRMAN WATKINS adjourned the regular meeting of the BFT Board of Directors at 7:19 p.m.

Meeting recorded by:
Susan Snowdy, CMC
Executive Assistant &
Clerk of the Board/August 9, 2012

**Ben Franklin Transit
Vanpool Fare Increase Proposal
Public Hearing
Tuesday, July 10, 2012, 6:30 p.m.
1000 Columbia Park Trail, Richland, WA**

Staff: Terry DeJuan, Rideshare Supervisor, Kathy McMullen, Manager Service Development, Susan Snowdy/Scribe

Sign-in Sheet - Public Hearing Attendees: Jim Douglas, Michelle Calvert, Shari Thackham, Steve Weis

Terry DeJuan, Rideshare Supervisor, convened the public hearing at 6:30 p.m. He provided introductions of BFT Staff.

Terry DeJuan asked attendees to state their name and address for the record at the time the public hearing is opened for comment.

Terry DeJuan provided a power point presentation of the Vanpool Fare Analysis and Proposed Increase.

The last vanpool fare changes were made in July 2009. At that time the fixed cost portion of the fares was reduced by moving the cost of insurance to the per mile rate increasing rates to those going longer distances.

Why propose a fare increase now? Fuel costs, tire costs, operational costs, etc.

Until recently the cost of fuel was continuing to increase and affecting other products and services used by the vanpool program including an approximate increase of 40 percent for tires. Staff believed a fare increase was justifiable. Staff will address the recent reduction in fuel costs in their final fare increase proposal.

Terry DeJuan stated that another fare increase consideration is the fact that more local funds are being used to purchase vans now as opposed to years ago when Vanpool was growing the program.

Vanpool Staff reviewed all costs and developed an increase for all vehicle sizes averaging 9.6 percent with the 12-passenger van rate increasing the most. Adjustments are going to be made to the fare charts by setting up a range for the daily mileage and can be seen in the rate charts in tonight's handout. The log sheets will also be updated to better collect data needed for the National Transit Database reporting and are available in tonight's handout. Terry DeJuan

mentioned that Vanpool Staff goal is to make all the reporting happen electronically.

Terry DeJuan opened the public hearing for comment at 6:45 p.m.

Jim Douglas asked if there is a requirement to track riders by name. Terry DeJuan responded yes so individual miles can be tracked.

Michelle Calvert stated that she will have a clipboard and riders will fill them out. She likes having the names on the forms.

There was a brief discussion regarding electronic forms. Paper copies will need to be available on the vans for now. They will make it work.

Steve Weis stated that there has been some confusion about rates and miles. Get it in writing - what the rates are and stick to it. Following a brief discussion Terry DeJuan stated that Vanpool Staff have taken care of the gray area he is referring to. There was a brief discussion regarding re-evaluating fares in light of the recent reduction of fuel costs.

Steve Weis mentioned the preventative maintenance schedule being reduced from 5,000 to 3,000 miles. This means you really have to stay on top of it -- just costs money to bring the vans in more often.

Terry DeJuan stated that he would give Steve a quick review of items already discussed prior to his arrival to the public hearing. After the update there was a discussion about the cost of a set of wheels to mount snow tire on, which would make for an easier exchange of tires. Steve Weis stated that a matched set of wheels on the van is ideal. You get ware at the same rate. Steve Weis stated that he is surprised that more people aren't here and interested.

There was a general discussion about vanpool rates. Terry DeJuan noted that BFT has lower rates than others around the state.

Steve Weis mentioned fuel costs specifically and asked if the rate change is set in stone. Terry DeJuan stated no, Staff will be reviewing the fare proposal.

There was a general discussion about fueling locations here at BFT as opposed to elsewhere. Terry DeJuan stated that fueling location is left to the discretion of the driver.

Steve Weis stated that his group appreciates having their own van. Being able to leave it and pick it up same weekend is ideal. Good job! The shop guys are great.

Steve Weis stated that sometimes his job is shut down. Is there any leeway for time missed. Terry DeJuan stated that there has been some talk about allowing 5 days per calendar year – example snow days, etc. Jim Douglas mentioned that the van would have to be parked for the day right. Terry DeJuan stated yes. Jim Douglas asked Terry DeJuan to please send him a copy of the power point presentation. Michelle Calvert stated for the record – regarding the five days – it is really nothing. She saves so much money with Vanpool – it's not worth it.

Terry DeJuan closed the public hearing at 7:20 p.m.