

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS MEETING MINUTES
Thursday, May 11, 2017 at 7:00 p.m.
1000 Columbia Park Trail, Richland WA**

1. Meeting called to order at 7:00 p.m.
2. Roll Call: MATT WATKINS (Chairman), STEVE BECKEN, RICK MILLER, RICHARD BLOOM, TERRY CHRISTENSEN, LISA STADE and CHRIS LILYBLADE

BOB KOCH (Vice-Chairman), SHON SMALL and STEVE YOUNG excused

Staff:

Gloria Boyce, Benjamin Dow- Legal Counsel, Amanda Para, Kevin Hebdon, Tony Kalmbach, Rob Orvis, Terry DeJuan, Tom Turner, Michele Casey, Dr. John Myers, Wendi Warner

3. **Pledge of Allegiance**

CHAIRMAN WATKINS invited present military representation, Michael Lohmann, to lead attendees in the Pledge of Allegiance.

4. **Citizen's Public Comment/Introduction of Visitors**

CHAIRMAN WATKINS invited introductions of guests or public comment on any item not on the agenda.

No public comments or introductions were given.

5. **Approval of Agenda**

CHAIRMAN WATKINS called for a motion to approve the Agenda as presented.

ACTION: RICK MILLER made and RICHARD BLOOM seconded a motion to approve the agenda. MOTION CARRIED UNANIMOUSLY.

6. **Recognitions**

- A. Resolution 18-2017 – Christy Watts, Customer Service and Marketing Manager, July 8, 2002-April 14, 2017

Tony Kalmbach presented an overview of Christy Watts' career at BFT. Christy Watts has served BFT and our community for almost fifteen (15) years as the Customer Service and Marketing Manager. Christy was involved in several major marketing efforts during her career, most recently the Trolley Launch Event and Tulip Lane Park-N-Ride groundbreaking and ribbon cutting ceremonies. Christy Watts represented BFT in the community and participated in several committees both internally and externally. Christy Watts performed her duties and should be

recognized for years of service. Christy, thank you for your service to BFT and our community. Best wishes to you in your retirement!

Tony Kalmbach stated Christy Watts has received a lifetime bus pass and will be sent a certificate of commendation as she was unable to attend. CHAIRMAN WATKINS recognized Christy Watts' obvious impact on the organization throughout her years of service. CHAIRMAN WATKINS called for a motion to approve Resolution 18-2017.

ACTION: RICHARD BLOOM made and STEVE BECKEN seconded a motion to approve Resolution 18-2017 as presented. MOTION CARRIED UNANIMOUSLY.

B. Employer Support of the Guard and Reserve- Patriot Award: Josh Rosas

Gloria Boyce, General Manager, introduced Chairman of the East Central Division of the Washington State Employer Support of the Guard and Reserve (ESGR), James "Jim" Rabideau and Co-Chair, Judy West.

Jim Rabideau provided the Board, and those in attendance, an overview of the history and purpose of ESGR. The Patriot Award reflects the efforts made to support citizen warriors through a wide-range of measures including flexible schedules, time off prior to and after deployment, caring for families, and granting leaves of absence if needed. Jim Rabideau then invited Co-Chair, Judy West to offer remarks and present the award to recipient, Josh Rosas.

Judy West recognized Ben Franklin Transit for their commitment to those serving in the military, and their families. She stated special thanks should be given to the department and the guardsman's co-workers as his time away directly affects their workload. The department's willingness to step in and fill the void is all to ensure our country remains in a state of readiness. Judy West then invited Michael Lohmann, Mechanic II and nominator, and Josh Rosas, Fleet Supervisor and recipient, to accept The Patriot Award.

Michael Lohmann, Mechanic II, thanked his supervisor, Josh Rosas, for his commitment to accommodate his schedule, even on short notice. He acknowledged that his guard responsibilities are hard on all: his department, and BFT. Michael noted that Josh Rosas' support is instigated at the top of the organization. He acknowledged Gloria Boyce's and the management's support of the military and his guard duties.

Josh Rosas received The Patriot Award and thanked Michael Lohmann for his service, stating the department's flexibility pales in comparison to the sacrifices made by those serving in our military.

CHAIRMAN WATKINS thanked all for their service as well as the information and insight provided.

7. Board Committee Reports

A. Operations & Maintenance Committee, RICK MILLER, Chair

No report, meeting was cancelled.

B. Planning & Marketing Committee, RICHARD BLOOM, Chair

RICHARD BLOOM provided an overview of the items discussed, specifically, proposed Resolution 21-2017- Transit Development Plan and Program of Projects Draft Release for Public Comment & Public Hearing. Resolution was placed as ACTION item 9B. Resolution 21-2017- A Resolution Authorizing the Release of the 2017-2022 Transit Development Plan for Public Comment. RICHARD BLOOM recommends to the Board, passing Resolution 21-2017.

C. Administration & Finance Committee, STEVE BECKEN, Chair

STEVE BECKEN informed the Board of all items discussed, specifically, proposed Resolution 19-2017- Authorizing the General Manager to Release a Request for Proposals for Vanpool Management Software.

The Administration and Finance Committee forwarded Resolution 19-2017 to the regular Board meeting as a CONSENT ITEM on May 11, 2017.

8. Consent Agenda (Any item is open for discussion at Board or Public Request)

A. Approval of April 13, 2017 Board Meeting Minutes

B. May Voucher Summary

May 2017 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 on 5/5/2017.

Payroll

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
508-17	78986	79011	4/14/2017	366,083.01	Payroll
509-17	79012	79038	4/28/2017	376,917.74	Payroll

Total \$743,000.75

Non-Payroll Vouchers

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
141-17	64203	64214	4/3/2017	83,230.83	MDSE
142-17	64215	64269	4/7/2017	321,390.36	MDSE
143-17	64270	64331	4/14/2017	278,390.36	MDSE
144-17	ACH TRANS		4/14/2017	639,016.50	ACH TRANS
145-17	64332	64341	4/17/2017	18,888.09	MDSE
146-17	64342	64342	4/19/2017	99,540.84	MDSE
147-17	63520	63520	4/20/2017	(210.00)	VOID
148-17	64343	64415	4/21/2017	228,516.26	MDSE
149-17	ACH TRANS		4/26/2017	1,022.72	ACH TRANS
150-17	64416	64457	4/28/2017	98,897.59	MDSE
151-17	64458	64458	4/28/2017	300.00	MDSE
152-17	ACH TRANS		4/30/2017	145,652.20	ACH TRANS

Total: \$ 1,914,827.14

Check register numbers 508-17, 509-17 and 141-17 to 152-17

In the total amount of: \$2,657,827.89

- C. Resolution 19-2017 - Authorizing the General Manager to Release a Request for Proposals for Vanpool Management Software

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

ACTION: RICHARD BLOOM made and STEVE BECKEN seconded a motion to approve the Consent Agenda as presented. MOTION CARRIED UNANIMOUSLY.

(BFT Board Standing Committees Recommended Approval of Consent Items to the Full Board of Directors)

9. Action Items

- A. Resolution 20-2017 - Extension of the TC Transportation Services, LLC Contracted Services contract and The ARC of Tri-Cities contract for ADA Eligible Services

Tony Kalmbach stated Staff is recommending the extension of contracted services contracts beyond the term limit of five years due to the implementation of the Comprehensive Service Plan (CSP). Extending contracted services through August 31, 2018, allows system changes to be put into place prior to soliciting proposals for services. As staff continues to implement service recommendations, contracted services will remain fluid as final decisions are made about how to leverage contracted services in the best way in which to serve our community.

CHAIRMAN WATKINS called for a motion to Resolution 20-2017.

ACTION: STEVE BECKEN made and RICHARD BLOOM seconded a motion to approve Resolution 20-2017 - Extension of the TC Transportation Services, LLC Contracted Services contract and The ARC of Tri-Cities contract for ADA Eligible Services. MOTION CARRIED UNANIMOUSLY.

B. Resolution 21-2017 - A Resolution Authorizing the Release of the 2017 – 2022 Transit Development Plan for Public Comment

Tony Kalmbach stated that Ben Franklin Transit (BFT) submits the Transit Development Plan (TDP) annually to meet WSDOT guidelines. To meet these guidelines, the TDP includes BFT's goals, accomplishments, a program of projects, financial projections and inventories. The TDP works in conjunction with Benton Franklin Council of Government's (BFCG) Transportation Improvement Program (TIP) and the funding presented in the TDP is displayed in the TIP. This submittal begins the grant funding cycle for federal and state funds and identifies projects for BFCG's 2017 capital budget process. The goals included in the TDP represent the objectives outline in BFT's strategic plan.

The 2017 - 2022 Transit Development Plan and the proposed Program of Projects will be released to the public for comment for 30 days to meet federal and state grant funding compliance.

Tony Kalmbach continued by affirming Staff recommends the Board release the Draft 2017 -2022 Transit Development Plan for the required 30-day Public Review and Public Hearing. Once the review process is complete, staff will bring all comments from that process to the Board for consideration.

ACTION: RICHARD BLOOM made and LISA STADE seconded a motion to approve Resolution 21-2017 - A Resolution Authorizing the Release of the 2017 – 2022 Transit Development Plan for Public Comment. MOTION CARRIED UNANIMOUSLY.

CHARIMAN WATKINS asked Tony Kalmbach where the 30-day review period lands us, Tony Kalmbach replied, July.

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

10. Discussion/Information Items

A. Citizens Advisory Network (CAN) Update- *No report*

B. AECOM CSPS Implementation Update- Sara Lingley

Sara Lingley, AECOM Consultant, presented an overview of the Comprehensive Service Plan Study (CSPS), and its objective to assist Ben Franklin Transit with the implementation of system changes recommended through the:

- Development of operational materials
- Review of compliance with Title VI as required by Federal Transit Administration (FTA)
- Development of marketing materials and strategies to educate the public and build community trust
- Recommend amenities policy and bus stop placement procedures
- Document the process and results of the implementation effort

Sara Lingley then reviewed the timeline, and target implementation date of August 28th, 2017 with results and analysis prepared by April 2018. She stated that currently we have:

- Kick off meeting
- Tested the routes
- Identified operational concerns
- Proposed modifications based on physical constraints
- Collected bus stop information
- Began development of marketing materials
- Began development of amenities policy and procedures

The next stage, per AECOM, will include:

- Finalize route alignments
- Finalize headway and final route schedules
- Develop vehicle blocking, driver work assignments and rostering
- Revise BFT Title VI analysis
- Present initial marketing materials to BFT
- Initiate development of productivity measures

CHAIRMAN WATKINS posed questions about technical terms as presented, potential metrics, route alignments, target date, external factors, new technology, data capture processes and community impact. A brief discussion was held.

CHRIS LILYBLADE, non-voting Union Representative of the Board, noted that as an operator, he serves on the stakeholder's team to review and provide feedback on proposed changes. He stated how appreciative he is to be a part of the conversation as decisions are being made, and thanked BFT for their thoughtful inclusion.

11. Staff Reports & Comments

A. Legal Report

Benjamin Dow, Legal Counsel, stated there are no new legal matters to bring to the Board's attention. However, an Executive Session will be held pursuant to RCW is 42.30.110 sub-section (1) sub-section (g).

B. Financial Report

Kevin Hebdon, Administrative Service Manager, stated operating revenues through February are on track, operating expenditures are under budget, and capital funds remain strong. Other PTBA and Sales Tax information provided. Financials were included in the Board packet, and were discussed in detail at the Administration and Finance committee meeting.

C. General Manager's Report

Gloria Boyce reported on the following:

Federal:

- May 5th – Trump signed 2017 spending bill funding through Sep 30th. No cuts to public transportation funding. Secures funding for BFT next year's budget.

State:

- Governor signed 2 transit related bills in late April.
 - extending job-order contracting authority to transits and
 - allows bike-rack on buses to extend over the statutory limit.
- Waiting on state budget approval

Operations

- All transit operations continue to run smoothly over the last month. And as usual, maintenance and operations have been coordinating efforts should the inclement weather have an impact on service.
- This next month we will be focused on the implementation of service changes and summer activities such as the Allied Art Show, Water Follies and Fair.

Fleet Update

- Buses -Jerry Otto, Maintenance Manager, received notification this past month that our 13 Gillig buses on order will hit the production line 3 months earlier than expected. Expected completion date is March 2018.
- DAR – Completing needs assessment to place order once the state budget passes.
- Vans – 32 of 32 vans have arrived and are in revenue service.
- Annual EE Breakfast held yesterday, great event; big thanks to our Marketing team Michele and Kurt and Amanda. Next month, the Board will recognize our 2016 EE's of the year.

Upcoming Events

May 19th - Bike to Work Day

May 21st – Annual Rodeo – MOA Campus 7:30 a.m. - Noonish

Upcoming Board Calendar

Planning and Marketing Committee

May 31, 2017

BFT Room 360A - 4:00 p.m.

Operations and Maintenance Committee

May 31, 2017

BFT Room 360A - 12:30 p.m.

Administration and Finance Committee

June 1, 2017

BFT Room 360A – 4:30 p.m.

Citizen’s Advisory Network

TBD

BFT Board Room - 6:00 p.m.

Board Meeting

June 8, 2017

BFT Board Room - 7:00 p.m.

12. Board Member Comments

A. CHRIS LILYBLADE

i. Nothing to Report

B. LISA STADE

i. Thank you BFT for a wonderful and festive Employee Appreciation Breakfast on May 10th, I enjoyed eating and meeting.

C. STEVE BECKEN

i. Nothing to Report

D. CHAIRMAN WATKINS

i. Had a wonderful run in with a former neighbor, who now has career in transit, spoke nothing but great things about the industry.

E. RICK MILLER

i. Nothing to Report

F. RICHARD BLOOM

i. Nothing to Report

G. TERRY CHRISTENSEN

i. Nothing to Report

CHAIRMAN WATKINS opened for public comments, to which there were none.

13. Next Meeting – Thursday, June 8, 2016 at 7:00 p.m.

1000 Columbia Park Trail, Richland WA

14. Executive Session

CHAIRMAN WATKINS announced at 7:51 p.m. that the regular meeting would recess into Executive Session for twenty (20) minutes.

CHAIRMAN WATKINS reconvened the regular BFT Board of Directors Meeting into Open Session at 8:16 p.m. He thanked everyone for their patience as they worked to complete the Executive Session.

15. Adjournment

CHAIRMAN WATKINS adjourned the BFT Board of Directors meeting at 8:16 p.m.

Meeting recorded by:

Amanda Para, Executive Assistant, Interim Clerk of the Board

May 11, 2017