

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS MEETING MINUTES
Thursday, July 13, 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), BOB KOCH (Vice-Chairman), STEVE BECKEN, STEVE YOUNG, LISA STADE and NORMA NELSON

RICHARD BLOOM, TERRY CHRISTENSEN, SHON SMALL and RICK MILLER excused

Staff:

Gloria Boyce, Pat Roach- Legal Counsel, Amanda Para, Tony Kalmbach, Kevin Hebdon, Jerry Otto, Dr. John Myers, Michele Casey, Wendi Warner, Tom Turner, Rob Orvis

3. Pledge of Allegiance

CHAIRMAN WATKINS led all in attendance 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.

Brenda Saylor addressed the Board regarding two items; first, that her parents, who live just outside the PTBA, are not eligible for Dial-A-Ride Services, even though they are residents of Franklin County. Secondly, her son previously participated in Partners and Pals. Unfortunately, this year, due to the location of her son's summer childcare, also located outside the PTBA, he is unable to be transported for the program. CHAIRMAN WATKINS expressed his sympathies and stated as the jurisdiction closest to Ms. Saylor's parents, he would like to provide her with his business card in order to follow up with her concerns. Contact information was provided by both CHAIRMAN WATKINS and Gloria Boyce, BFT General Manager.

CHAIRMAN WATKINS acknowledged Sergeant Murstig, Richland P.D. in attendance for Resolution 32-2017- Recognizing Ben Franklin Transit Employee Miguel Garcia as inaugural recipient of the General Manager's BFT Beacon Award.

5. Approval of Agenda

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

ACTION: BOB KOCH made and STEVE YOUNG seconded a motion to approve the agenda.
MOTION CARRIED UNANIMOUSLY.

6. Recognitions

It was noted that the honoree was delayed, the Board proceeded with Agenda items 7A-C and 8A-E and 9A. before returning to present item 6A.

A. Resolution 32-2017: Recognizing Ben Franklin Transit Employee Miguel Garcia as inaugural recipient of the General Manager's BFT Beacon Award

Gloria Boyce, BFT General Manager, stated on June 23rd, 2017, Miguel Garcia, BFT Coach Operator, performed a noble act demonstrating integrity, leadership and exemplary citizenship. She continued by stating Miguel was hesitant to be acknowledged, stating that it was "just the right thing to do," and that he was raised to return anything that wasn't his, working for all they received. Ms. Boyce commended Miguel for his commitment to excellence, stating he has brought honor to himself, the agency, and his fellow operators.

While driving Route 39 on Keene Road, he discovered package of cash in the road. Miguel turned the envelope in to BFT Operations headquarters until a Richland Police officer could retrieve it. Through Richland PD social media, the rightful owner was found, and the money returned. Miguel Garcia has served BFT and our community well in the capacity of Coach Operator for the past thirteen (13) years; a twelve-year recipient of the National Safety Council Safe Driver Award.

The BFT Beacon Award is Ben Franklin Transit's award to honor employees who provide superior customer service, demonstrate exemplary citizenship, prove unwavering integrity, protect citizen's safety and property, and represent the BFT mission statement and core values through individual contribution to the communities we serve without regard for personal gain or recognition.

Sargeant Murstig, Richland PD, stated how impressed he was with Miguel, that he not only saw the envelope in the road and was so observant, but also that he was honest enough to turn in such a large sum of money, that was otherwise untraceable. So many people have done something along these lines, typically with something of far less value. He stated his sincere thanks to Miguel and noted that many folks who turn in valuable property, request first right to it, should it not be claimed.

ACTION: STEVE YOUNG stated it was his honor to **MOVE** to approve Resolution 32-2017: Recognizing Ben Franklin Transit Employee Miguel Garcia as inaugural recipient of the General Manager's BFT Beacon Award. **LISA STADE** seconded. **CHAIRMAN WATKINS** called for a vote. **MOTION CARRIED UNANIMOUSLY.**

The BFT Board of Directors, staff and all in attendance acknowledged Miguel Garcia with a standing ovation. A Certificate of Commendation was presented, and photos taken.

7. Board Committee Reports

A. Operations & Maintenance Committee, RICK MILLER, Chair

No report, meeting was cancelled.

B. Planning & Marketing Committee, RICHARD BLOOM, Chair

Excused, Minutes were provided in the Board Packet.

C. Administration & Finance Committee, STEVE BECKEN, Chair

STEVE BECKEN stated that the Administration and Finance Committee reviewed Resolution 33-2017: Receive and File the 2016 WA State Auditor’s Office Financial Statement and Federal Single Audit Reports; item was forwarded as a CONSENT ITEM to the regular Board meeting on July 13, 2017.

In addition to regular business, Resolution 36-2017: Adopting BFT’s Reserve Fund Policy, Resolution 37-2017: 2017 Operating Budget Revision and Resolution 40-2017: Selecting Citizen Advisory Network (CAN) members; Adopting the July 13, 2017 Revisions for CAN Standing Rules; and Appointing CAN officers through December 31, 2018 were presented and discussed. Resolutions forwarded as ACTION ITEMS to the regular Board meeting on July 13, 2017.

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

A. Approval of June 8th, 2017 Board Meeting Minutes

B. June Voucher Summary

June 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 July 7th 2017.

Payroll

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
512-17	79103	79133	6/9/2017	393,006.58	Payroll
513-17	79134	79157	6/23/2017	376,551.53	Payroll

Total \$769,558.09

Non-Payroll Vouchers

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
168-17	64752	64791	6/02/2017	76,177.46	MDSE
169-17	64791	64858	6/09/2017	314,448.88	MDSE
170-17	64859	64866	6/12/2017	19,437.67	MDSE
171-17	64705	64705	6/12/2017	(82.86)	VOID
172-17	64867	64922	6/16/2017	141,406.50	MDSE
173-17	ACH TRANS		6/20/2017	636,934.17	ACH TRANS
174-17	64923	64988	6/23/2017	231,514.07	MDSE
175-17	64989	65007	6/26/2017	93,381.63	MDSE
176-17	ACH TRANS		6/27/2017	169,533.37	ACH TRANS
177-17	65008	65057	6/30/2017	174,244.30	VOID

Total: \$ 1,856,995.19

Check register numbers 512-17, 513-17 and 168-17 to 177-17;

In the total amount of: \$2,626,553.28

- C. Resolution 33-2017: Receive and File the 2016 WA State Auditor's Office Financial Statement and Federal Single Audit Reports
- D. Resolution 34-2017 Authorizing the General Manager to enter into a contract with Schetky N.W. Sales, Inc. to purchase 35 paratransit vehicles utilizing Washington State Contract #04115
- E. Resolution 35-2017: Request to Approve the Release of BFT's Draft May 2017 Title VI Service Equity Analysis for 30-day public comment period

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 LISA STADE 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 36- 2017: Adopting BFT's Reserve Fund Policy

Kevin Hebdon, Administrative Services Manager, stated that under the direction of the General Manager, Ben Franklin Transit (BFT) staff released RFQ 07-16 for Cash Flow and Reserve Fund Analysis on February 16, 2016. A contract was signed on May 9, 2016 between the winning

respondent, Moss Adams, LLP, and BFT. Work began in June of 2016. Moss Adams has completed their review and has presented to staff their Reserve Fund Analysis. Since the completion of the analysis, staff has continued to work with Moss Adams in developing BFT's Reserve Fund Policy. The proposed Reserve Fund Policy consists of four reserve funds: Operating Reserve Fund, Fuel Reserve Fund, Fleet Replacement Reserve Fund, and Non-Fleet Capital Reserve Fund.

BFT staff recommends that the Board approve Resolution 36-2017 Accepting the Reserve Fund Analysis and Adopting the Reserve Fund Policy. Brief discussion was held.

CHAIRMAN WATKINS opened for questions, to which there were none. He then called for a motion to Resolution 36-2017.

ACTION: STEVE BECKEN made and STEVE YOUNG seconded a motion to approve Resolution 36-2017: Adopting BFT's Reserve Fund Policy. MOTION CARRIED UNANIMOUSLY.

CHAIRMAN WATKINS acknowledged the arrival of special guest, and recognition recipient, Miguel Garcia. The Board of Directors returned to agenda item 6A.

B. Resolution 37-2017: 2017 Operating Budget Revision

Kevin Hebdon, Administrative Services Manager, introduced the 2017 Operating Budget Revisions, and stated Tony Kalmbach would review the operations increases, specifically those as a result of the comprehensive service change, effective late quarter three.

Tony Kalmbach, Planning and Service Development Manager, reviewed the Operating expenses increases due to the Comprehensive Service Change. He detailed increased service hours, and headcount needs. Kalmbach noted that in fine-tuning immediate needs for the comprehensive service change, headcount previously allocated to two Operations Supervisors is being re-allocated to an operations support position and a maintenance support position. Night service and taxi feeder services were discussed.

Kevin Hebdon presented increases to the adopted 2017 Operating Budget in the amount of \$2,450,615. There are no changes to the capital budget as revised and adopted per Resolution 29-2017 at the June 2017 Board meeting. The increases to the 2017 Operating Budget are due to full implementation of the Comprehensive Service Plan (CSP), estimated effects of Collective Bargaining Agreements, and other miscellaneous operating costs.

BFT Staff recommended the Board approve increases to the 2017 Operating Budget in the amount of \$2,450,615; from \$34,748,662 to \$37,199,277 as summarized in Exhibit B. Staff also recommended the Board delegate authority to the General Manager to revise the FY 2017 Federal and State grants in an amount not to exceed BFT's apportionment sufficient to claim all available current and prior year funds available to BFT. Discussion was held.

CHAIRMAN WATKINS opened for questions, to which there were none. He then called for a motion to Resolution 37-2017.

ACTION: STEVE YOUNG made and STEVE BECKEN seconded a motion to approve Resolution 37-2017: 2017 Operating Budget Revision. MOTION CARRIED UNANIMOUSLY.

C. Resolution 38-2017: CSP Complimentary Fixed Route Service

Tony Kalmbach, Planning and Service Development Manager, stated the primary goal of the Comprehensive Service Plan (CSP) is an improved transit network that will leverage BFT's resources to better serve current travel demand needs, enhance the mobility of persons residing and/or working within the Public Transportation Benefit Area (PTBA) and attract more of the general population to utilize our system.

While BFT has fully developed a public outreach and marketing campaign to educate and assist our constituents and community during the service change implementation, customers will be impacted. Impacts include missed trips and/or delayed travel time due to limited knowledge of new route alignments, route numbering and connection points. First-time-users will also be unfamiliar with our system. Providing complimentary fixed route service to non-pass holders, will ease the transition for our current ridership base as well as promote our new service to the community. Staff recommended BFT provide complimentary fixed route service to non-pass holders during the first six days of the service launch; Monday September 18th through Saturday September 23rd.

BFT staff recommended the Board authorize the General Manager to offer complimentary fixed route service to non-pass holders during the first six days of the CSP launch; Monday, September 18th through Saturday, September 23rd. Brief discussion was held.

CHAIRMAN WATKINS opened for questions, to which there were none. He then called for a motion to Resolution 38-2017.

ACTION: STEVE YOUNG made and STEVE BECKEN seconded a motion to approve Resolution 38-2017 – Authorizing the General Manager to Release Request for Proposals (RFP) for an Automated Fluid Management System. MOTION CARRIED UNANIMOUSLY.

D. Resolution 39-2017: Adopting the 2017-2022 Transit Development Plan (TDP) and Program of Projects

Tony Kalmbach, Planning and Service Development Manager stated Ben Franklin Transit submits the Transit Development Plan (TDP) annually to meet WSDOT guidelines. To meet these guidelines, the TDP (See Attachment A) includes BFT's goals, accomplishments, a Program of Projects, financial projections and inventories. The TDP works in conjunction with BFCG's 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.

The 2017-2022 TDP and the proposed Program of Projects have been out for public comment for 30 days. Public hearings were held Wednesday, June 15th at Three Rivers Transit Center at 2:00 p. m. and 5:30 p.m. There was one person in attendance, however, the customer comment received was in regards to a recent change in Dial-A-Ride booking procedures. Staff received no comments in regards to the TDP during the 30-day comment period.

No public comments were received during the 30-day public comment period or during the public hearings. Staff recommended approving Resolution 39-2017 adopting the 2017-2022 Transit Development Plan (TDP) and Program of Projects (POP) as presented. Brief discussion was held.

CHAIRMAN WATKINS opened for questions, to which there were none. He then called for a motion to Resolution 39-2017.

ACTION: BOB KOCH moved and LISA STADE seconded a motion to approve Resolution 39-2017: Adopting the 2017-2022 Transit Development Plan (TDP) and Program of Projects. MOTION CARRIED UNANIMOUSLY.

E. Resolution 40-2017: Selecting Citizen Advisory Network (CAN) members; Adopting the July 13, 2017 Revisions for CAN Standing Rules; and Appointing CAN officers through December 31, 2018

The Ben Franklin Transit (BFT) Board approved the CAN “Standing Rules” in 2016 to establish a new Citizen’s Advisory Network. Membership applications have been solicited, a member nominating committee has been established, and the nominating committee has reviewed membership applications and CAN Standing Rules. As BFT staff and nominating committee have progressed towards the establishment of the new CAN, they have vetted and are now ready to forward recommended nominations for CAN membership to the BFT Board of Directors.

In addition, the group recommended amendments to the CAN Standing Rules that will enable the CAN to operate more self-sufficiently by establishing a Secretary position among the CAN officers, and operate with more continuity over time by establishing a process of rotating Officer terms. Michele Casey brought the Board’s attention the need for representation in three distinct areas of interest: Clean Air/Good Roads/Energy Advocate, Ethnic Community Organization Advocate, and a Student Rider (High School or College).

BFT staff recommended to the Board for the appointment of the first officers to the CAN. This recommendation includes appointment of Karyn Vandecar as Chair, Mike Moran as Vice Chair, and Austin Neilson at Secretary/Recorder. These officers will serve through December 31, 2018.

CHAIRMAN WATKINS opened for questions, to which there were none. He then called for a motion to Resolution 40-2017.

ACTION: STEVE YOUNG moved and LISA STADE seconded motion to approve Resolution 40-2017: Selecting Citizen Advisory Network (CAN) members; Adopting the July 13, 2017 Revisions for CAN Standing Rules; and Appointing CAN officers through December 31, 2018. MOTION CARRIED UNANIMOUSLY.

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

10. Discussion/Information Items

A. Quarter Two Performance Report

Tony Kalmbach, Planning and Service Development Manager, reviewed a PowerPoint presentation detailing BFT's performance during the second quarter. Total YTD system boardings as compared to 2016 are down primarily due to the extreme decrease in ridership during the first two months of the year as a result of inclement weather. Fixed Route is trending flat in May and June. Fixed route ridership is down 10.3%, this is not just a BFT trend, but a trend being seen across the nation. This decrease in ridership is correlated with the severe inclement weather that effected The Tri-Cities area in January and February 2017. Additionally, there are still other aspects that are causing ridership to trend down, economic vitality and lower fuel costs. However, there was a slight positive trend in ridership for May 2017, up 0.2% over May 2016. Total paratransit boardings are down -1.4% over 2016.

Marketing and Outreach included:

- Media Coverage
 - May 17 – KEPR: Art work of Kennewick students gets special display on buses
 - May 17 – KONA: Kennewick students see their art on buses
 - May 19 – KNDU: Bike (and Bus) to Work Day
 - June 17 – KNDU: National Dump the Pump Day
- Vanpool Marketing
 - Spring Into Summer Campaign Launch
 - Targeted Digital/Social Media Campaign
 - Developed New Print Materials
- Social Media
 - Increased Facebook Followers from 430 to 512
 - Facebook Impressions Reaches All-Time High – 37,729

Kalmbach concluded by reviewing performance on BFT's six major goals and objectives.

CHAIRMAN WATKINS opened for comments or questions, which there were none.

B. Seasonal Service 2017

Tony Kalmbach reviewed routes, fares, and pickup drop off locations for upcoming Seasonal services to be provided for:

- Allied Arts – Art in the Park (July 28th & 29th);
 - Shuttle Service:
 - Friday: 9 a.m.– 9 p.m.
 - Saturday: 9 a.m. – 7 p.m.
 - Fares:
 - Each Way –\$1.50 per person
 - Children five (5) and under are free with adult
 - Senior, Disabled and Medicare are \$.75
 - Family of three (3) or more is \$4.00, up to five (5) people
 - Freedom Passes will be accepted

- Location:
 - Route change due to high foot traffic on Lee in the park. Additional loop around Swift allows access to the park in front of the Federal Building where the event is growing.
 - Bus shuttle drop on George Washington way
 - Shuttle service to and from Fran Rish Stadium – Howard Amon Park
- Tri-Cities Water Follies (July 28th, 29th & 30th);
 - Service:
 - 9 a.m.-11 a.m. and then 15 minutes post-final heat (around 5 p.m.)
 - Direct to the park trips from
 - Frost Transit Center
 - 22nd St Transit Center
 - Knight St Transit Center
- Benton-Franklin Fair & Rodeo (August 22nd- 26th).
 - Buses will run from 6 Park-n-Ride locations
 - Service times:
 - Hourly Day service: 9 a.m.– 4 p.m.
 - 30-minute frequency evening service: 4 p.m.- Midnight

11. Staff Reports & Comments

A. Legal Report

Pat Roach, Legal Counsel, stated there is an informational only contract administration issue with AECOM’s subcontractor regarding marketing efforts, additional information will be provided as needed. This evening’s Executive Session is pursuant to RCW 40.30.110 and is anticipated to take approximately forty-five (45) minutes.

B. Financial Report

Kevin Hebdon, Administrative Service Manager, stated operating revenues through April 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:

Governmental Affairs Update

Federal:

- Administration released its 2018 budget; Senator Murray, APTA and the Bus Coalition are working hard to save transportation funding programs.

State:

- State Budget has been approved no cuts to public transportation funding

Operations

- All transit operations continue to run smoothly over the last month.
- Air conditioning units on board are getting extra attention from the maintenance team

June

- Allied Arts – Art in the Park (July 28th & 29th)
- Tri-Cities Columbia Cup/Water Follies (July 28th, 29th & 30th)
- Benton-Franklin Fair & Rodeo (August 22nd- 26th)
- Service Change effective September 18th, 2017

Upcoming Board Calendar

Operations and Maintenance Committee – CANCELLED

~~August 2nd, 2017~~

BFT Room 360A – 12:30 p.m.

Planning and Marketing Committee – CANCELLED

~~August 2nd, 2017~~

BFT Room 360A – 4:00 p.m.

Administration and Finance Committee – CANCELLED

~~August 3rd, 2017~~

BFT Room 360A – 4:30 p.m.

NOTE: All August committee meetings cancelled due to no agenda items present

Board Meeting

August 10th, 2017

BFT Board Room – 6:00 p.m. and 7:00 p.m.

NOTE: Special meeting from 6:00 p.m. to 7:00 p.m. due to Executive Session items to be discussed, pursuant to RCW 42.30.110(G). Closed to the public. Regular meeting convenes at 7:00 p.m.

12. Board Member Comments: No reports given.

- A. NORMA NELSON
- B. LISA STADE
- C. STEVE YOUNG
- D. STEVE BECKEN
- E. BOB KOCH
- F. CHAIRMAN WATKINS

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

13. Next Meeting – Thursday, August 10, 2016 at 6: 00p.m. and 7:00 p.m.

The Ben Franklin Transit Board of Directors will hold a Special Board meeting. This meeting is an EXECUTIVE SESSION, closed to the public, pursuant to RCW 42.30.110 (G).

The Special Board meeting will be held Thursday, August 10th, from 6:00 to 7:00p.m. (At 7:00 p.m. the Regular Board Meeting will begin). The Meetings will be held in the BFT MOA Board Room, located at 1000 Columbia Park Trail, Richland WA.

14. Executive Session

Executive Session convened at 8:44 p.m. for approximately forty-five (45) minutes.

At 9:33 p.m. those waiting were notified Executive Session was extended an additional ten (10) minutes.

At 9:45 p.m. regular session resumed, no action was taken during Executive Session. VICE-CHAIRMAN KOCH stated that it was the direction of the Board to head to market to shop for major medical benefits for Non-represented employees. Findings will be presented in the future.

CHAIRMAN WATKINS requested Gloria Boyce poll all Board members for an agreeable time to hold a special meeting.

15. Adjournment

CHAIRMAN WATKINS adjourned the BFT Board of Directors meeting at 9:46 p.m.

Meeting recorded by:

Amanda Para, Executive Assistant, Interim Clerk of the Board

July 13th, 2017