

BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
Thursday, August 10, 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 YOUNG, SHON SMALL, RICK MILLER, TERRY CHRISTENSEN, RICHARD BLOOM, STEVE BECKEN and (Non-voting Union Representative) CHRIS LILYBLADE

BOB KOCH (Vice-Chairman) and LISA STADE excused

Staff:

Gloria Boyce, Pat Roach- Legal Counsel, Amanda Para, Tony Kalmbach, Kevin Hebdon, Dr. John Myers, Michele Casey, Wendi Warner, Paul Holgate, 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.

5. **Approval of Agenda**

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

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

6. **Recognitions**- None

7. **Board Committee Reports**

- A. Operations & Maintenance Committee, RICK MILLER, Chair
- B. Planning & Marketing Committee, RICHARD BLOOM, Chair
- C. Administration & Finance Committee, STEVE BECKEN, Chair

No report, all committee meetings cancelled due to no agenda items present.

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

A. Approval of July 13th, 2017 Board Meeting Minutes

B. July Voucher Summary

July 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 August 4th 2017.

Payroll

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
514-17	79158	79181	7/7/2017	369,318.66	Payroll
515-17	79182	79209	7/21/2017	378,861.01	Payroll

Total \$748,179.67

Non-Payroll Vouchers

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
178-17	65057	65104	7/6/2017	\$151,250.20	MDSE
179-17	65105	65105	7/7/2017	\$834.41	MDSE
180-17	65106	65115	7/10/2017	\$143,078.13	MDSE
181-17	ACH TRANS		7/11/2017	\$618,512.45	ACH TRANS
182-17	ACH TRANS		7/12/2017	\$2,535.49	ACH TRANS
183-17	65116	65187	7/14/2017	\$215,534.49	MDSE
184-17	65188	65189	7/14/2017	\$55.00	MDSE
185-17	65190	65191	7/17/2017	\$5,250.95	MDSE
186-17	65192	65192	7/18/2017	\$299,018.52	MDSE
187-17	ACH TRANS		7/19/2017	\$7,494.25	ACH TRANS
188-17	65193	65266	7/21/2017	\$357,304.89	MDSE
189-17	65267	65278	7/24/2017	\$87,720.27	MDSE
190-17	65279	65327	7/28/2017	\$170,345.16	MDSE
191-17	ACH TRANS		7/31/2017	\$152,847.01	ACH TRANS

Total: \$2,211,780.79

Check register numbers 514-17, 515-17 and 178-17 to 191-17;

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

- C. Resolution 41-2017: Authorizing the General Manager to Release Request for Qualifications (RFQ) for Engineering Services to Conduct a Facility Condition Assessment (FCA)

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

ACTION: STEVE YOUNG made and RICK MILLER 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- None

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

10. Discussion/Information Items

A. CSP Interactive: Welcome Aboard!

Tony Kalmbach, Planning and Service Development Manager and Kevin Sliger, Transit Planner, reviewed a PowerPoint presentation detailing BFT's Service Change, which goes into effect on September 18, 2017. CHAIRMAN WATKINS provided a departure and arrival location to demonstrate efficiencies gained with the new service changes.

In addition to customized route options reflective of changes, the Board was provided with the various trip planning tools, customer service information, and rollout plans regarding the Service Change launch.

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

B. CSP Marketing Update

Michele Casey, Interim Marketing & Customer Service Manager presented a status update on public outreach and promotion. She outlined the current and future efforts being made to communicate the service changes to current riders as well as new/choice riders.

Some of the mediums being used include:

- Print, radio and TV advertisements
- Open Houses
- Social Media, Emails, direct mail
- Local Jurisdiction and major stakeholder presentations

She continued by outlining the short-term and long term plans for continued communications. Lastly, the first week of service will feature complimentary fixed route service for all riders, as BFT ambassadors at transfer centers and routes with significant changes to assist and ease the transition.

11. Staff Reports & Comments

A. Legal Report

Pat Roach, Legal Counsel, stated there is an in-action item regarding the Department of Ecology groundwater surveys from 27 years ago. The groundwater sampling wells eventually dried up in 2008. Both DOE and BFT closed their files in 2008. The DOE file has been re-opened and counsel will keep the Board informed.

B. Financial Report

Kevin Hebdon, Administrative Service Manager, opened his report by introducing a new member to the BFT team, Finance Manager Matthew Branson. stated operating revenues through May 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:

Government Affairs Update

Federal:

1) The Senate Appropriations Committee passed their Transportation, Housing and Urban Development, and Related Agencies Appropriations bill, where we saw a lot of positive funding for programs important to localities, such as level funding for CDBG and HOME. Overall, the bill provides \$19.47 billion in discretionary appropriations for the Department of Transportation - \$978 million above the FY2017 enacted level. Here are some other funding highlights:

- Provides \$550 million for TIGER Grants - \$50 million above FY17 (zeroed out by the House)
- Provides \$45 billion for the Highway Trust Fund.
- Provides for \$12.13 billion for the Federal Transit Administration - \$285 million below the FY2017 enacted level. However, transit formula grants total \$9.73 billion, which is consistent with the FAST Act.
- Provides \$2.13 billion for Capital Investment Grants or New Starts.
- Provides \$1.94 billion for the Federal Railroad Administration - \$122 million above the FY2017 enacted level.

Special thanks to Senator Murray for her efforts in securing transportation funding programs.

- 2) I received notice Monday that Jo Eckert, DC Transportation Policy Advisor to Senator Murray requested a site visit for next Monday, 8/14. We will discuss with her our two projects in which we are seeking discretionary funds and which Senator Murray has provided a letter of support as well as our upcoming service changes, and technology & facilities upgrades.
- 3) BFT will also attend TriDec's Luncheon on Monday featuring Senator Cantwell as speaker.
- 4) Our lobbyists, Dale Learn and Paul Hoover of Gordon Thomas Honeywell will be out October 12 for a site visit and Board presentation.

State:

- Nothing to report

Locally:

- We've been out in the community working with jurisdictional staff regarding service changes. Benton County, Benton City, Pasco.

Operations

All transit operations continued to run smoothly over the last month.

We're focused on upcoming events as mentioned by staff tonight; the Fair and Service Change. I encourage you all to attend the fair; via bus of course, and see us in action.

All managers are meeting weekly beginning next week to ensure our Service Change is a flawless as can be.

All Operator and Ambassador training has been scheduled.

We run a skeleton crew during Fair week and will do so the first week of Service Change.

Finally;

Last Saturday our local Rodeo winners competed in the State Rodeo held in Everett WA.

- 40' – Gabe Beliz – 1st Place
- 35' – Caleb Suttle – 2nd Place
- Body on Chassis – Mona Miller - did not place

Gabe and Caleb will move on to APTA International!

Legacy Award – Dan Schmidt will be formally recognized at October Board meeting

Upcoming Events

- Benton-Franklin Fair & Rodeo (August 22nd- 26th)
- Back to School
- Service Change effective September 18th, 2017

Upcoming Board Calendar

Operations and Maintenance Committee

September 6, 2017- **CANCELLED**
BFT Room 360A – 12:30 p.m.

Planning and Marketing Committee

September 6, 2017- **CANCELLED**
BFT Room 360A – 4:00 p.m.

Administration and Finance Committee

September 7, 2017
BFT Room 360A – 4:30 p.m.

Board Meeting

September 14, 2017
BFT Board Room – 7:00 p.m.

12. Board Member Comments:

A. CHRIS LILYBLADE

- i. All operators have received information guide books with all new system maps in preparation for the Service change. They look great.
- ii. Collective Bargaining Agreement goes to vote on September 12th.

B. STEVE BECKEN

- i. We ought to be thankful we don't face the same issues as Arizona Paratransit. They are currently dealing with major inefficiencies, 20-105-minute wait-times and picking up people so late that they're still calling about their pick-ups when they're scheduled to already be En route on their return trips!

C. STEVE YOUNG

- i. Commended the staff for the research and development that went into the resource binder used during Executive Sessions. The work shows.

D. CHAIRMAN WATKINS

- i. Nothing to report

E. RICK MILLER

- i. Nothing to report

F. RICHARD BLOOM

- i. Requested five (5) minute executive session.

G. TERRY CHRISTENSEN

- i. Smoke is terrible. Excited for the new service implementation.

H. SHON SMALL

- i. Nothing to report

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

13. Next Meeting – Thursday, September 14th, 2017 at 7:00 p.m.
BFT MOA Board Room, 1000 Columbia Park Trail, Richland WA

14. Executive Session

CHAIRMAN WATKINS notified all in attendance that the Board of Directors would be in Executive Session for 10 minutes, following a three-minute break. The Executive Session convened at 8:10 p.m. for approximately ten (10) minutes. At 8:20 p.m. those still in attendance were invited into the Board room. Regular meeting re-convened.

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

August 10th, 2017